TD6557-8 RESEARCH PRACTICUM: HIGHER EDUCATION
Thursdays, 3:00 - 5:00 p.m.

Faculty: Dr. Raechele L. Pope
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Office Hours: Tuesdays & Wednesdays, 3:00-4:30*
Other times, only by appointment

Research Associate and Team Coordinator: John A. Mueller
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* These are open office hours and no appointment is necessary so please feel free to just drop-in to see me. However, during these hours I would like to be available to as many students as possible, therefore, these times are reserved for discussions which can be handled in about 10 or 15 minutes. When additional time is needed, please do not hesitate to make an appointment to see me. Generally, I am available on Wednesday afternoons and early evenings for appointments. To make an appointment, contact the program secretary (or one of his/her assistants) at (212) 678-3750 and an appointment will be arranged for you. For those of you who commute long distances, if it would be more convenient for you to schedule telephone appointments, I will be happy to accommodate you. Telephone appointments also are scheduled through the secretary. Also, feel free to address course questions and advising issues via E-mail.

DESCRIPTION

This research practicum is designed to serve two goals: first, to provide students with an opportunity to gain "hands on" experience in all aspects of conducting research; and second to provide faculty with an opportunity to gain assistance in their research. In this way the research practicum is thought of as a mutually beneficial enterprise.

The structure of the research practicum will involve members of the research team working on various task related to specific projects, independently, dyads, and in small groups, and then report back on their work in a team meeting. Through this process, students become familiar with a wide range of research-related tasks.

As Director of this research team, I will be responsible for the generation of research projects, for the overall management of the research process, and ultimately for maintaining the integrity of the research and the learning contract.

As Research Associate and Team Coordinator, John will assist me with all phases of the generation of research projects, overall management of the reseach process, coordination of the research team members, and in maintaining the integrity of the reseach and learning contract.
EXPECTATIONS

1. Students are required to register and maintain enrollment for, no less than, two consecutive semesters.

2. Attendance at ALL team meetings is mandatory. However, in the case of dire emergency, please inform me in advance of class and arrange for someone else in the group to report on the status of your work.

3. Obtain a TC E-mail account and read and respond to messages posted their on a regular (at least four times a week) basis.

4. While research often takes longer than we anticipate, students are expected to meet the goals set for each task in a timely manner. Specific time lines will be set for each project by the project coordinator in collaboration with the Director. One of the aims of the team meetings is to insure that we work collaboratively to solve any problems that are interfering with the completion of the various projects. Please use all resources available instead of avoiding the task.

5. In order to increase research related competencies, students who enroll in this research practicum are expected to work on several diverse tasks. While it is expected that some tasks will hold more interest than others, care will be taken to insure that students have a variety of opportunities to learn about all aspects of the research process.

6. Students are expected to be responsible and productive members of the research team-- each contributing to the success of the team as a whole, as well as to the growth and development of each individual member. With this in mind, more experienced team members are expected to assist less experienced team members with specific tasks. Assignment of tasks and responsibilities is related to several factors and may differ depending on the demands of the work at any given time. An example of one of these factors would be having certain competencies due to level of training or experience.

7. As a graduate student and member of this research team you are already expected to have strong writing skills. As such, the written work you submit should be clear, well-organized, and free of grammar and syntax errors. It is further expected that all papers will be carefully proofread prior to submission.

8. All written work is to be typed and prepared according to the style manual of the American Psychological Association (APA) (4th edition). I recommend that you purchase it as soon as possible. It is available at the TC bookstore.

9. As a graduate student in the Department of Higher and Adult Education, we expect the highest personal and professional standards which reflect the
objectives of the Department and our professional ethics. The expectation is that all of your work will be characterized by academic integrity and honesty. One aspect of this expectation is that your work will be referenced and documented appropriately. You are encouraged to become familiar with TC's policy on academic dishonesty, as this policy applies to all of your classes. In addition, I encourage you to read the section of the APA style manual which discusses research ethics.

10. While you are a member of the research team, not every team member will be an author for the various publications that are created from each research project. Authorship is based on one's work on all stages of the research process. The APA style manual has a specific section on assigning authorship which specifies the ethical considerations to be used in fairly determining who should be an author. If you contributed significantly yet not enough to be a co-author, you will be noted as a contributor (if journal policy allows such statements). We will discuss this issue as part of each research project to insure that there are no misunderstandings; however, as Director of this research team, I will have final determination of who will be an author and who will be noted as a contributor for each publication.

READING

Throughout the year, various books or articles will be recommended or assigned to you as the research task or project necessitates. Students are encouraged to bring relevant books, articles, conferences, classes, etc. to the attention of the research team on an ongoing basis. Additionally, students are expected to take classes or minicourses (e.g., ACS computer workshops) to aid in their development and contribution to the team.

EVALUATION

At the end of the first and second semesters, time will be allotted for individual meetings with students. These meetings will provide an opportunity to discuss each student's performance, training, and development. Grades will be determined based on the following criteria: preparation and attendance, quality and timely completion of assigned tasks, initiative, ability to work cooperatively, two consecutive semesters registration and enrollment, and positive and ethical contributions to the research team and process.
TD6557 SPECIAL TOPICS: RESEARCH PRACTICUM

LEARNING CONTRACT

I have read the syllabus for this research practicum and I understand that as a member of the research team, I am expected to:

* register and maintain enrollment for, at least, two consecutive semesters
* attend and participate at all research team meetings
* work cooperatively with other members of the research team
* complete quality and timely work
* act respectfully, appropriately, and professionally in Dr. Pope's work space
* act ethically and responsibly as a researcher
* make a positive contribution to the research team and process

I agree to work diligently to meet all of these expectations and understand that I will be evaluated and graded based on the degree to which I meet all of these expectations.

______________________________________________ ________________________
Name of Research Team Member     Date