



**TOUGALOO COLLEGE
DIVISION OF EDUCATION, SUPERVISION AND INSTRUCTION**



HANDBOOK

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#NOEXCUSES

Redefining, Reclaiming, and Representing Education

Preface



Congratulations! You are on your way to writing your Senior Paper. Writing a Senior Paper is demanding and intellectually challenging. The Senior Paper signifies that you have learned and practiced the skills required for organized research and documentation, analysis of information and effective written communication. In writing the Senior Paper you are making a transition from a consumer of written information to a contributor to the knowledge base of your academic discipline.

This handbook will prepare you to succeed and complete your Senior Paper according to Tougaloo College and the Division of Education, Supervision and Instruction guidelines. It contains an overview of the steps you need to begin and finish your Senior Paper on time.

There will always be a need to update this handbook because we live in a fast-paced global society; therefore, it is highly recommended that you consult your advisor when not sure about something that is written in this handbook.

Writing a Senior Paper is difficult work and it takes time; therefore, you should be patient, pay attention in class, and ask clarifying questions.

Remember, you are not alone on this journey. The faculty stands ready to assist you in this endeavor. Be sure to seek their help in advance of deadlines as needed.

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- Directions for Submitting Senior Paper into Turnitin.com
- Example of the Title Signature Page
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- Evaluation Form for Senior Paper Defense

Message from the Dean

The Senior Paper is the capstone of your educational experience at Tougaloo College. It represents your transition from student to scholar. You are no longer a recipient of knowledge but a person who produces knowledge that has value particularly in your discipline and generally in society.

The Senior Paper also provides students a special opportunity to work closely with your advisor. This mentoring relationship may not seem important or special but it is indeed. Through this relationship you learn how to become a scholar. The Senior Paper process demands that you apply skills you have learned during your college tenure such as thinking critically, analyzing empirical data and presenting ideas with clarity.

Having written an undergraduate Senior Paper at Tougaloo College, I can testify to the benefits that it can bring to you and your future educational endeavors. My undergraduate Senior Paper became the foundation for my future research in graduate school. I strongly suggest that you work diligently on preparing your Senior Paper and select a topic that you are passionate about and will be interested in pass your time at Tougaloo College. You may not be thinking about graduate school now but I can guarantee you will continue your education. I wish you the best.

Sincerely,

Dr. Thea Williams-Black, Ph.D., Dean
Division of Education, Supervision and Instruction

Chapter 1: The Senior Paper

The Senior Paper is an honored tradition at Tougaloo College but few students know the difference between a research paper and a Senior Paper. A research paper takes into account what you know about a topic and the search for additional information by experts that can confirm or add to your understanding of a topic. A Senior Paper on the other hand declares what you believe and what you intend to learn more about. A Senior Paper is the gathering of knowledge in pursuit of answers. It has a claim that the researcher is attempting to verify through scientific inquiring and discovery.



You will select a topic of interest to you in your specific discipline. Each field of study has areas of interest. For example, the Division of Education, Supervision and Instruction field of study is Education and its areas of interest are Child Development, Elementary, Health, Physical

Education and Recreation Special Education and Secondary Education. Your Senior Paper will focus on one of these areas, however, you must show how your research ties to general education.

Narrowing your investigative interest is important because the Senior Paper usually focuses on a limited area of study and may involve a descriptive or interpretative analysis of some piece of information and in social science research it may include surveys or field studies.

It is important to note, that whatever topic or methodology you use, the intent of the Senior Paper is to make a contribution to the field of study. A contribution to the field means that you are providing new information to give to your area of interest/study. This contribution of new information should include testing a theory, reinterpretation of a common instructional method, evaluation of a curriculum or replicating

a previous study to broaden knowledge and understanding of previous results. Whatever you decide to research, it must in some form or fashion add new information to the discipline. It goes without saying, that to add new knowledge to the field you must first have in-depth knowledge of your field and its area of interest you plan to study.

The Senior Paper is the important part of your studies at Tougaloo College. To successfully complete it, you must demonstrate skills over a specific content area and the methodology associated with education. The Senior Paper represents you as an intelligent consumer of information and a contributor to the field of education.



The Senior Paper also represents the opportunity to work closely with your advisor and other members of the faculty. One characteristic of a good education is to be mentored by a faculty member. Being taught in a classroom is the traditional way of delivering the content information for a field of study, but there is always some knowledge that can only be obtained through personal interactions. Working on a Senior Paper under the direction of an advisor or faculty member provides you with the opportunity to explore and learn additional information that you most likely would not learn in class.

A Senior Paper is also personal. It is an exercise in self-discipline. Completing a Senior Paper requires sustained interest and dedication. You have to remain focus on the Senior Paper for an extended period of time and you must concentrate on meeting deadlines while following strict rules concerning format. Writing a Senior Paper is different than turning in a class assignment because you decide on the topic, how the research will be carried out, and what research instrument will be used. The Senior Paper belongs to you, although faculty is there to provide guidance and direction.

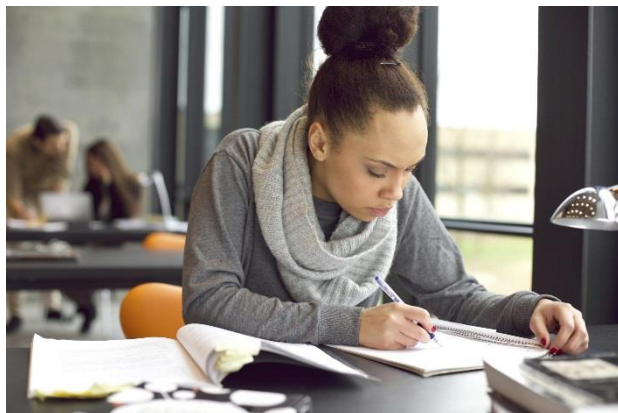
Thus, the Senior Paper acknowledges that you are on the track to professionalism. The mark of a professional is his or her ability to self-motivate, self-direct and self-evaluate.

In sum, a Senior Paper is a scientific and scholarly written document that involves independent research activity for the purpose of exploring a claim or problem. The ultimate goal of the Senior Paper is to add new information to your field of study or to a specific area of interest within your discipline. Moreover, the Senior Paper represents your level of competency and worthiness of obtaining a baccalaureate degree and indicates you are on the road towards professionalism.



Chapter 2: EDU 251-Education Seminar (Research)

Every student in the Division of Education, Supervision and Instruction is required to take EDU 251-Education Seminar (Research). It is in this class that your Senior Paper process begins.



This course is designed to cover the basics of research writing in the discipline. Students learn the rudiments of researching and scientific inquiry. They do this through learning how to assess research articles in professional journals, by submitting article abstracts, applying analytical and

critical thinking skills in writing a Senior Paper using the American Psychological Association Writing Manual. Prior to taking this course, students should have taken English 101 and English 102 and have passed the English Writing Proficiency Examination (EWPE) and the Nelson-Denny Reading Test.

Although a draft of the Senior Paper is written in ECD 251, it is refined with the student's college advisor. In fact, the college advisor enters into the Senior Paper process early by reviewing the Senior Paper at different intervals with constructive feedback. College Advisors will receive a copy of the students:

- Chapter 1
- Chapter 2
- Chapter 3, 4 and 5

College Advisors are asked to review the previously mentioned documents and provide feedback to their advisee.

Starting the tenth week of class, students meet individually with the instructor of the course to work on their Senior Paper. This individual time with the instructor will afford students the opportunity to focus on

their particular concerns and problems they may be having writing their Senior Paper.

To ensure that all students leave with a completed Senior Paper draft, class assignments are associated with elements of the Senior Paper. The class plan of study provides an overview of the class content as shown below:

Week 1: What is research? What is scientific discovery?

Assignment: Identify research articles from primary sources of information.

How are humans protected from research?

Assignment: Write a Letter of Consent that invite subjects to participate in research.



Week 2: What topic are you interested in studying? Why is the topic significant to study?

Assignment: Select a research topic to study and write two fully formed paragraphs on why this topic is significant to study.

How can your topic be narrowed to fully investigate it?

Assignment: View YouTube video, Choosing and Narrowing Your Research Topic. Then submit reviewed, narrower topic.

Week 3: What is your research problem? What solution may address your research problem?

Assignment: Write your Senior Paper problem statement.

What is the specific purpose of your paper?

Assignment: Write your Senior Paper purpose statement.



Week 4: What are your research questions?

Assignment: Submit 3 to 5 research question for your Senior Paper.

What is your research hypotheses?

Assignment: Write 3 or 5 hypotheses that match your Senior Paper research questions.

Week 5: What are some education, child development and social science theories that I can use as a framework for my Senior Paper?

Assignment: Identify education, child development or social science theories then write no more than two fully developed paragraphs about the theory and how it relates to your research topic.

Why is this research significant? What contribution will the study make to the field of education?

Assignment: Write one to two fully developed paragraph as to why your topic area should be studied.

Week 6: What is a conceptual model and how do you create one that reflects your research?

Assignment: Draw a conceptual model for your Senior Paper

How do I write the first chapter of my Senior Paper?

Assignment: Combine all previous assignments to complete and submit a draft of Chapter 1. Outline shown below:



Title Page
Introduction
Problem Statement
Purpose Statement
Theoretical Framework
Conceptual Model
Research Questions
Null Hypothesis
Significance of Study
Study Limitations
Definitions of Terms
Organization of Senior Paper

Week 7: What are researchers and field experts saying about your research topic?

Assignment: Identify a minimum of 12 research journal articles and three books that speaks to your selected research topic. Read the articles and books then put the appropriate information into the synthesized chart provided to you by your instructor/professor.

How do I write my literature review? What is plagiarism?

Assignment: Read the handout on paragraphing information correctly and do the practice paraphrase handout.



Is there a format for Chapter Two?

Assignment: Write your literature review. Your Senior Paper should be written in APA style and include the following things:

1. An Introductory Statement
2. Historical Perspective of Your Selected Topic
3. Information about Your Theoretical Framework
4. Information Pertaining to Your Research Variables
5. Information Relating to Specific Aspects of Your Topic
6. Summary

Week 8. How do you make your research idea a reality?

Assignment: Put together a complete IRB application.

Week 9: What is the data collection process?

Assignment: Write Chapter 3 as if you are collecting actual data. Include the following:

1. Write an introductory statement that refreshes the reader of the purpose of your study.
2. Provide a description of how you will obtain permission to conduct your research data.
3. Provide a description of the proposed sample.
4. State your research questions
5. Provide a description of your research instrument or protocol.
6. Explain the statistical analysis you plan to use and why you selected it.



Week 10: How is research data displayed?

Assignment: Create data tables for your research results.

Week 11: Why should you write a recommendation?

Assignment: Write two sets of recommendations. One set of recommendations will focus on recommendations for practice in the field and the other set of recommendations will focus on recommendation for future research.

Week 12: How should I prepare for a Senior Paper defense?

Assignment: Prepare a slide presentation for your proposed Senior Paper.

Week 13: Present Senior Paper slide presentation

Week 14: First draft of Senior Paper is completed and turned into the instructor.



Chapter 3: The Senior Paper Process

There are several steps involved in the Senior Paper process. They are:

Step 1: Check to make sure you have taken all courses.

Step 2: Enroll in EDU 251: Education Seminar (Research)

Step 3: Contact your advisor, once you have selected a topic to create a plan as to how you will work together to ensure you produce the best Senior Paper ever.

Step 4: Write your first draft of your Senior Paper.

Step 5: Have your advisor read the draft Senior Paper.

Step 6: Make corrections to your Senior Paper.

Step 7: Identify and contact a second reader for your Senior Paper.

Step 8: Prepare for your Senior Paper defense by constructing a PowerPoint.

Step 9: Participate in your Senior Paper oral defense.

Step 10: Make corrections to your Senior Paper based on Senior Paper defense recommendations.

Step 11: Put your revised Senior Paper in [Turnitin.com](https://www.turnitin.com) to get your score. A score of twenty percent (20%) or less is acceptable.

Step 12: Give your college advisor an electronic copy of your Senior Paper to submit to the Writing Commission.

Step 13: After receiving a passing score on both Turnitin.com and the Writing Commission, it is time to bind your Senior Paper.

Step 14: Get your Senior Paper signature page signed by your advisor, second reader and the Chair of the Division of Education, Supervision and Instruction

Step 15: Celebrate! You have completed the Senior Paper process.



Chapter 4: Overview of Chapters

Generally, the Senior Paper is composed of five chapters but for the Senior Paper you are required to minimally do three chapters. A brief description of the chapters is provided below.



Chapter I of Senior Paper basically provides a roadmap to your study. It informs the reader about what you plan to study and why, the purpose of your study, the theoretical framework that guides your study, the conceptual model, the significance and limitations of your study. It also provides the

reader with the research questions, the null hypothesis and definitions of terms that are commonly used throughout the Senior Paper. It ends with an explanation as to how the Senior Paper is organized.

Critical and analytical reasoning are key factors in developing chapter one. When chapter one is logically constructed it is easy to plan and write the other chapters. Therefore, it is important for you to think deeply about chapter one and write it clearly.

As stated earlier in Chapter I of this handbook, the Senior Paper focuses on a problem and makes a claim; therefore, the writing of the Senior Paper Statement is crucial. How to write a well-developed Senior Paper statement should be covered in EDU 251. Likewise, the Senior Paper is an idea about how to solve the stated problem, therefore, the researcher should visually represent the idea through a conceptual model that show how the research variables connect with each other. This is also taught in EDU 251. You should explain how your research will add new information or support previous empirical studies provided in the section entitled Significance of Study. The Senior Paper, like other types of research, is specific and has a narrow focus. As a result, a Senior Paper can have limitations. It is in this section of the paper,

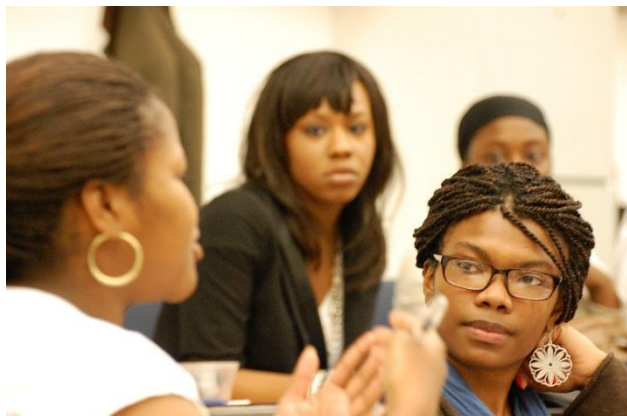
the study limitations explains how the research is limited and the extent to which the findings may be generalized. Finally, it is important that the reader understands what the researcher is attempting to communicate, thus the definitions of terms allows the researcher to provide the reader with definitions that are specific to the study. Definitions must be research-based definitions and cited.

Chapter II is the Senior Paper's literature review portion of the paper. The literature review section of a Senior Paper is often misunderstood by novice writers, who often think its purpose is to summarize research articles and studies. The literature review represents thoughtful synthesizing of information collected from research articles and studies. Synthesizing is putting together sources of information into a simpler concept. In doing so, the researcher draws important connections and is able to draw conclusions, make deductions and put forth propositions in an orderly and scholarly manner.



To write a good literature review, it is important that you do several things. It is important that you use primary sources. Primary sources are research articles that are written by the researchers who conducted the empirical study. Although secondary

sources of information contain informative information that can assist you in writing your Senior Paper they do not represent or can be counted as research articles. Secondary sources are often found on the internet and for this reason you should not build your Senior Paper solely on internet articles. Research/empirical articles are usually found in professional journals that represent your field of study. These articles normally have an abstract, explains the research process, describe the sample and provide the reader with data charts. It is highly recommended that your Senior Paper should include primary data sources that include books and research articles.



Chapter II should include an introductory paragraph that explains to the reader what to expect in the coming pages. The researcher should provide the reader with a historical perspective of the selected topic, the theoretical framework that serves as the foundation for the

Senior Paper, information about the research variables and other categorical information relative to the study. The chapter should end with a paragraph explaining why the research is still relevant to study.

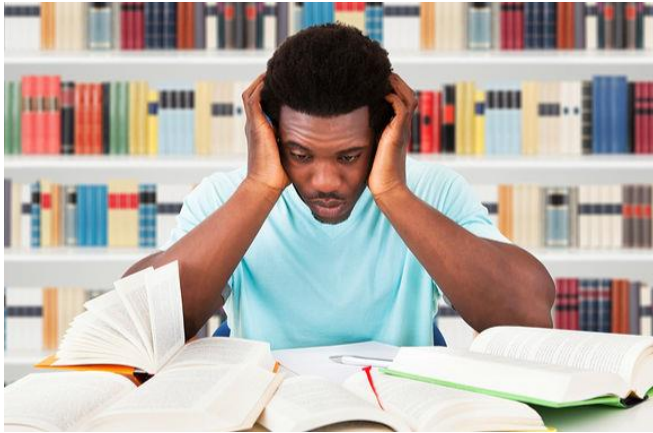


Chapter III normally involves a description of the data process but for the Senior Paper, it represents the researcher's findings, recommendations and a conclusion. In this chapter, the researcher provides a brief description of the purpose of the study to refresh the reader's mind.

This is followed by the posting of research questions and providing the answers to these questions. Next, the researcher will provide the reader with recommendations; recommendations that should be classified as (1) Recommendations for Practice in the Field and (2) Recommendations for Future Studies. There should be at least two recommendations under each of the two categories of recommendations. All recommendations must be supported by research and cited. The conclusion section of Chapter III ends with a precisely written paragraph that summarizes the research.

Chapter 5: APA Format

There are various formats that can be used to write the Senior Paper. The Division of Education, Supervision and Instruction requires that the Senior Paper be written in APA form. APA is the acronym for American Psychological Association. You may obtain information about APA style on the internet sites such as www.citationmachine.net, <https://owl.english.purdue.edu/owl/owlprint/560/> or www.apa.org. There are also books that explain how to use APA format. Some students have purchased an App that will allow students to type their Senior Paper information while the App simultaneously converts the written text into APA style. While they are Apps and websites are helpful, the APA manual is the main resource that should be utilized.



Some of the most common problems that students experience when putting their Senior Paper into APA style includes headings sub-headings and references. Information about the problem areas are provided below.

APA Headings Information:

How are the five levels of APA-style headings formatted?

Format each of the five levels of APA-style headings as demonstrated in the example below. Note that while the example features headings titled "First Level," "Second Level," and so on, each heading in your paper should be named according to the section it describes.

First level

The first level of heading is bolded and centered, and the first letter of each word in the heading is capitalized. The paragraph text should be typed on the following line and indented five spaces from the left.

Second level

The second level of heading is bolded and situated flush left, and the first letter of each word in the heading is capitalized. The paragraph text should be typed on the following line and indented five spaces from the left.

Third level

The third level of heading is bolded, indented five spaces from the left, and followed by a period. Capitalize only the first letter of the first word in the heading and of proper nouns. The first paragraph following this heading should be typed on the same line as the heading.

Fourth level

The fourth level of heading is bolded, italicized, indented five spaces from the left, and followed by a period. Capitalize only the first letter of the first word in the heading and of proper nouns. The first paragraph following this heading should be typed on the same line as the heading.

Fifth level

The fifth level of heading is italicized, indented five spaces from the left, and followed by a period. Capitalize only the first letter of the first word in the heading and of proper nouns. The first paragraph following this heading should be typed on the same line as the heading.

APA Format Structure for Citing a Book

- Author, A. (Year of Publication). *Title of work*. Publisher City, State: Publisher.
- Finney, J. (1970). *Time and again*. New York, NY: Simon and Schuster.

APA Format Structure for Citing a Journal Article

- Author, A. (Year, month of Publication). Article title. *Magazine Title*, Volume (Issue), pp.-pp.
- Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.
- Author, A. A. (Year, Month of Publication). Article title. *Magazine Title*, Volume (Issue), Retrieved from <http://xxxx>



Chapter 6: Oral Defense

The oral Senior Paper defense is completed after a final version of the Senior Paper is presented to your advisor and second reader for approval. It is the student's opportunity to explain to the audience what was done, what you found, and what it means. You are expected to discuss your research intelligently in the context of others findings in the area of your topic. The audience will be listening for evidence that you (1) understand your Senior Paper ideas and concepts, (2) can think about your Senior Paper from a scientific perspective and (3) can describe what you learned from doing your Senior Paper to others.

The defense normally takes less than 10 to 15 minutes. The Power Point presentation should include approximately 9 to 12 slides, which should take about 8 to 10 minutes to deliver to the audience. The remaining time, faculty and students in the audience are encouraged to ask questions. Faculty may also ask students to explain the meaning of their Senior Paper results and how they may interpret from other theoretical perspectives not used to develop the paper. At this time revisions may be asked of you to define your Senior Paper.

The best way to prepare for your Senior Paper is to know your topic and be able to explain it to others. Your advisor can give you tips on how to prepare for the Senior Paper oral defense. It is also helpful to review the evaluation matrix that faculty will use to evaluate your oral defense. A copy of the matrix is included in the Appendix.

Chapter 7: Checking Senior Paper for Plagiarism

Once your committee has approved your Senior Paper, you will need to certify that the Senior Paper is your original work. Original work simply means that you wrote the Senior Paper and promptly cited references when using information from other sources. Tougaloo College requires students to submit their work to [Turnitin.com](https://www.turnitin.com) and the Writing Commission to receive a plagiarism score.

[Turnitin.com](https://www.turnitin.com) is the first step in verifying that your work is an original. [Turnitin.com](https://www.turnitin.com) is a computer application that identifies if college students have plagiarized. In order to assist students in properly citing information; the application allows students to see their errors and to correct them. Twenty-percent or less is an acceptable score for Tougaloo College.

Reasons that a Senior Paper may receive a score higher than 20 percent is that the submission represents similarity in word and format. For instance, the cover page of your Senior Paper should be the same as other students submitting their Senior



Paper with the exception of your name and title, yet the percentage of plagiarism is high because of the closeness and similarities in the page submitted. Therefore, when submitting your Senior Paper to [Turnitin.com](https://www.turnitin.com) submit only the abstract and body of your paper. Do not submit the cover, index and title page. Students are to provide their advisor an electronic copy of their Senior Paper. The advisor will submit the paper to [turnitin.com](https://www.turnitin.com).

The Writing Commission is the second step in verifying that your work is an original. It is Tougaloo College's official way to verify to the general public that any written work that originates and/or disseminates from Tougaloo College has a low plagiarism percentage. The Writing Commission protects not only the college but students from potential and future claims of plagiarism.

Be mindful that the Writing Commission and *Turnitin.com* are two separate software programs. The two systems are not integrated, meaning they cannot communicate with one another. Turnitin.com is only used as a resource for professors and students to assist with monitoring plagiarism during the writing process. Submitting Senior Paper to the Writing Commission is the last step before binding. If you only submitted your papers through *Turnitin.com* and did not to the Writing Commission link, then your paper has not been cleared through the Commission for binding. The similarity index is required to be under 20% in order to be approved for binding." (Tougaloo College, 2018).



It should be noted, that only a College advisor or an official college representative may submit your Senior Paper to the Writing Commission. To avoid plagiarism be sure to read primary source articles from credible research journals. Primary source articles are articles written by the researcher who actually conducted the study. It is understandable that all of your references will not come from primary articles, but be sure when using secondary articles to check the reference sources within the article so that you properly cite the work of others. Lastly, do not rely solely on the internet to gather information for your Senior Paper, use more books and research journals. Generally, the internet provides more secondary source information.

Today, many research articles can only be access online through library sources or by using memberships code associated with professional organizations or for a slight fee. Please check with the Tougaloo College Coleman Library to determine if the library can help you obtain a needed article rather than skipping or avoiding the use of an article because of the fee.



Chapter 8: Binding of Senior Paper

After the oral defense and verification of your Senior Paper originality comes the binding of the Senior Paper. You will need to make three copies complete with title signature, abstract, and reference pages. In some cases students may need to include the appendix pages for documents referred to within the body of the Senior Paper. The three copies are for the Office of Academic Affairs, the Division of Education, Supervision and Instruction and your college advisor.

There are many different ways to bind a manuscript. Be sure that you bind your manuscript according to the Division of Education's requirements.



These photographs are example of different types of bindings that are not acceptable. The first photograph represents spiral binding, the second photograph represents side slide binding and the third is a clear pocket with side slide binding.



The correct binding is shown in the picture on the left. The document is encased in a clear front, lack back and pressed black spine.

Chapter 9: Turning in the Senior Paper

It is time to turn in your Senior Paper to the Division of Education, Supervision and Instruction. Be sure that your Senior Paper document is properly bonded, and three copies have been signed and dated by your advisor, second reader and the Chair of the Division of Education.

The three copies should be given to the Division of Education's Administrative Assistant. The Administrative Assistant will have you sign a statement indicating that you submitted three copies of your Senior Paper.

Congratulations! You have crossed the finish line!

