



School of Humanities & Leadership

Virtual Campus

Wayland Baptist University Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

Course Name: LDRS6342 Candidacy

Term and Year: FALL-1 (2026)

Full Name of Instructor: Dr. Kimberlee Mendoza

Office Phone and WBU Email Address: mendozak@wbu.edu; (806)291-1106

Office Hours, Building, and Location: Online by Appointment

Class Meeting Time and Location: Online

Catalog Description: Write a literature review (30+ pages) and a dissertation proposal on the topic intended for study if candidacy is passed (Chapter 2 of your dissertation). Present the topic to your candidacy committee (provided by your instructor) to demonstrate the ability to create and defend scholarly work. (Credit/No Credit.) If a student does not complete in the allotted time, they will receive no credit (NCR) and have to repeat the course. Prerequisite(s): LDRS6341

Required Textbook and Resources:

- American Psychological Association Publication Manual. (2019). *Concise guide to APA style*. ISBN: 9781433832734
- Machi, L. A. & McEvoy, B.T. (2022). *The literature review: Six steps to success*. ISBN: 9781071852903
- Wentz, E. A. (2013). *How to design, write, and present a successful dissertation proposal*. ISBN: 9781483312590

Additional Resources:

See Videos and articles inside the course.

Course Outcome Competencies: Although the outcomes will be the same, the method of completion may vary according to the topic selected for the semester. Upon the conclusion of this course students actively engaged in learning will be able to:

1. Collect, analyze, and evaluate sources for the student's area of interest.

2. Create a literature review (25+) that synthesizes the student's argument.
3. Design a research proposal on the chosen topic of interest.
4. Determine and form the student's dissertation committee.
5. Defend the research proposal to the chosen committee.

Attendance Requirements: As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

Statement on Plagiarism and Academic Dishonesty: Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy, as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Link to WBU's Statement on Academic Integrity, and reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT **may not** be used in this course:

No use of any generative AI tools is permitted.

- Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
- All assignments must be fully created, designed, and prepared by the student(s).
- Any work that uses generative AI will be treated as plagiarism.

If you get caught plagiarizing, you will not be able to pass candidacy and could be removed from the program.

Disability Statement: "In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations."

"Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation."

SCHEDULE

NOTE: You do NOT want to get behind in this class. The assignments have been parceled out so that you can achieve them in due time. If you are late, you may not get your corrections before the following due date.

WEEK ONE

1. **Lectures:** Watch ALL videos (mandatory before proceeding).
2. **Reading:** The IRB proposal handbook, focusing on your type of study.
3. **Assignment:** Fill out the Dissertation Research Worksheet (DRW) by Monday (Week 2). You cannot proceed until this is approved. The sooner you get it in, the better.

WEEK TWO

1. **Assignment 1:** Upload an Annotated Bibliography by Sunday at midnight
 - It should be APA7 formatted.
 - Be 5 years old or less (you may use older sources for historical context, but they will not count in the 15).
 - Sources should be a variety of quality texts (.edu, .org, .gov, peer-reviewed journals, books, or a website of a highly recognized scholar in the industry. No other sources will be counted.)
 - The reference page must include a hanging indent.
 - The reference page should be alphabetized.
 - Do NOT use AI for this project. Students have been held back because of this.
2. **Assignment 2:** Using your DRW from last week as a guide, write a *letter to the IRB*.
 - This should be concise (no more than 1 page) and use professional language.
 - State your title and what kind of study you are proposing (e.g., qualitative case study, quantitative survey...)
 - Bold what kind of *review* you are proposing (see IRB handbook for the three types), as this is most important to the review board.
 - Due on Blackboard, Monday (week 3) by midnight.

Optional Meeting: If you are struggling, schedule a Zoom meeting with the professor to discuss topics and thesis statements.

WEEK THREE

1. **Assignment 1:** Write a *Brief Literature Review for the IRB*
 - This section for the IRB should be concise, 250-500 words, double-spaced.
 - Your review must rely exclusively on highly credible, peer-reviewed citations and remain entirely free of researcher bias.
 - Remember, this is not the place to introduce your own study or findings; keep the focus succinctly on what existing scholars say about your topic.
 - All assertions must be backed up with a source. (It is okay to have a source, sometimes two or three, on every sentence.)
 - You need 8-10 *quality* sources without the Annotation.
2. **Assignment 2:** Write a *Literature Review DRAFT (that will go in your dissertation)*
 - Write a 4,000-8,000 Literature Review Draft.
 - All assertions MUST be backed up by scholarly sources. (All rules for sources must continue to meet the expectations laid out in Week 2.)

- Should include a minimum of 20 sources (You may use the ones you collected in Week 3, plus any historical sources. Though scripture may be used, it will not count as one of the 20.)
- Please use scholarly language, void of clichés, colloquialisms, slang, or everyday language. (Everyday: "Look at," vs. Scholarly: "Analyze" or "Examine")
- There should be no use of personal pronouns (I, me, we, us, you, your); use instead (the researcher, the expert, the university, the chair, etc.).
- Use headers set up in "Styles" in Word (all 12-point, black, TimesNewRoman).

Level 1: **Bold, Centered** (only Chapter Headings should have this level)

Level 2: **Bold, Flush Left**

Level 3: **Bold, Flush Left, Italicized**

Level 4: **Bold, Tabbed, with a Period.**

- Do not simply make the changes; use the styles, please.

WEEK FOUR

Assignment: *Brief Methodology for IRB Proposal (750-1,000 words)*

- Open the same template as before, and write the Methodology (Due Sunday by midnight.)
- Should be 500-750 words. This is your most important section for the IRB. Include:
 - Research Design
 - Participants and Recruitment
 - Data Collection
 - Participant Consent Protocols
 - Confidentiality & Voluntary Participation
 - Instruments (surveys, interviews, etc.)
 - Data Analysis Procedures
 - Data Security & Privacy
 - Ethical Considerations
- NOTE: The point of the methodology is two-fold: (1) To assure the IRB that your study will be safe and not harmful to participants, (2) To ensure replication, providing step-by-step detail that another researcher could duplicate. This is the section where most students fail to get past the IRB. Please be thorough.
- Due Sunday at midnight.

WEEK FIVE

1. **Assignment 1:** Create your Informed Consent Form (see template inside Blackboard). Due Sunday at midnight.
2. **Assignment 2:** Obtain letters from your study site supervisor, write any questions for your survey or interviews, and reach out to get permission to use whatever research tools you plan to use. This will be turned in next week inside your IRB Proposal. (*NOTE: Before this can go to the IRB, you will also need letters from your study site, any questions for your survey or interviews, and permission to use whatever research tools you plan to use.*)
3. **Assignment 3:** Write your Abstract and use it to inform your introduction next week. Approx. 150 words. Due Sunday by midnight
4. **Assignment 4:** Select your Dissertation Committee (see blackboard).

WEEK SIX

Assignment: Put your proposal together (per the template) and upload by Sunday at midnight (should include Abstract in the proposal, not separate). Note: You cannot defend until this is approved.

- Open the template (in Blackboard) and then insert or write the following:
- Insert the IRB letter first. This should be addressed to Dr. Cindy McClenagan (Provost) and the IRB committee.
- Below the letter, create a cover page.
- Write an introduction to your project.
- Insert the brief documents you have created in this class.
- Fill in any of the missing parts in the template that you have not written yet.
- Appendix (Informed Consent)

NOTE: Your proposal must be approved for you to schedule your defense. The sooner you turn it back in, the sooner you will get your edits, so you can schedule your defense. (YOU MUST SCHEDULE BY THURSDAY OF WEEK 7.)

WEEK SEVEN

1. **Assignment 1:** Please make changes to the graded proposal by Thursday of this week and upload.
2. **Assignment 2:** Select your time for your Candidacy Proposal (see discussion; once someone has chosen that time, pick a different one.) **Assignment 2:** Create a PowerPoint to go with your presentation. (Bulleted information, not walls of text. And it should include your sources throughout.)
3. **Assignment 3:** Create a PowerPoint for next week and prepare for your defense.
 - Dress for success.
 - Be prepared! (If you need notes, they should easily be accessible.)
 - We must be able to hear and see you clearly.
 - You will need to share the PowerPoint, which should include all parts of your proposal.
 - You MUST include citations for any assertions!
 - Be ready for questions (and practice on someone else, so you learn to field them).
 - Relax! You are the expert in the Zoom room.
 - You will have 30 minutes for your presentation (you will be cut off if you are over, so be sure to practice your time constraints) and 30 minutes to field questions. The point of defense is to confirm you can defend a dissertation. Once you pass candidacy, you are to reach out to your chair so they can approve your IRB proposal before it goes to the IRB. DO NOT send anything without your chair's approval!

WEEK EIGHT

1. Defend your proposal.

Note, this is a Credit/No Credit course.
There are no grades. Either you complete it or you do not.