

HC 300: Thesis Seminar  
Fall 2015

**Instructor:** Dr. Yvonne Villanueva-Russell and Dr. Raymond Green

**Time & Location:** T 8-9 p.m. or W 1-2 p.m. PC Media Room

**Office Phone #:** 903-468-3001

**Office Hours & Email:** Normal business hours 8:30-4:30 (appt preferred)  
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### Purpose

This course is designed to prepare you (both psychologically and pragmatically) for the Honors Thesis experience. By the end of this semester you should have a thesis advisor and a draft of a proposal completed. Throughout the course you will be exposed to nuts and bolts type information on what it will take to complete your thesis. However and perhaps more importantly, you should leave this class understanding what a thesis "looks like."

### Textbook

None. However, I suggest that you gather the following resources:

*The Elements of Style.* William Strunk Jr. and E.B. White

The appropriate style manual for your discipline, whether that is APA (there is a new 6<sup>th</sup> edition), MLA, or Chicago/Turabian.

### Grading

University-required Online Research Training: Anyone (faculty and students) performing research affiliated with Texas A&M University-Commerce must complete their online research training before performing any research study. The training can be found by clicking <https://www.citiprogram.org/Default.asp?> Students will create a new account ("New Users Register Here") and then select one or two separate training courses based on the student's major and/or thesis project field of study. *Students must complete the appropriate training sessions and submit printed reports showing completion, and students who do not complete this training will receive an F in the course even if all other assignments are submitted.* Finally, students cannot defend a thesis proposal until they successfully complete the online training. Let us know if you have any questions as you begin and/or work through the training modules. **Total: 20%**

Advisor Contract: You and your advisor will be required to sign a "contract" that delineates the ground rules for your partnership (e.g., how frequently you will meet, order of authorship on

conference presentations or published papers). A template will be provided. *A hard copy of the contract must be submitted with both signatures by the due date listed in the Schedule of Activities or the student CANNOT pass the course.* **Total: 20%**

Time Line and Needs List: Perhaps the most important thing that you can do for yourself is to construct a timeline for completing the project. When do you expect to complete the proposal? When will you defend it? Are you collecting subjects – if so how long will that take? Do you need to obtain ethical approval (e.g., Institutional Review Board, Animal Care Board)? Do you need to have a lab purchase equipment for you? As you do your timeline you should also be able to generate a list of what you will need to complete the project. This list should include both tangible (e.g., lab equipment, participants, written sources) and less tangible requirements (e.g., four hours a week to collect data, etc.) **Total: 20%**

Draft of your Proposal: Your final task for this class is to complete, in concert with your advisor, a draft of your proposal. This draft does not need to be polished, but it should contain a thesis statement, a rudimentary literature review, and a first crack at your methodology. In contrast to your actual Honors Thesis proposal which will be 8-10 pages in length, this draft need only be in the 3-5 page range. *Students who do not submit a rough draft of the proposal CANNOT pass HC 300.* **Total: 40%**

Online Research Training	20% (not submitted by due date = F course grade)
Advisor Contract	20% (not submitted by due date = F course grade)
Timeline/Needs	20%
Proposal Draft	<u>40%</u> (not submitted by due date = F course grade)
	100%

Final grades are based on the total number of points earned during the term in accordance, generally, with the following levels of proficiency: A = 90-99; B = 80-89; C = 70-79; D = 65-69; F = below 65. Remember, however, that failure to submit the online training, an advisor contract, or a proposal draft will result in an F in the course.

### Other important information

Attendance and Student Behavior: Because we do not meet class each week, attendance should not be an issue. With that said, you are not allowed more than ONE absence this semester. If you accumulate more than one absence, you will not be provided with credit for the class. Additionally, "all students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct). **Turn off all cell phones. Texting during class is forbidden.**

## ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

## Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [Rebecca.Tuerk@tamuc.edu](mailto:Rebecca.Tuerk@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

## Statement on Nondiscrimination:

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Finally, use us as resources. We have directed countless Honors and Masters theses, so keep us involved. Our job is to steer you clear of trouble and to make the process easier (Not easy mind you! Just easier!).

## Schedule of Activities

<u>Week</u>	<u>Topic</u>	<u>Note</u>
8/31	Class Introduction	
9/7	What is a thesis?	
9/14	Brainstorming	
9/21	Library Resources	Library Classroom (2 <sup>nd</sup> floor)
9/28	Individual Meetings	Office
10/5	Individual Meetings	Office
10/12	Individual Meetings	
10/19	What's Next?	<b>Advisor Contract Due</b>

10/26	Individual Meetings	Office
11/2	Individual Meetings	Office <b>Online Research Training</b>
	<b>Report Due (hard copies)</b>	
11/9	Sharing Ideas	<b>Timeline and Needs List Due</b>
11/16	Individual Meetings	Office
11/23	Individual Meetings	Office
11/30	Individual Meetings	Office
12/7	<b>Proposal Draft Due</b>	