

2) **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.

Due Date: Week of March 28

Total: 20%

3) **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.)

Due Date: Week of April 4

Total: 20%

4) **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. *Turn in a hard copy of this assignment. Students who do not submit a rough draft of the proposal CANNOT pass HC 300.*

Due Date: Week of May 2

Total: 40%

Your final grade in the course will be calculated as follows:

Assignment	Worth	Due Date	Note
Online Research Training	20%	Submit the week of March 7, before 5PM on Friday, March 11	If not submitted by due date = F course grade
Advisor Contract	20%	Submit the week of March 28, before 5PM on Friday, April 1	If not submitted by due date = F course grade

Timeline/Needs	20%	Submit the week of April 4, before 5PM on Friday, April 8	
Proposal Draft	40%	Submit the week of May 2, before 5PM on Friday, May 6	If not submitted by due date = F course grade

Final grades are based on the total number of points earned during the term in accordance with the following levels of proficiency:

A = 90-100

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

ADA Statement

Students with Disabilities

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

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.

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.**

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 *asier!*).

Course Schedule

Date	Topic	Note
(T) 1/19 or (W) 1/20	Class Introduction	PC Media Room
(T) 1/26 or (W) 1/27	What is a thesis?	PC Media Room
(T) 2/2 or (W) 2/3	Brainstorming	PC Media Room
(T) 2/9 or (W) 2/10	Individual Meetings	Drop by Dr. G or VR's office as necessary
(T) 2/16 or (W) 2/17	Library Resources	Meet in Gee Library Class Instruction Room 134 (Bring 1-2 research questions or 1 broad research topic)
(T) 2/23 or (W) 2/24	Individual Meetings	Drop by Dr. G or VR's office as necessary
(T) 3/2 or (W) 3/3	Individual Meetings	Drop by Dr. G or VR's office as necessary
(T) 3/9 or (W) 3/10	What's Next?	PC Media Room Advisor Contract Due (Turn in to Dr. VR's office by 5PM on Friday, March 11)
(T) 3/15 or (W) 3/16	Spring Break	Spring Break
(T) 3/22 or (W) 3/23	Individual Meetings	Drop by Dr. G or VR's office as necessary
(T) 3/29 or (W) 3/30	Individual Meetings	Online Research Training report Due (Turn in to Dr. VR's office by 5PM on Friday, April 1)
(T) 4/5 or (W) 4/6	Sharing Ideas	PC Media Room Timeline and Needs List Due (turn in to Dr. VR's office by 5PM on Friday, April 8)
(T) 4/12 or (W) 4/13	Individual Meetings	Drop by Dr. G or VR's office as necessary
(T) 4/19 or (W) 4/20	Individual Meetings	Drop by Dr. G or VR's office as necessary
(T) 4/26 or (W) 4/27	Individual Meetings	Drop by Dr. G or VR's office as necessary
(T) 5/3 or (W) 5/4		Draft of Proposal Due (Turn in a hard copy to Dr. VR's office by 5PM on Friday,

		May 6)
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