

HC 300: Thesis Seminar
Spring 2017

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

Class Time :	<u>Section 01E</u>	<u>Section 02E</u>
	Wednesdays 6PM-6:50PM	Tuesdays 8AM-8:50AM

Class Location: PC Media Room

Office Phone #: 903-468-3103

Office Hours & Email: Normal business hours 8:30-4:30 (appt preferred)
Yvonne.VRussell@tamuc.edu or Raymond.Green@tamuc.edu

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 6th edition), MLA, or Chicago/Turabian.

Grading

Your grade in the course will be based on four major assignments:

1) 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 or the student CANNOT pass the course.*

Due Date: Week of March 6

Total: 20%

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 27

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 3

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 1

Total: 40%

A note about all written work:

*Assignments should be type written

*Please include your name and section number (Tuesday or Wednesday section)

*Hard copies only; no emailed assignments

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

Assignment	Worth	Due Date	Note
Advisor Contract	20%	Submit the week of March 6	If not submitted by due date = F course grade
Online Research Training	20%	Submit the week of March 27	If not submitted by due date = F course grade
Timeline/Needs	20%	Submit the week of April 3	
Proposal Draft	40%	Submit the week of May 1	If not submitted by due date cannot complete the course

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:

<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.

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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 *easy*!).

Course Schedule

Date	Topic	Note
(T) 1/17 or (W) 1/18	Class Introduction	PC Media Room
(T) 1/24 or (W) 1/25	What is a thesis?	PC Media Room
(T) 1/31 or (W) 2/1	Brainstorming	PC Media Room

Date	Topic	Note
(T) 2/7 or (W) 2/8	Individual Meetings	Drop by VR's office as necessary
(T) 2/14 or (W) 2/15	Library Resources	Meet in Gee Library Class Instruction Room 134 (Bring 1-2 research questions or 1 broad research topic)
(T) 2/21 or (W) 2/22	Individual Meetings	Drop by Dr. VR's office as necessary
(T) 2/28 or (W) 3/1	Individual Meetings	Drop by Dr. VR's office as necessary
(T) 3/7 or (W) 3/8	What's Next?	PC Media Room Advisor Contract Due
(T) 3/14 or (W) 3/15	Spring Break	Spring Break
(T) 3/21 or (W) 3/22	Individual Meetings	Drop by Dr. VR's office as necessary
(T) 3/28 or (W) 3/29	Individual Meetings	PC Media Room Online Research Training Report Due
(T) 4/4 or (W) 4/5	Sharing Ideas	Drop by Dr. VR's office as necessary Timeline and Needs List Due
(T) 4/11 or (W) 4/12	Individual Meetings	Drop by Dr. VR's office as necessary
(T) 4/18 or (W) 4/19	Individual Meetings	Drop by Dr. VR's office as necessary
(T) 4/22 or (W) 4/26	Individual Meetings	Drop by Dr. VR's office as necessary
(T) 5/2 or (W) 5/3		Draft of Proposal Due