



## HC 300: Honors Thesis Course Syllabus Fall 2017

**Instructor:** Gabrielle McCormick, Honors College Graduate Assistant  
**Time and Location:** T 8-8:50 A.M. Prairie Crossing Media Room  
**Office Location:** Prairie Crossing  
**Office Hours:** By Appointment  
**Office Phone:** 903-468-3001  
**E-mail Address:** rmccormick@leomail.tamuc.edu

### COURSE INFORMATION

#### 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.”

### COURSE REQUIREMENTS

#### 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

**Hard copies must be turned in for all assignments.**

**University-required Online Research Training (Total: 20%):** 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 (this link does a good job of defining what trainings you need:* <http://www.tamuc.edu/research/ComplianceOverview/ResearchComplianceTraining/default.aspx>) *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.

Please note – the university frequently offers face to face versions of these trainings. Attendance at said trainings will fulfill this course requirement. Face to face trainings are available this fall:

### **Responsible Conduct of Research**

9:00 - 11:00 am

October 31, 2017

### **Introduction to Biosafety Training**

1:30 - 3:00 pm

October 31, 2017

### **Protection of Human Subjects**

3:00 - 5:00 pm

October 31, 2017

**Advisor Contract (Total: 20%):** 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.*

**Timeline and Needs List (Total: 20%):** 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.)

**Draft of Your Proposal (Total: 40%):** 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 8-12 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.*

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

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.

**(1) 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/](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

**(2) 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.

**(3) “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 and pagers. Texting during class is forbidden.****

Further, students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

**(4) 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 34.06.02R1, 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/s/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.

**(5) 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.** For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure/s/13students/academic/13.99.99.R0.01.pdf>

<b>COURSE OUTLINE / CALENDAR</b>
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<u><b>Week</b></u>	<u><b>Topic</b></u>	<u><b>Activities and Due Dates</b></u>
8/28	Class Introduction	
9/4	What is a thesis?	
9/11	Brainstorming	
9/18	Library Resources <i>Library Classroom (1<sup>st</sup> floor behind Starbucks)</i>	
9/25	Individual Meetings <i>Office Hours</i>	
10/2	Individual Meetings <i>Office Hours</i>	
10/9	Individual Meetings <i>Office Hours</i>	
10/16	What’s Next?	<b>Advisor Contract Due</b>
10/23	Individual Meetings <i>Office Hours</i>	
10/30	Individual Meetings <i>Office Hours</i>	<b>Online Research Training Report Due</b>
11/6	Sharing Ideas	<b>Timeline and Needs List Due</b>

11/13	Individual Meetings <i>Office Hours</i>
11/20	Individual Meetings <i>Office Hours</i>
11/27	Individual Meetings <i>Office Hours</i>
12/4	<b>Proposal Draft Due</b>