



## **BSC 595 Research Literature & Techniques, Section #81687**

COURSE SYLLABUS: Fall 2019

### **INSTRUCTOR INFORMATION**

Instructor: [Dr. Lucina Kuusisto](#)

Office Location: [Science Building \(STC\), 208](#)

Office Hours: [MWF from 2-5 PM](#)

Office Phone: [903.886.5221](#)

Office Fax: [903-886-5997](#)

University Email Address: [Lucina.Kuusisto@tamuc.edu](mailto:Lucina.Kuusisto@tamuc.edu)

Preferred Form of Communication: **Email**

Communication Response Time: [Less than 72 hours for emails \(excluding weekends and Holidays\)](#)

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Recommended: [No textbook required](#)

Software Required: [Please see technology requirements.](#)

Optional Texts and/or Materials: [N/A](#)

### **Course Description**

This course is designed for the non-thesis option students in the last semester of their MS in Biology program. Upon satisfactory completion of this course the students are deemed to have met all the academic requirements for graduation. This course has three major components. The first component will consist of a weekly learning activity on the major aspects of scientific literature review related to a topic to be selected by each student from a range of broad topic areas provided by the instructor of record. The second one is the integration of the information obtained on the selected topic and production of a scientific research paper. The third part will be a comprehensive exit examination that will contain questions from at least five graduate courses offered by the Department of Biological and Environment Sciences.

### **1. Research literature coursework**

This coursework is designed to provide graduate students with fundamental knowledge and working experience in gathering scientific information and producing a systematic review from a variety of authentic sources in a selected area. In addition to independently writing and submitting assignments, students will also learn some major aspects of writing an insightful scientific review. One major purpose of this course is to improve written communication skills of the students. There will be short power point files on major areas in the process of preparing and writing a scientific review paper in a professional scientific format.

### **2. Production of a scientific research review paper**

The first step will be the identification of a topic for the review. Topic will be selected in consultation with the instructor from the broad areas provided. Once the topic is finalized before the set deadline the student will start working on the review and will submit a complete draft for review to the instructor before the set deadline. The instructor will provide feedbacks or corrections as necessary. The student is expected to address all the concerns/corrections and will submit the final copy of the review before a set deadline. Check the course schedule for the deadlines.

### **3. Comprehensive exit examination**

Students are expected to take a comprehensive exit exam as a part of the BSC 595 course and as a requirement for graduation by WEEK 12 of the semester. Questions for different courses will be prepared by the faculty teaching each graduate course. Each student will select at least five graduate courses related to their discipline within biology for this exam. Therefore, not all the students will have the same set of questions. Students are expected to dedicate time each week on reading, writing, and practicing the skills we cover in this course.

## **Student Learning Outcomes**

After successfully completing this course, the student will be able to:

1. Define literature review and understand the concept of systematic review.
2. Understand the differences between traditional reviews and systematic reviews.
3. Describe the main steps associated with the review process and understand the importance of setting a timeline.
4. Defining scope of the review and write the review within that scope.
5. Understand the search concepts and practice data mining.
6. Identify the importance of assessing the relevance of information gathered.
7. Describe the steps associated with the synthesis of collected information.
8. Understand the methods of analysis and integration of findings.

9. Describe the main elements required when writing and presenting the review.
10. Produce an insightful research review.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Standard skills necessary to use web browsers to access course materials is required. Students should also be able to submit their work as necessary. Students should be able to use Microsoft Word and PowerPoint

### **Instructional Methods**

This course is being offered as a “Web Based” course. All course materials will be posted in D2L. The course consists of a series of activities and assessments to assist you in achieving the outcomes for all instructional units in the course. In case of any difficulty in accessing or understanding any course material, contact me immediately via e-mail

### **Student Responsibilities or Tips for Success in the Course**

Submitting assignments before deadlines;  
Studying previous course materials to take exit exams;  
Students are encouraged to take as many exams as possible rather than taking the minimum required number of exams;  
Checking both course page and emails for course related announcement;  
Take assigned written Exams;  
Log into the course website, regularly;  
Complete the assigned weekly study.

### **Learning strategies**

Reading assignments;  
Analyses of Study Material;  
Individual work;  
Analyses of reading assignments

## **Assumptions, Expectations, Philosophy**

Reading and assimilating information is a critical part of your current and continuing education. This will help you become a better writer, a more rounded individual, and expose you to subjects outside of your immediate knowledge.

### **GRADING**

Final grades in this course will be based on the following scale:

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% or Below

### **Assessments**

There will be three types of assessments that will contribute to the grade. These are:

1. Research literature coursework assignments; there will be six assignments.
2. Scientific literature review (essay)
3. Meeting deadlines

A passing grade (30/50 or 60%) in the Comprehensive exit exam is required for BSC 595 course completion and graduation. This score is also utilized as one of the assessment tools for Institutional Effectiveness of the graduate program.

**This score is not counted towards the course grade.**

#### **Important information:**

1. All assignments should be submitted before the deadlines. Late submissions will automatically receive ZERO points.
2. There will be no extra credit points for offering to do additional work. A student's grade will be based exclusively on the points he/she earns in the categories listed above.

#### **Formatting Guidelines:\***

Assignments: paper size – letter; margins – 1” all sides; font size – 12; font types – Times New Roman, Arial or Calibri only; line spacing – single; page limits – one page only; file format – MS Word (Don't convert your file to a PDF).

Review paper/essay: paper size – letter; margins – 1” all sides; font size – 12; font types – Times New Roman, Arial or Calibri only; line spacing – double; page limits – minimum 20, maximum 30, excluding form pages, figures and table, and bibliography/list of references; file format – MS Word only.

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\*Submissions not conforming to these guidelines will not be accepted and graded.

### **Grading:**

Assignments	60%
Meeting deadlines	10%
Review paper/Essay	30%
Comprehensive exit exam	0% (Not counted towards the course grade)

1. If a student submits all the assignments before the deadline, he/she will get 10%. For each late submission 2% will be deducted. Therefore, consistent late submission of the assignments may result in a deduction of up to one letter grade.

2. There will be six assignments and each one will contribute 10% to the final grade in the course.

### **Assignment grading plan:**

Presentation of a clear purpose	2%
Main idea	2%
Organization	2%
Style and conclusions	2%
Grammar	2%

**NOTE #1:** Penalty enforcement (I reserve the right to adjust your grade for violation of the minimum expectations).

Make-up exams will only be given if arrangements are made with the instructor before missing the scheduled exam. A documented excuse will be required. Otherwise, missing exams will be counted as zeroes in the overall grade computation.

**NOTE #1: Late assignments are not accepted. Very, very extreme circumstances may or may not provide a warranted exception. This course moves very fast and there is not enough time to catch up.** In case of extreme circumstances, I may accept late work. However, 10 points will be deducted from late assignments.

**Overall Weighted Average Grade** will be computed by adding the percentage of each grade earned from each assignment, as stated on the Course Grading table, shown above. **ONLY** unofficial grades will be posted on D2L. Official grades are in my grade book. It is most strongly recommended that each student retain their grades until the final grade has been entered into the university system to ensure all was recorded correctly.

## TECHNOLOGY REQUIREMENTS

### Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

**Tablet and Mobile Support**

<b>Device</b>	<b>Operating System</b>	<b>Browser</b>	<b>Supported Browser Version(s)</b>
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- **For YouSeeU Sync Meeting sessions 8 Mbps is required.** Additional system requirements found here: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning

management system. The most current version of Java can be downloaded at:  
[JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

### ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements



LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## COMMUNICATION AND SUPPORT

### Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

Students are encouraged to interact with the instructor during active classroom learning sessions. Response time for Response time to any questions sent by email regarding the course will be within 72 hours. Weekends and holidays are excluded. Students need to use the office hours indicated in this syllabus.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

**NOTE #1: Late assignments are not accepted. Very, very extreme circumstances may or may not provide a warranted exception. This course moves very fast and there is not enough time to catch up.** In case of extreme circumstances, I may accept late work. However, 10 points will be deducted from late assignments.

**NOTE #2: Missed work are not acceptable. Very, very extreme circumstances may or may not provide a warranted exception. This course moves very fast and there is not enough time to catch up.** In case of extreme circumstances, I may accept let you take a missed work. However, 25 points will be deducted from the missed work.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

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/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

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>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## **Students with Disabilities-- 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 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

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

## **Nondiscrimination Notice**

Texas A&M University-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 Statement**

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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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.

### **COURSE OUTLINE / CALENDAR**

Meet from August 26<sup>th</sup> through December 13<sup>th</sup>

## COURSE OUTLINE / CALENDAR (Fall 2019)

- Week 1: Chapter 1: Introduction to literature review; importance of review in scientific research; how to review a scientific paper.
- Identify and finalize the topic for Research Literature Review  
**Assignment 1 Deadline:** Submit your selected topic for instructor's approval 08/31/2019; 11:59 PM, CST
- Week 2: Continuation of Chapter 1  
Prepare a synopsis of a research article for peer-review. Each student's synopsis will be reviewed by two other students enrolled in the course.  
**Assignment 2 Deadline:** Submit research paper synopsis by 09/07/2019, 11:59 PM
- Week 3: Chapter 2: Approaches for literature review  
Identification of the types of research; structure of research articles.  
**Assignment 3 Deadline:** Submit peer-review by 09/14/2019, 11:59 PM, CST.
- Week 4: Continuation of Chapter 2  
**Assignment 4 Deadline:** Submit a working outline of the review paper by 09/21/2019, 11:59 PM CST.
- Week 5: Chapter 3: Planning and preparation of literature review; avoiding plagiarism.
- Week 6: Chapter 4: Identifying and defining the scope of the review.  
**Assignment 5 Deadline:** Submit complete Introduction by 10/05/2019, 11:59 PM CST.
- Week 7: Chapter 5: Literature search methods.
- Week 8: Chapter 6: Assessment of scientific evidence and findings  
**Assignment 6 Deadline:** Submit a complete summary of the research review paper by 10/19/2019, 11:59 PM CST.
- Week 9: Chapter 7: Analysis of information
- Week 10: Chapter 8: Synthesis of included research literature; referencing styles; structure of abstracts; credits for other sources
- Week 11: Chapter 9: Writing up and presenting data

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Week 12: Comprehensive Exit Exam (**Final Deadline:** 11/23/2019 by 11:59 PM CST) – **Advisor certification is required at least three weeks before the end of the semester for graduation**

Week 13: **Review paper draft deadline:** Submit the final complete draft of the research review paper by 11/30/2019, 11:59 PM CST.

Week 14: **Deadline:** Submission of final copy of the review paper by 12/07/2019, 11.59 PM CST

Week 15:

**\*Please check the academic calendar for details on holidays and start and end dates of the current semester. First day of class is August 26, 2019. Deadlines are posted in advance. ALL DATES AND CHAPTERS COVERED ARE TENTATIVE AND SUBJECT TO CHANGE.**

NOTE: The *syllabus/schedule* are subject to change.