



**HC 300.02B: Thesis Seminar
Course Syllabus Spring 2021**

Instructor: Ms. Leanna Brown
Time and Location: Tuesday 8:00am-8:50am on You-See-U virtual classroom in D2L
Office Location: Prairie Crossing Office 200A
Office Hours: By Appointment
Office Phone: 903.468.3057
E-mail Address: Leanna.Brown@tamuc.edu

Instructional Method

Due to the COVID-19 pandemic, we will utilize both the You-See-U virtual classroom in D2L as well as occasional meetings in BA106. During the weeks that we do not physically meet in a classroom, students will still be expected to log on virtually and participate during the scheduled meeting time. **Please let me know, immediately, if you do not have the technological capabilities to participate in class.**

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.”

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).

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>

Textbook

No textbooks are required, but the following may help you through your thesis process and are thus suggested.

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.

All assignments, schedules, and due dates are subject to change by the instructor.

Grading:

All assignments must be submitted via D2L unless otherwise noted. Please do not email assignments.

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 directions at this link (<http://www.tamuc.edu/Research/compliance/training/ResponsibleConductInstructions.aspx>) do an excellent job of walking you through the process. Students will 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. Please note – the university sometimes offers face to face versions of these trainings. Attendance at said trainings will fulfill this course requirement. Face to face training availability can be found at the University's Research website or by contacting Glenda Denton (Glenda.Denton@tamuc.edu). **Note: COVID-19 may alter the availability of face-to-face trainings.**

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 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? Do you hope to present the research at a conference before you apply to graduate school? 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: 10%

Plagiarism Certificate: Plagiarism is a serious offense with lasting consequences. You will visit <https://www.indiana.edu/~istd/> for a tutorial on “How to Recognize Plagiarism”. Visit each section on the left hand side, including IU Definition, Overview, Cases, Examples, and Practice. Once you feel you have mastered the material, take the Certification Test. Your age group is “I’m an undergraduate college student or advanced high school student”. You will need to register an account to take the test, using a valid email address. When you pass the test, your certificate will be emailed to you. Upload this to D2L. Note: Some of you completed this in HC 200. If it has been more than one year since your certificate has been issued, please complete it again.

Total: 10%

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 8-12 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.***

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	10%
Plagiarism Certificate	10%
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

(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 162

Phone (903) 886-5150

Fax (903) 468-8148

Email: 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/>

(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).

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](#)

(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/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>

(6) A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students’ Rights and Responsibilities as a violation of the student Code of Conduct.

(7) Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

Due Dates

On all days marked “field work”, one on one meetings are available as needed.

Week of	Topic	Note
1/12	Class Introduction	
1/19	What is a thesis?	
1/26	Brainstorming- group work	Plagiarism Certificate Due
2/2	Brainstorming	
2/9	Library Resources	
2/16	Field Work- finding advisor	
2/23	Field Work- advisor contract	
3/2	What's Next?	Advisor Contract Due
3/9	Field Work- solidifying your idea	
3/16	Field Work	Online Research Trainings Due
3/23	Field Work – timeline and needs list	
3/30	Field Work	Timeline and Needs List Due
4/6	Sharing Ideas	Lit Review Matrix provided by instructor
4/13	Field Work- writing proposal	
4/20	Field Work- writing proposal	
4/27	Wrap up	Proposal Draft Due

The instructor will notify the class accordingly of schedule changes.