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BGS 402 Research Methods 01W
COURSE SYLLABUS: Spring 2022

INSTRUCTOR INFORMATION

Instructor: Annette Taggart, MBA, CPA
Office Location: Online
Office Hours: Email, Phone, or Virtual; by Appointment
Office Phone: 903-502-0565 – Google voice
University Email Address: annette.taggart@tamuc.edu
Preferred Form of Communication: **email**
Communication Response Time: 24-48 hours, if proper email format is followed

Required Text

Materials – Textbooks, Readings, Supplementary Readings

Required Textbook:

Publication Manual of the American Psychological Association (7th Edition); ISBN: 9781433832161.

Supplemental Reading:

[Purdue Owl](#)

Course Description

The purpose of this course is to investigate the techniques of the research process as applied to topics of your choosing. Experience is gained in defining a research problem. Also, an analysis of pertinent literature on your topic is conducted. Clear and concise writing is emphasized while learning to use the APA style of writing.

STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

1. Choose and identify the various components of the APA style and paper elements and format. Use precise grammar, punctuation and style.
2. Demonstrate clear and concise writing by organizing a research paper, using acceptable grammar and punctuation and APA formatting.
3. Discuss and identify plagiarism in all its forms.
4. Create a review of the literature about your topic using scholarly sources.
5. Create an APA formatted annotated reference list using scholarly sources.

The syllabus/schedule are subject to change.

6. Demonstrate the ability to develop a research question/problem.
7. Discuss the scientific research method through an analysis process using descriptive research methods involving a researched question/problem.

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a semester. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

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

Grading, Key Content Areas, and Assignments: Grades in BGS 402 are based upon a student's work in three key content areas: quality, consistency, and quantity. These content areas reflect the course objectives and the core communication skills that students are expected to learn. Each of these content areas represents a fixed percentage of the course's content. Since this is a senior level course, grading will include consideration of content as well as grammar, spelling, style, and organization. Extra credit will not be assigned.

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Research Paper 30%
Module Assignments 30%
Quizzes 20%
Discussions 20%
Total 100%

Research Paper

The research paper is worth 30% of your final grade. Students must use APA Style formatting and citation. Additional format instructions are provided along with assignment details. Assignments are expected no later than 11:59 p.m. (CST) on the day they are due. The research topic will be selected by you and approved by the instructor.

Submitting papers: All written assignments/research papers must be submitted to the appropriate folder within D2L and be produced thus:

- 12-point, Arial or Times New Roman type, and double-spaced, with one inch margins.
- Always use block left format with jagged right margins.
- Always use tabs to indent the beginning of paragraphs.
- Proofread carefully. Grammar, punctuation, spelling, and style count heavily in this course. You should get the free software Grammarly and check your papers against it.
- All assignments in this class will be automatically submitted to Turn-It-In for plagiarism check. Your research paper and all assignments must have a similarity index of 10% or less.

Quizzes

There will be quizzes given in most chapters throughout the semester for a total of 20% of your final grade.

- Please see the schedule for the dates the quizzes will be open.
- You have 3 opportunities to take the quizzes. The highest grade will be the one recorded.
- The quizzes are open book/open notes. Be sure to have a reliable Internet connection before beginning.

Module Assignments

There will be module assignments given most weeks. These are worth a total of 30% of your grade.

- The module assignment will consist of one of the following: case study, research of relevant topics, or other written assignments.
- As a general guideline, your grade on this portion will be a function of the quality, quantity, and consistency.
- The Rubric for Writing Assignments and the Research paper can also be found in D2L within the assignments or at Grades, Class Progress.

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Discussion Boards

The discussion board is worth 20% of your grade. The preferred pattern for the discussion activity is that it becomes a conversation, not necessarily a series of posts and replies.

- The format for grading the discussions will apply to both semester-long and other discussions (including the section/readings).
- Grading will include quantity of postings and replies, quality of postings and replies, number and variety of topics discussed in discussions, frequency and regularity of discussions, and timeliness.
- Students are expected to share their thoughts, responses and/or ideas, in order to learn from each other's opinions.
- Initial postings and replies are not considered differently in the grading process. Although some professors may set minimum numbers or "appropriate" numbers of postings and replies, students in this class should be aware that the number of postings and replies is only one factor that goes into the grading.
- Grading of the discussions does tend to be somewhat cumulative, in that a few really outstanding posts or replies may not provide very many points. On the other hand, many low quality posts do not add much value to the discussions.
- Students should also be aware that copying things off the internet and posting it should include an appropriate reference.
- Also remember that simply making this kind of posting without making personal observations is not a quality post.
- Duplicated posts that someone else has already made and replies that are essentially "me too" or "I agree" without further discussion are not quality postings. It is the responsibility of each student to keep up with the scheduled readings and discussions for the chapters.
- Please also note that heavy activity during the last few days cannot compensate for a lack of participation during the term. Plan to participate throughout the entire semester. Once the chapter discussions have been closed, they will not be re-opened and will be in read-only format.
- The Rubric for Discussion posts can be found within D2L within the assignments or at Grades, Class Progress.

TECHNOLOGY REQUIREMENTS

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 the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

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YouSeeU Virtual Classroom Requirements:
Visit the [Virtual Classroom Requirements Webpage](#).

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.

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.

COMMUNICATION AND 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. Other support options can be found on the [Brightspace Support Webpage](#).

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:

- **Course name and subject in the subject line** (ex. BGS 402 – Assignment X)
- **Salutation** (e.g. Dear Ms. Taggart, Hello, Good day, etc.)
- **Proper email etiquette** (no “text” emails – use proper grammar and punctuation)
- **Signature** - Student name and CWID after the body of the email

COURSE AND UNIVERSITY PROCEDURES/POLICIES

The syllabus/schedule are subject to change.

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.

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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

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 Policy](#)
[Undergraduate Student Academic Dishonesty Form](#)

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

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

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.

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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.

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.

Counseling Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

COURSE OUTLINE / CALENDAR

Assignment	Comments	Due Date	Learning Outcome
Read Syllabus	Read in its entirety	Jan 19, 2022	
Syllabus Quiz	Tests key aspects of the syllabus	Jan 19, 2022	
Submit Academic Honesty Policy	Plagiarism in all its forms are prohibited in this class.	Jan 23, 2022	
Student Introduction	Share something about yourself.	Jan 23, 2022	
Module 1 Assignment	Plagiarism Paper	Jan 30, 2022	Learning outcome 1, 3
Module 1 Discussion	Scientific Knowledge–the importance of accuracy in researched	Jan 30, 2022	Learning outcome 7
Module 1 Quiz		Jan 30, 2022	Learning outcome 3
Read Chapter 2		Feb 6, 2022	
Research Topic	Discussion Post	Feb 6, 2022	
Module 2 Assignment	Initial research and development of a problem statement	Feb 13, 2022	Learning outcome 6
Chapter 2 Discussion	Why did you choose your topic?	Feb 13, 2022	Learning outcome 6
Module 2 Quiz	Parts of a paper	Feb 13, 2022	Learning outcome 1
Read Chapters 3, 4, 5 & 6	Understand proper grammar and punctuation	Feb 20, 2022	Learning outcome 1
Module 3 Assignment	Use proper grammar, spelling, and punctuation.	Feb 27, 2022	Learning outcome 1
Module 3 Discussion	Which is more important in writing?	Feb 27, 2022	Learning outcomes 1, 6
Module 3 Quiz		Feb 27, 2022	Learning outcome 1
Read Chapters 7, 8 & 9	In-text Citations and Reference Lists	Mar 6, 2022	Learning outcomes 3, 4
Module 4 Quiz	Reference lists	Mar 20, 2022	Learning outcomes 3, 4
Module 4 Assignment	Researching your topic	Mar 27, 2022	Learning outcomes 3, 4, 5
Read Chapter 10	Reference examples	April 3, 2022	Learning outcomes 4, 5
Module 5 Quiz	References	Apr 10, 2022	
Module 6 Assignment	Correcting mistakes	Apr 17, 2022	Learning outcomes 4, 5
Module 6 Discussion		Apr 17, 2022	Learning outcomes 1, 3, 4
Module 7 Discussion	How will you use what you have learned in this course?	Apr 24, 2022	
Research Paper	What have you learned?	May 01, 2022	Learning outcome 2, 5, 7

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