

**EMAIL**

veronica.vaughan@tamuc.edu  
E-mail should be used for brief verbal communications only.  
If your e-mail is longer than 55 words, I suggest some face-time.

**OFFICE HOURS** (by appointment)  
By appointment  
Office # 1912

**CLASS INFORMATION**

CREDIT HOURS: 3.0  
MEETING TIMES: Wednesdays, August 29 thru December 19, 2020, 6:30 PM – 10:30 PM  
MEETING LOCATION: 8750 N. Central Expressway, Floor 19 | Room TBD

**REQUIRED TEXTBOOK**

This book can be found on-line through the school library  
Booth, Wayne C. and Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, William T. FitzGerald. The Craft of Research, 4th Edition.  
University of Chicago Press, 2016.  
ISBN: 978-0-226-23956-9 (hardback)  
ISBN: 978-0-226-23973-6 (paperback)  
ISBN: 978-0-226-23987-3 (e-book)

Machi, Lawrence A., and Brenda T. McEvoy. The Literature Review: Six Steps to Success. SAGE Publications, 2022.

MLA Handbook for Writers of Research Papers, 8th Edition. New York: Modern Language Association of America, 2016.  
ISBN: 978-160-329-2627 (print)  
ISBN: 978-160-329-2641 (e-book)

**ADDITIONAL RECOMMENDED REFERENCES**

Bierut, Michael and William Drenttel, Steven Heller, DK Holland. Looking Closer: Critical Writings on Graphic Design. New York: Allworth Press, 1994.  
ISBN: 1-880559-15-3

Menken, Steph and Maciel Keestra. An Introduction to Interdisciplinary Research. Amsterdam University Press, 2016.  
ISBN: 978-94-6298-184-3  
ISBN: 978-90-4853-161-5 (e-book)

Repko, Allen F and Rick Szostak. Interdisciplinary Research: Process & Theory, 3rd ed. Los Angeles: Sage Publications, 2017  
ISBN: 978-81506330488

Muratovski, Gjoko. Research for Designers: A Guide to Methods and Practice. Los Angeles: Sage Publishing, 2016.  
ISBN: 978-1-4462-7513-9

**COURSE DESCRIPTION**

This course is designed to give students focused instruction on primary and secondary sources of scholarly research, the proper use and citation of those sources, and other tactics of scholarly research, such as surveys, interviews, demonstration, observation, correlational study etc. The course will also guide students on the preparation of mandatory components of their thesis papers, including their IRB application and Thesis Proposal.

**COURSE OBJECTIVES**

At the end of this course, students should have an understanding of the following:

1. Identifying topics appropriate for an MFA-level academic thesis
2. Defining, developing and articulating new knowledge to be used in problem-solving and thesis-topic development
3. The process of deep research into a single topic
4. The basic tenets of scholarly writing, citing sources, and thesis paper organization and development. RETHINK
5. Preparation of conference abstracts and journal submissions.

**COURSE PARAMETERS**

This class will be a combination of lectures, assigned readings, projects, and presentations. A commitment to continuous attendance, class readings, and adherence to course schedules will be necessary to achieve the goals for this class and its completion.

Class meetings, discussion and instruction will take place in person at the published class day and time.

**ATTENDANCE**

FIRST ABSENCE: The student will receive an email and a copy goes to Veronica Vaughan

SECOND ABSENCE: The student will receive an email and a copy goes to Veronica Vaughan who will contact the student.

THIRD ABSENCE: Veronica Vaughan emails the student that they have failed the course.

Two tardies of 10 minutes equals one absence.

A tardy of 60 minutes equals one absence.

If a student is OVER 10 MINUTES late for the final, a full grade will be deducted from his or her final grade.

If a student does not show up for the final they automatically fail the class.

**SPECIFIC CLASS POLICIES**

Students **MUST** keep up with the assignment schedule in order to pass this class. PROGRESS THROUGH THIS COURSE IS THE RESPONSIBILITY OF THE STUDENT.

No extensions or exceptions will be granted except in cases of extreme hardship or medical necessity. Professional work demands do not constitute extreme hardship exemptions.

**SYLLABUS UPDATE POLICY**

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

**INSTRUCTOR CONTACT AND RESPONSE TIME**

veronica.vaughan@tamuc.edu

Appointments will be handled via Zoom. Please email me to schedule an appointment.

Communication from students will be responded to within a reasonable time during the work week.

Weekend communication will be handled the next business day, unless noted. Due to the high volume of email that is received, an important message may be missed. If an important email has not been responded to within 2 days, please send again.

Please use your university email as your primary source of contact. If your email is more than a short paragraph, please consider making a Zoom appointment.

**GRADING GUIDELINES**

Grades will be assigned according to the following scale:

- A = 90 - 100: Work well above the general class level, evidence of participation in related activities  
Outside of the classroom, thoughtful participation in classroom discussion and critique  
Superlative work: careful attention to craft and presentation. Originality of idea and execution work together. Goes beyond merely solving the problem – one who performs at this level is visibly outstanding, work is outstanding in every respect.
- B = 80 - 89: Work above the general class level, participation in classroom discussion and critique  
Fine work. A few minor changes could have been considered and executed to bring piece together. Goes beyond merely solving the problem. Above average: solution to the problem and idea well planned. Execution is well done.
- C = 70 - 79: Average work, minimal requirements met  
Average or a bit above: slipping in levels of originality, craft and presentation. The piece does not work well as a unified whole or statement yet effort was made. You have solved the problem but in a relatively routine way.
- D = 60 - 69: Work below class average, lack of participation and/or poor attendance  
You have solved the problem but there is much room for improving your skills and developing your concepts further. You have neglected the basic craftsmanship skills and breadth and depth of idea development. You were unable to meet mini deadlines. Represents careless and/or incomplete effort. Work is substandard.
- F = 0 - 59: Inferior or unacceptable work and effort, work not turned in, or failure to attend class.

- 1. Projects..... 40%
- 2. Final 50%
- 3. Attendance & Participation 10%

### **GRADE EVALUATION**

Your final grade will be based on an average of all assignments, attendance and in-class participation. The participation grade is based on the application of course concepts, class involvement, and both a desire and capacity to show progress and meet deadlines. Note!!! Failure to deliver the final exam project will result in an automatic semester grade of F. Grades will be discussed on an individual basis by office appointment only — not in class.

### **HOW TO PREPARE YOURSELF FOR CLASS**

An open mind

A desire to explore

A willingness to participate and, by doing so, enrich the experience for yourself and others

### **TECHNOLOGY**

Please use headphones during on line portion of class.

Be prepared for your camera to be on and your mic to be used.

The University is providing you with the Creative Cloud.

A reliable internet connection is suggested for successful classroom participation.

D2L/Brightspace

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>

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.

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 here:

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

### **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).

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### **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 on line forum:  
<https://www.britannica.com/topic/netiquette>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.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  
Velma K. Waters Library Rm 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/>

### **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>

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.

### **HANDBOOK & SAFETY**

All students enrolled in face-to-face studio art courses are required to comply with the procedures and policies of the Department of Art's Health and Safety Guidelines. The Guidelines cover activities in all A&M-Commerce art facilities on both the main campus and off-campus sites. Please report any safety issues immediately to your instructor(s), facilities technician / Health & Safety liaison, or studio / lab assistant. At the beginning of each semester in every course, the instructor will discuss with their students the inherent risks associated with art facilities and make sure they have read and completed the online Health & Safety Guidelines form.

Department of Art, Health & Safety Guidelines  
<https://sites.tamuc.edu/art/resources/healthandsafety/>

Health & Safety Form (to be signed online by all students in studio courses)  
<https://dms.tamuc.edu/Forms/ArtLabPolicy>

### **A&M-COMMERCE SUPPORTS STUDENTS' MENTAL HEALTH**

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](http://www.tamuc.edu/counsel).

### **STUDENT CONDUCT / CITIZENSHIP**

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>

### **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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

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[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

**SCHOLASTIC DISHONESTY**

- Scholastic dishonesty will not be tolerated in any class -related activity.
- Scholastic dishonesty includes, but is not limited to, the submission of someone else’s materials as one’s own work.
- Scholastic dishonesty may involve one or more of the following acts: cheating, plagiarism, or collusion.

**PLAGIARISM** is the use of an author’s words or ideas as if they were one’s own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. Cite your references.

**CHEATING** is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else’s work for assignments as if it were one’s own, or any other dishonest means of attempting to fulfill the requirements of a course.

**COLLUSION** is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student, providing an inappropriate level of assistance, communicating answers to a classmate during an examination, removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

**ACADEMIC DISHONESTY COULD RESULT IN EXPULSION FROM THE UNIVERSITY**