



BGS 402 Research Methods 01W

COURSE SYLLABUS: Summer 1 2023

INSTRUCTOR INFORMATION

Instructor: Mrs. Tina Lancaster

Office Hours: Online, 10 a.m. – 8 p.m. Monday-Saturday

Phone: (903)-669-6221 Text only and only in emergencies

University Email Address: Tina.Lancaster@tamuc.edu

Preferred Form of Communication: **Email**

Communication Response Time: 4 -12 hours

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

1. Choose and identify the various components of the APA style and paper elements and format. Use precise grammar, punctuation and style.

The syllabus/schedule are subject to change.

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.
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.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students must become proficient using D2L Brightspace and should be able to use Microsoft Word. Students should know how to rename files and attach files to an email and to the appropriate drop box for file submission.

Instructional Methods

Instructional methods in this course involve writing assignments that will build toward the final research paper. There are also quizzes and discussion posts. The student is required to introduce themselves to their classmates and show understanding and acceptance of the Academic Honesty policy.

Student Responsibilities or Tips for Success in the Course

Students are expected to log into the course at least 3 times per week and check their emails. Announcements and emails are posted on Mondays and may come periodically. Also, even though the homework isn't due until Saturday nights at midnight, get your questions in early and often.

GRADING

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

A = 90%-100%

B = 80%-89%

C = 70%-79%

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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.

Research Paper 30%

Module Assignments 40%

Quizzes 10%

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 are two quizzes given for a total of 10% 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.

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- The quizzes are open book/open notes. Be sure and have a reliable Internet connection before beginning.

Module Assignments

- There will be module assignments given most weeks. These are worth a total of 40% of your grade.
- The module assignment will consist of a 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.

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.

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- 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.

Interaction with Instructor Statement

I expect your emails to be professionally prepared. For example:

Dear Mrs. Lancaster, Hello, Greetings, Good Morning/Afternoon, etc.

Your message.

Sincerely, Thank you, Regards, etc.

Your full name

- Remember to professionally compose your e-mail messages with proper grammar, spelling, and a professional tone.
- Properly addressed and signed e-mails will be replied to within 4-12 hours Monday-Saturday, 10-8.
- If a face-to-face conference is required between the student and the instructor virtually, an appointment must be made several days in advance by the student.

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.

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COURSE OUTLINE / CALENDAR

Assignment	Comments	Due Date	Learning Outcome
Read Syllabus	Please read in its entirety	06/10/2023	
Syllabus Quiz	Tests key aspects of the syllabus	06/10/2023	
Submit Academic Honesty Policy	Plagiarism in all its forms are prohibited in this class.	06/10/2023	
Student Introduction	Please share something about yourself.	06/10/2023	
Module 1 Assignment, Plagiarism Paper	It is important to know what plagiarism is.	06/10/2023	Learning outcome 1 & 3
Module 1 Discussion, Scientific Knowledge Discussion	The importance of accuracy in research is discussed	06/10/2023	Learning outcome 7
Read Chapter 2		06/17/2023	
Research Topic	Discussion Post	06/17/2023	
Module 2 Assignment	You will do your first research and develop a problem statement	06/17/2023	Learning outcome 6
Chapter 2 Discussion	Why did you choose your topic?	06/17/2023	Learning outcome 6
Read Chapters 4, 5 & 6	Understand proper grammar and punctuation	06/17/2023	Learning outcome 1
Module 3 Assignment	Use proper grammar, spelling, and punctuation. Get Grammarly	06/17/2023	Learning outcome 1
Module 3 Discussion	Which is more important in writing?	06/17/2023	Learning outcomes 1 & 6
Read Chapters 8 & 9	In-text Citations and Reference Lists	06/24/2023	Learning outcomes 3 & 4
Module 4 Assignment	Researching your topic	06/24/2023	Learning outcomes 3, 4 & 5

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Assignment	Comments	Due Date	Learning Outcome
Read Chapter 10	Reference examples	06/24/2023	Learning outcomes 4 & 5
Module 5 Quiz	References	06/24/2023	
Module 6 Assignment	Correcting mistakes	07/01/2023	Learning outcomes 4 & 5
Module 6 Discussion		07/01/2023	Learning outcomes 1, 3 & 4
Module 7 Discussion	How will you use what you have learned in this course?	07/01/2023	
Research Paper	What have you learned?	07/06/2023	Learning outcome 2, 5 & 7

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 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

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.

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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>

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>

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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

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.

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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.R21.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.

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