



## **BGS 402 Research Methods 01W, 02W, 03W**

COURSE SYLLABUS: Spring 2024

### **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.

**For information on APA formatting (which is required in this course), visit here:**  
[Purdue Owl](#)

### **Course Description**

The purpose of this course is to investigate the research process techniques as applied to your chosen topics. 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 writing style.

#### **Student Learning Outcomes**

1. Define your motivation.

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2. Choose and identify the various components of the APA style and paper elements and format. Use precise grammar, punctuation, and style.
3. Demonstrate clear and concise writing by organizing a research paper, using acceptable grammar and punctuation, and APA formatting.
4. Discuss and identify plagiarism in all its forms.
5. Create a review of the literature about your career topic using scholarly sources.
6. Create an APA formatted annotated reference list using scholarly sources.
7. Create a problem statement that addresses your aspiring career interests.
8. 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 in 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 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 discussions in which the student will participate. The student must introduce themselves to their classmates and understand and accept the Academic Honesty policy.

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

Students are expected to log into the course at least three 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:

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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 students are expected to learn. Each content area represents a fixed percentage of the course's content. Since this is a senior-level course, grading will include consideration of content, grammar, spelling, style, and organization. Extra credit will not be assigned.

Research Paper 40%  
Module Assignments 30%  
Discussions 25%  
Quizzes 5%  
Total 100%

## Research Paper

The research paper is worth 40% 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 due date. 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 projects must have a 10% or less similarity index.

## Module Assignments

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- There will be module assignments given most weeks. These are worth a total of 30% 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 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 boards are worth 25% 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 the number 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 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 tends to be somewhat cumulative, in that a few really outstanding posts or replies may not provide 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

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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.

### **Quizzes**

There are three quizzes: one on the Syllabus and one over References, and one getting to know you quiz that are 5% of your grade.

### **Interaction with Instructor Statement**

I strongly prefer email as the standard form of communication in this class. 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 compose your e-mail messages professionally 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, the student must make an appointment several days in advance.

### **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 it in its entirety	01/20/2024	
Syllabus Quiz	Tests key aspects of the syllabus	01/20/2024	
Submit Academic Honesty Policy	Plagiarism in all its forms is prohibited in this class, including using AI.	01/20/2024	
Getting to know you "quiz"	I want to know you better!	01/20/2024	
Student Introduction	Google Slides	01/20/2024	
What is your motivation?	We will discuss motivation and how your mindset can contribute to it positively or negatively.	01/20/2024	Learning outcome 1
Assignment, Plagiarism Tutorial, and certificate	It is important to know what plagiarism is.	01/27/2024	Learning outcome 4
Introduction to ChatGPT and its limited use in our class	Using my prompt, we will narrow down a research topic.	02/03/2024	Learning outcome 1
Research Topic	What will you choose?	02/10/2024	
Module 2 Assignment Read Chapter 4	You will do your first research and develop a problem statement	02/17/2024	Learning outcome 7
Discussion	Why did you choose your topic?	02/24/2024	Learning outcome 1
Read Chapter 10	Reference examples	03/03/2024	Learning Outcomes 4 & 5
Module 5 Quiz	References	03/03/2024	Learning outcome 5
Spring Break			

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Literature Review	FINAL Due	03/30/2024	Learning Outcomes 3, 4 & 5
Module 6 Assignment	Correcting mistakes Peer Review of Abstract and Introduction	04/10/2024	Learning Outcomes 4 & 5

Assignment	Comments	Due Date	Learning Outcome
Module 7 Discussion	How will you use what you have learned in this course?	04/17/2023	
Research Paper	Complete the paper	05/06/2024	Learning Outcomes 3, 5 & 6

## 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

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

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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.

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## **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>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all 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](#)

[Graduate Student Academic Dishonesty Form](#)

### **CID Policy on Academic Integrity**

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## Procedure for Assessing Academic Dishonesty

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1. If academic dishonesty is suspected, the instructor will contact the student and meet to discuss the specific situation. The instructor should use this meeting to explain how academic dishonesty could be avoided in the future.
2. If it is determined that the student is responsible for an academic dishonesty violation, the student will receive 0 points for the assignment and a written warning.
3. Once academic dishonesty has been determined, the instructor will notify the Assistant Dean of the incident details and meeting date. The student's name and incident details will be recorded in a CID database of Written Warnings.
4. The Assistant Dean will inform the instructor if a Written Warning has been reported in another CID course.
5. If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
6. If the student has a previous Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in [Policy 13.99.99.R0.03](#) for Undergraduate Academic Dishonesty.

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## Academic Dishonesty Involving Algorithmically Plagiarized Work

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- Students who use artificial intelligence tools to develop responses to assignments (unless specifically allowed in the assignment description) will be considered in violation of academic honesty.
  - Tools used to assess distinctions between human-written and AI-generated content may be used to assess suspected violations of academic dishonesty. Results showing the writing is possibly or likely written by AI will be considered a violation of academic honesty.
  - Academic dishonesty using AI-generated content will follow the Procedure for Assessing Academic Dishonesty
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## 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)

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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.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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