



BGS 402 Research Methods 01W

COURSE SYLLABUS: Summer 1 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 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. At the end of this course, you will be able to:

1. Define your motivation.
2. Discuss and identify plagiarism in all its forms.
3. Create a problem statement that addresses your aspiring career interests.

The syllabus/schedule are subject to change.

2. Choose and identify the various components of the APA style, paper elements, and format.
3. Use precise grammar, punctuation, and style.
4. Interact in a limited way with ChatGPT 3.5 (Artificial Intelligence)
5. Create a review of the literature about your career topic using scholarly sources.
6. Demonstrate clear and concise writing by organizing a research paper, using acceptable grammar and punctuation, and APA formatting.

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. Students 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 is due on 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%
- D = 60%-69%
- F = 59% or Below

Assessments

Grading, Key Content Areas, and Assignments: Grades in BGS 402 are based on 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 must learn. Each content area represents a fixed percentage of the course's content. Since this is a senior-level course, grading will consider content, grammar, spelling, style, and organization. Extra credit will not be assigned.

Research Paper 40%

The syllabus/schedule are subject to change.

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 citations. Additional format instructions are provided along with assignment details. Assignments are due by 11:59 p.m. (CST) on the due date. You will select the research topic and have it 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, double-spaced, and 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

- Module assignments will be 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**

The syllabus/schedule are subject to change.

postings and replies, number and variety of topics discussed in discussions, frequency and regularity of discussions, and timeliness.

- Students must share their thoughts, responses, and 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 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 in the grading.
- Grading the discussions tends to be somewhat cumulative in that a few 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 know that copying and posting online 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. Each student is responsible for keeping 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. I do not take late work on discussions for ANY reason. They are all available to you at the beginning, so if you think you will have to miss classes, please provide your initial posts as soon as possible. Again, no late discussions are taken for any reason.
- The Rubric for Discussion posts can be found within D2L within the assignments or at Grades, Class Progress.

Quizzes

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

The syllabus/schedule are subject to change.

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.

COURSE OUTLINE / CALENDAR

Assignment	Comments	Due Date	Learning Outcome
Read Syllabus	Please read it in its entirety	06/08/2024	
Syllabus Quiz	Tests key aspects of the syllabus	06/08/2024	
Submit Academic Honesty Policy	Plagiarism in all its forms, including using Artificial Intelligence, is prohibited in this class unless I direct it.	06/08/2024	Learning outcome 2
Getting to know you "quiz"	I want to know you better!	06/08/2024	
Student Introduction	Google Slides	06/08/2024	

The syllabus/schedule are subject to change.

What is your motivation? Discussion posts	We will discuss motivation and how your mindset can contribute to it positively or negatively.	06/08/2024	Learning Outcome 1
Assignment, Plagiarism Tutorial, and certificate	It is important to know what plagiarism is.	06/15/2024	Learning outcome 2
Introduction to ChatGPT and its limited use in our class	Using my prompt, we will narrow down a research topic.	06/15/2024	Learning outcome 4
Read the Literature Review Provided	This review is about using ChatGPT in higher education and serves as an example of a properly formatted literature review.	06/15/2024	Learning outcome 4
Research Topic	What will you choose? Include your ChatGPT prompts and your final topic	06/15/2024	Learning outcome 3
Module 2 Discussion	Why did you choose your topic? Did ChatGPT help you narrow the topic?	06/15/2024	Learning Outcomes 3 & 5
Module 2 Assignment	You will do your first research and develop a problem statement	06/22/2024	Learning outcome 3 & 8
Module 3 Read Chapter 4 Discussion on Chapter 4 Read Chapter 10 Quiz on Chapter 10	Academic writing examples and discussion Reference examples	06/22/2024	Learning Outcomes 4 & 8
Module 4 Literature Review Draft Due	Draft Due for feedback	06/22/2024	Learning Outcomes 4, 5 & 7
Module 4 Literature Review	Final Lit Review Due	06/29/2024	Learning Outcomes 4, 5, & 7

Assignment	Comments	Due Date	Learning Outcome
------------	----------	----------	------------------

The syllabus/schedule are subject to change.

Research Paper	Complete the paper	07/03/2024	Learning Outcomes 8
----------------	--------------------	------------	---------------------

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

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.

The syllabus/schedule are subject to change.

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

The syllabus/schedule are subject to change.

Procedure for Assessing Academic Dishonesty

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.

Academic Dishonesty Involving Algorithmically Plagiarized Work

- 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
-

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](#)

The syllabus/schedule are subject to change.

<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.

The syllabus/schedule are subject to change.