



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

COURSE SYLLABUS: Fall 2024

### **INSTRUCTOR INFORMATION**

Instructor: Mrs. Tina Lancaster  
Office Hours: Online, 10 a.m. – 8 p.m. Monday-Saturday  
Phone: (903)-669-6221 Text only preferred  
University Email Address: Tina.Lancaster@tamuc.edu  
Preferred Form of Communication: **Email or Text**  
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 question. 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. You will also prepare a presentation of your research using Adobe Express.

Student Learning Outcomes. At the end of this course, you will be able to:

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1. Define your motivation.
2. Discuss and identify plagiarism in all its forms.
3. Learn to use the online campus library
4. Create a research question that addresses your aspiring career interests.
5. Choose and identify the various components of the APA style, paper elements, and format.
6. Use precise grammar, punctuation, and style.
7. Interact with ChatGPT 3.5 (Artificial Intelligence)
8. Create an annotated bibliography using scholarly sources
9. Create a review of the literature about your career topic using scholarly sources.
10. Prepare a clear and concise research paper by organizing a research topic and using acceptable grammar, 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. They should also know how to rename files and attach files to an email and the appropriate Dropbox for file submission. Students will be exposed to and learn to use Adobe Express for the final presentation.

### **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**

You are expected to log into the course at least three times per week and check your emails. Announcements and emails are posted on Mondays and may come periodically. Also, even though the homework is due on Saturday nights at midnight, answer your questions 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 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.

- Final Research Paper: 20%
- Literature Review 20%
- Module Assignments (annotated bibliographies) 25%
- Padlet Discussions 25%
- Quizzes 10%
- Total 100%

## **Final Research Paper**

The Final Research Paper is worth 20% of your final grade. Students must use APA style formatting and citations. Additional format instructions are provided along with assignment details in D2L. Assignments are due by 11:59 p.m. (CST) on the due date.

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 25% of your grade.
- The module assignment will consist of annotated bibliographies written in short

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paragraphs and spread over the course.

- 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 final presentation can also be found in D2L within the assignments or at Grades, Class Progress.

## **Literature Review**

The literature review is a narrative that you will write from your annotated bibliographies. You might have to review your research more. Still, generally, you will take what you summarized in the annotated bibliographies and make a narration, connecting the ideas and results from the articles you found. It is worth 20% of your grade.

## **Padlet Discussions (free writing)**

The Padlet discussions 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 Padlet platform lends itself to sharing and reacting, including video, images, and writing. This will help us become a community of learners. These free writing activities mean spelling, grammar, and punctuation will not be checked.

## **Quizzes**

Four quizzes, one on the Syllabus, one on References, one on the ChatGPT paper, and one on getting to know you, are 10% of your grade.

## **Interaction with Instructor Statement**

There are several ways we will communicate this semester. You may text me at (903) 669-6221), ask questions for the entire class in our Digital Forum or you are welcome to email me.

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.

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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 virtual face-to-face conference between the student and the instructor is required, 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 require the instructor to modify it during the semester. Any changes made to the syllabus will be announced in advance.

### **COURSE OUTLINE / CALENDAR**

<b>Assignment</b>	<b>Comments</b>	<b>Due Date</b>	<b>Learning Outcome</b>
Read Syllabus	Please read it in its entirety	08/31/2024	
Syllabus Quiz	Tests key aspects of the syllabus	08/31/2024	
Submit Academic Honesty Policy	Plagiarism in all its forms, including using Artificial Intelligence, is prohibited in this class unless I direct it.	08/31/2024	Learning outcome 2
Getting to know you "quiz"	I want to know you better!	08/31/2024	
Student Introduction It is worth five bonus points!	Google Slides or Adobe Audio to Animate	08/31/2024	
What is your motivation? Padlet post	We will discuss motivation and how your mindset can contribute to it positively or negatively.	09/07/2024	Learning Outcome 1
Assignment, Plagiarism Tutorial, and certificate	It is important to know what plagiarism is.	09/07/2024	Learning outcome 2

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Module 1a: Introduction to ChatGPT and its use in our class	Using a sample prompt, we will narrow down a research topic and get suggestions on our research question (what do you want to know?)	09/14/2024	Learning Outcomes 4 & 7
Read the Literature Review Provided  Take the quiz	This review is about using ChatGPT in higher education and serves as an example of a properly formatted literature review.	09/21/2024	Learning outcome 4
Module 1b Research Topic -- Padlet	What will you choose? Include your ChatGPT prompts and your final topic Why did you choose your topic? Did ChatGPT help you narrow the topic?	09/21/2024	Learning Outcomes 3 & 7
Module 2 Assignment – annotated bibliography Watch videos!	You will do your first research and develop a problem statement or research question.	10/05/2024	Learning outcome 3 & 8
Module 3 Read Chapter 4 Padlet discussion on Chapter 4 Read Chapter 10 Quiz on Chapter 10	Academic writing examples and discussion Reference examples	10/19/2024  10/19/2024	Learning Outcomes 4 & 8
Module 4 – Annotated bibliography	Four more summaries	11/02/2024	Learning Outcomes 4, 5 & 7
Module 6 Padlet	Has this course been of use to you? How? Will it impact your future career?	12/07/2024	
Literature Review		12/07/2024	Learning outcome 8

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Research Paper	Complete the final paper (includes now a discussion)	12/13/2024	Learning outcome 8
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## 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)

### 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.

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## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



### **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**

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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**

## 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/)  
<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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