



# EAST TEXAS A&M UNIVERSITY

## **BGS 402: Research Methods** COURSE SYLLABUS: Spring 2025

### **INSTRUCTOR INFORMATION**

Instructor: Theresa Sadler, Ph.D.  
Office Location: Online  
Office Hours: Email or Virtual by Appointment  
University Email Address: Theresa.Sadler@tamuc.edu  
Preferred Form of Communication: Email  
Communication Response Time: 24 hours

**The best way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. All emails must include “BGS 402” in the subject line, use proper email etiquette, and include your name and CWID.**

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

Publication Manual of the American Psychological Association  
7<sup>th</sup> Edition  
ISBN: 9781433832161

For Information on APA formatting, please see [Purdue Owl](#).

### **Supplemental Materials**

Links and files will be provided in each module.

### **Course Description**

The purpose of this course is to investigate the techniques of the research process as applied to topics regarding your future career. 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. You will also prepare a presentation of your research using Adobe Express.

### **Student Learning Outcomes**

Completion of this course provides the student with the knowledge to:

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.

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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 will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

### **Instructional Methods**

This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes must be completed. Please contact the instructor by email for any assistance.

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

To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes should be completed. Please contact the instructor by email for any assistance.

## **GRADING**

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

|              |                  |
|--------------|------------------|
| A = 90%-100% | D = 60%-69%      |
| B = 80%-89%  | F = 59% or Below |
| C = 70%-79%  |                  |

## **Assessments**

**Quizzes: 10%** There will be four quizzes worth 10% of your grade.

**Padlet Discussions: 25%** The preferred pattern for the discussion activity is that it becomes a conversation, not necessarily a series of posts and replies. This will help us become a community of learners. These free writing activities mean spelling, grammar, and punctuation will not be checked.

**Module Assignments: 25%** These assignments will consist of annotated bibliographies written in short paragraphs and spread over the course. As a general guideline, your grade on this portion will be a function of quality, quantity, and consistency.

**Literature Review: 20%** This 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.

All assignments must be submitted to the appropriate assignment submission folder within D2L.

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

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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)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## 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 ETAMU 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>

### Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). You will NOT receive email through D2L, so be sure to check your ETAMU email for communication. The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

**All emails from students should include:**

- **Course name and subject in the subject line (ex. BGS 402 – Research Paper)**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

### CID Studio

The CID Studio is in D2L and available to all CID students. The CID Studio contains modules intended to support and inform students on their educational journey. [CID Studio Link](#) – Please contact your advisor if you need access.

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## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

#### **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.

### **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).  
<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>

#### **ETAMU Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 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 East Texas A&M University 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](#)

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

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- 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).
- If the student has a 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 and report the incident to the Provost Office.

#### **Use of Artificial Intelligence**

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

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Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

### **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**

East Texas A&M University

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**

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **East Texas A&M Supports Students' Mental Health – Counseling Services**

The Counseling Center at East Texas A&M University, 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)

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

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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.



### COURSE OUTLINE / CALENDAR

| Assignment  | Comments   | Due Date    | Learning Outcome        |
|---|--|-------------|-------------------------|
| Read Syllabus   | Please read it in its entirety   | 01/18/2025  |                         |
| Syllabus Quiz   | Tests key aspects of the syllabus  | 01/18/2025  |                         |
| Submit Academic Honesty Policy                              | Plagiarism in all its forms, including using Artificial Intelligence, is prohibited in this class unless I direct it.                | 01/18/2025  | Learning outcome 2      |
| Getting to know you "quiz"                                  | I want to know you better!   | 01/18/2025  |                         |
| Student Introduction<br>It is worth five bonus points!      | Google Slides or Adobe Audio to Animate  | 001/18/2025 |                         |
| What is your motivation?                                    | We will discuss motivation and how your mindset can contribute to it positively or negatively.                                       | 01/25/2025  | Learning Outcome 1      |
| Assignment, Plagiarism Tutorial, and certificate            | It is important to know what plagiarism is.  | 01/25/2025  | Learning outcome 2      |
| 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?) | 02/01/2025  | Learning Outcomes 4 & 7 |

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|  |  |                              |                            |
|--|--|------------------------------|----------------------------|
| Read the Literature Review Provided<br><br>Take the quiz                                       | This review is about using ChatGPT in higher education and serves as an example of a properly formatted literature review.                       | 02/01/2025                   | Learning outcome 4         |
| Module 1b Research Topic   | What will you choose? Include your ChatGPT prompts and your final topic<br>Why did you choose your topic? Did ChatGPT help you narrow the topic? | 02/08/2025                   | Learning Outcomes 3 & 7    |
| Module 2 Assignment – annotated bibliography<br>Watch videos!                                  | You will do your first research and develop a problem statement or research question.  | 02/22/2025                   | Learning outcome 3 & 8     |
| Module 3<br>Read Chapter 4<br>Discussion on Chapter 4<br>Read Chapter 10<br>Quiz on Chapter 10 | Academic writing examples and discussion<br>Reference examples   | 03/01/2025<br><br>03/01/2025 | Learning Outcomes 4 & 8    |
| Spring Break   |  | 03/10/2025-03/14/2025        |                            |
| Module 4 – Annotated bibliography  | Five more summaries  | 03/22/2025                   | Learning Outcomes 4, 5 & 7 |
| Module 6   | Has this course been of use to you? How? Will it impact your future career?  | 03/29/2025                   |                            |
| Literature Review Draft  | You may submit your draft literature review to me for feedback. You should also use this time to submit to the online writing center.            | 04/12/2025                   |                            |
| Literature Review  |  | 04/26/2025                   | Learning outcome 8         |
| Research Paper   | Complete the final paper   | 05/07/2025                   | Learning outcome 8         |

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