



**EAST TEXAS A&M**  
— U N I V E R S I T Y —

## **BGS 402 Research Methods**

**COURSE SYLLABUS: SUMMER 1, 2025**

### **INSTRUCTOR INFORMATION**

**Instructor:** Tina Lancaster, BS, MS

**Office Phone:** 903-669-6221

**East Texas A&M University Email Address:** Tina.Lancaster@tamuc.edu

**Office Location:** Virtual

**Office Hours:** 10:00 a.m. – 8:00 p.m. Monday-Saturday

**Preferred Form of Communication:** Email or Text

**Communication Response Time:** 24 Hours or Less (Grading of assignments is done the Monday after the due dates, which will be on Saturdays by midnight).

### **COURSE INFORMATION**

#### **Course Materials**

There are no textbooks required for this course, but for **information on APA formatting (which is needed for 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. Additionally, a comprehensive analysis of relevant literature on your topic is conducted. Clear and concise writing is emphasized while learning to use the APA writing style. You completed several annotated bibliographies, using these to develop your literature review and then the final paper.

### **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. Develop a research question that aligns with your career aspirations.
5. Select and identify the various components of the APA style, including paper elements and format.
6. Learn to interact with ChatGPT 3.5 (Artificial Intelligence) as an assistant
7. Create an annotated bibliography using scholarly sources and Generative AI input
8. Conduct a review of the literature on your career topic, utilizing scholarly sources.
9. Prepare a clear and concise research paper by organizing a research topic and using acceptable grammar, punctuation, and APA formatting.

### **STUDENT RESPONSIBILITIES FOR COURSE**

#### **Instructional Methods**

This course is an online course. To be successful in it, you must read and review all content and course modules. All assignments and quizzes (both graded and ungraded) must be completed by the due date specified. Please email the instructor for any assistance or support.

#### **CWID and Password**

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).

#### **Technology-Related Issues**

Personal computer and internet connection problems do not excuse the requirement to complete all coursework promptly and satisfactorily. Each student needs 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, an ETAMU campus open computer lab, etc.

### **TECHNOLOGY REQUIREMENTS AND SUPPORT**

#### **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.

### **Learning Management System (LMS) – D2L**

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 the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

### **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 on the [Brightspace Support Webpage](#).

## **COMMUNICATION AND SUPPORT**

### **Interaction with Instructor Statement**

This is an online course; therefore, most communication is also expected to be online. If you have any questions or are having difficulties with the course material, please get in touch with your instructor. 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 hours, provided the correspondence follows the requirements listed below. Students are encouraged to check their university email daily.

### **Include the Following in Emails with the Instructor:**

- Course name and subject in the subject line (ex. EDCB 517 – Posttest)
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on 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.

## **COURSE AND UNIVERSITY 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.

### **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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

### **ETAMU Attendance**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

### **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).

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](#)

### **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.

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**

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.



### **GRADING**

The following items will be used to calculate the final grade in the course.

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

### **Grading Scale**

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

## COURSE OUTLINE / CALENDAR

Assignment	Comments	Due Date
Read Syllabus	Please read it in its entirety	06/07/2025
Syllabus Quiz	Tests key aspects of the syllabus	06/07/2025
Submit Academic Honesty Policy	Plagiarism in all its forms, including the use of Artificial Intelligence, is strictly prohibited in this class unless otherwise directed by me.	06/07/2025
Student Introduction It is worth five bonus points!	Google Slides or Adobe Audio to Animate	06/07/2025
What is your motivation?	We will discuss motivation and how your mindset can contribute to it positively or negatively. We will also examine self-regulated learning.	06/07/2025
Assignment, Plagiarism Tutorial, and Certificate	It is important to know what plagiarism is.	06/14/2025
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?)	06/14/2025
Read the Literature Review Provided  Take the quiz	This review examines the application of ChatGPT in higher education and serves as an example of a properly formatted literature review.	06/14/2025
Module 1b Research Topic	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?	06/14/2025

Module 2 Assignment – Annotated Bibliography Watch videos!	You will do your first research and develop a problem statement or research question. This exercise utilizes Generative AI. Instructions are in D2L	06/14/2025
Module 4 – Annotated Bibliography	Five more summaries and analyses using Generative AI	06/21/2025
Module 6	Has this course been of use to you? How? Will it impact your future career?	06/21/2025
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.	06/23/2025
Literature Review		06/28/2025
Research Paper	Complete the final paper	07/03/2025