



**PSY 622.01W: Introduction to Theses and Dissertations**  
COURSE SYLLABUS: Summer I 2026

**INSTRUCTOR INFORMATION**

**Instructor:** Dr. Curt Carlson, Professor

**University Email Address:** curt.carlson@etamu.edu

**Preferred Form of Communication:** email

**Communication Response Time:** 24 hours (excluding weekends)

**COURSE INFORMATION**

**Two Textbooks Required:**

1) Dissertations and Theses from Start to Finish: Psychology and Related Fields (Third Edition, 2020); ISBN-10: 1433830647; ISBN-13: 978-1433830648

2) APA Publication Manual (7<sup>th</sup> Edition) ISBN 9781433832161

**Technology required:**

In addition to stable internet to regularly access this online course in D2L, you must have the ability to record (e.g., via Zoom) and upload videos as discussion posts.

***Course Description***

This course will help you to better understand what is expected of you as a psychology graduate student expected to write a thesis and/or dissertation. You will learn about the importance of prioritizing the thesis/dissertation at least as much as coursework, as well as time management skills to balance the long-term goals of these large projects concurrently with short term goals like passing courses. Moreover, you will think through the process of writing a thesis and/or dissertation, seeing all the steps along the way. Lastly, you will design a potential thesis/dissertation, conduct a partial literature review, and produce a pre-proposal by the end of this course.

***Student Learning Outcomes***

Students will learn about:

1. What is involved in writing a thesis or dissertation
2. Time management during graduate school
3. How to design a manageable thesis/dissertation project
4. How to conduct a literature review
5. How to write a pre-proposal

**COURSE REQUIREMENTS**

*The syllabus/schedule are subject to change.*

### ***Minimal Technical Skills Needed***

This course will use D2L.

### ***Instructional Methods***

The course will revolve around D2L, primarily involving quizzes over readings and uploading video Discussion Posts.

### **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

### **Quizzes (20% of overall grade)**

There are several assigned chapters to read, and to assess your retention and comprehension of this material, there will be regular quizzes. These are meant to be closed-book assessments of the knowledge acquired from the readings, and as such there will be a time limit that makes it difficult to look up answers. Each quiz deadline will be clearly visible in D2L. There will be no exams or tests beyond these quizzes.

### **Discussion Posts (36% of overall grade)**

There will be several video discussion posts, with deadlines clearly visible in D2L.

### **Proposal Chapter 1 (Literature Review): 24% of final grade**

At the end of the course you will upload this component of your proposal as a Word document. It must be 5-7 pages long, double-spaced and with 1-inch margins. This page range is for the content of the literature review, not title page or references.

### **Proposal Chapter 2 (Method and Planned Analyses): 20% of final grade**

This component will actually be due prior to Chapter 1 (see schedule below), and also will be uploaded to D2L as a Word document. It should be 2-3 pages in length, double-spaced and with 1-inch margins.

## **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

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

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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@etamu.edu](mailto:helpdesk@etamu.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**

It is best to communicate with me via email ([curt.carlson@etamu.edu](mailto:curt.carlson@etamu.edu)). I will respond to emails within 24-48 hours. Please do not re-send your email unless at least 48 hours have passed since your last email.

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

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

No quizzes, exams, or homework will be accepted after the deadline unless permission is provided in advance of the deadline by the instructor.

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## **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>

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>

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.

### **ETAMU 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>

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## **Academic Integrity**

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

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

## **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@etamu.edu](mailto:studentdisabilityservices@etamu.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**

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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 ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, 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)

### COURSE OUTLINE / CALENDAR

Days	Topic
6/1 – 6/2	Topic 1: Video introduction and research ideas ( <b>DP1</b> ); <i>Start to Finish</i> Ch 1: What are Theses/Dissertations?; <b>Quiz 1</b>
6/3 – 6/4	Topic 2: <i>Start to Finish</i> Ch 2 (Starting Out) and Ch 3 (Time/Trouble Management); <b>Quiz 2</b>
6/5 – 6/6	Topic 3: <i>Start to Finish</i> Ch 4: Finding Topics; <b>Quiz 3</b> ; <b>DP2</b>
6/7 – 6/8	Topic 4: <i>Start to Finish</i> Ch 5: Overview of the Proposal; <b>Quiz 4</b>
6/9 – 6/10	Topic 5: <i>Start to Finish</i> Ch 6: Reviewing the Literature; Begin writing Lit Review Chapter; <b>Quiz 5</b>
6/11 – 6/12	Topic 6: APA Manual Ch 1: Scholarly Writing; <b>DP3</b> ; continue writing
6/13 – 6/15	Topic 7: APA Manual Ch 2: Paper Elements/Format; continue writing
6/16 – 6/17	Topic 8: <i>Start to Finish</i> Ch 7: Research Methodology and Ethics; <b>Quiz 6</b> ; <b>DP4</b> ; continue writing
6/18 – 6/19	Topic 9: <i>Start to Finish</i> Ch 8: Measuring Study Variables; Begin writing Method Chapter; <b>Quiz 7</b> ; <b>DP5</b>

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6/20 – 6/22	Topic 10: <i>Start to Finish</i> Ch 9: Selecting Data Analysis Approach; Continue writing Method Chapter; <b>Quiz 8; DP6</b>
6/23 – 6/27	Topic 11: METHOD CHAPTER DUE 6/28; Continue writing Lit Review Chapter
6/28 – 7/2	Topic 12: Writing Chapter 1; LIT REVIEW CHAPTER DUE 7/2

DP = Discussion Post

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