



EAST TEXAS A&M

UNIVERSITY

BGS 402 – Research Methods

COURSE SYLLABUS

Term:	Fall	Year:	2026
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INSTRUCTOR INFORMATION

Instructor Name:	Tina Lancaster
Office Phone:	903-669-6221
East Texas A&M University Email Address:	tina.lancaster@etamu.edu
Instructor Notes:	Greetings! I welcome you to BGS 402, Research and Writing. We will have lots of fun and will be learning new things, not only about research and writing, but about your chosen profession! You will get to choose your topic, so hopefully, this will make the course more interesting!

Office Location: Online/Remote

Office Hours: Email, Telephone, or Virtual by Appointment

Preferred Form of Communication: Email

Communication Response Time: 24 Hours or Less (Grading of assignments is typically not completed in 24 hours or less)

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. Create an Annotated Bibliography on a topic of your choice.
7. Use precise grammar, punctuation, and style.
8. Interact with ChatGPT (Artificial Intelligence)
9. Create an annotated bibliography using scholarly sources
10. Conduct a review of the literature on your career topic, utilizing scholarly sources.
11. 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 this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed by the due date specified. Please contact the instructor by email 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@etamu.edu.

Technology-Related Issues

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.

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, expect most communication to be online as well. If you have any questions or are having difficulties with the course material, please contact 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 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

Include the Following in Emails with 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](#).

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:

[East Texas A&M Academic Integrity Guide](#)

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Academic Integrity Reporting Form](#)

[Overview of Academic Misconduct Reporting Process](#)

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.

Submitting Past Work

The resubmission of work submitted in a past course is self-plagiarism. Also, the resubmission of substantial parts of work submitted in a past course is self-plagiarism. **If a student would like to resubmit past work or substantial parts of past work, the student must gain permission from the instructor prior to submission and cite the work properly.** If the student does not gain permission and cite the work, then the submission will be flagged for self-plagiarism and result in actions detailed in the CID Policy on Academic Integrity.

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@etamu.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 with 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 <https://www.etamu.edu/counseling-center/>

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. For more information on accessing the app and to explore the resources available to you for guidance and support, please visit their website: <https://www.etamu.edu/telus/>

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) 20%
Discussions 20%
Quizzes 20%
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

This course includes designations for the permissible use of generative AI. Generative AI encompasses tools such as ChatGPT, Claude, Copilot, Gemini, Perplexity, or any other GPT app or system that generates responses using a Large Language Model (LLM).

You may see designations in the course syllabus and assignments that refer to one of the levels of generative AI used in the chart below. For example, if the assignment is "**Level 1, No AI**," the student must adhere to the restrictions for not using an AI tool. If you have any questions or require further clarification, please do not hesitate to contact me.

Level	Use of AI	Description
Level 1	No AI	The assignment must be completed entirely without AI assistance, relying solely on conventional research and study

Level	Use of AI	Description
		methods. AI must not be used at any point during the production of the assignment.
Level 2	AI-Assisted Idea Generation and Structuring (brainstorm topics and develop research questions).	AI can be used in the assignment to brainstorm, create structures, and generate ideas for improving work. However, no AI content is allowed in the final submission.
Level 3	AI-Assisted Editing (Literature Review).	AI can be used to enhance the clarity or quality of student-created work, but it cannot create new content. The student's original work with no AI content must be provided in an appendix.
Level 4	Task Completion, Human Evaluation (First Annotated Bibliography).	AI can be used to complete certain elements of the task as indicated in the assignment instructions. Students must provide discussion or commentary on the AI-generated content to evaluate its output. AI-generated content must be cited.
Level 5	Full AI	AI can be used as a collaborative assistant to meet the assignment requirement, with no restrictions. AI can be used throughout the assignment production without specifying which content is AI-generated.

Perkins, M., Furze, L., Roe, J., MacVaugh, J. (2024). The Artificial Intelligence Assessment Scale (AIAS): A Framework for Ethical Integration of Generative AI in Educational Assessment. *Journal of University Teaching and Learning Practice*, 21(6). <https://doi.org/10.53761/q3azde36>

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COURSE OUTLINE / CALENDAR

Suggested Schedule

Assignment	Comments	Due Date	Level of AI Use Permitted
Read Syllabus	Please read it in its entirety	08/29/2026	1
Syllabus Quiz	Tests key aspects of the syllabus	08/29/2026	1
Submit Academic Honesty Policy	Plagiarism in all its forms, including using Artificial Intelligence, is prohibited in this class unless I direct it.	08/29/2026	1
Student Introduction It is worth five bonus points!	Google Slides or Adobe Audio to Animate or other AI tools.	08/29/2026	5

Assignment	Comments	Due Date	Level of AI Use Permitted
Self-Regulated Learning Online Survey (Pre)		08/29/2026	1
Academic Integrity and Artificial Intelligence Survey (Pre)		08/29/2026	1
What is your motivation? And are you a self-regulated learner?	We will discuss motivation and how your mindset can contribute to it positively or negatively.	09/05/2026	1
Assignment, Plagiarism Tutorial, and certificate	It is important to know what plagiarism is.	09/12/2026	1
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?)	09/19/2026	2
Module 1b Research Topic	What will you choose? Why did you choose your topic? What is your research question? Did ChatGPT help you narrow the topic?	09/26/2026	2
Read: The difference between an AB and a Lit Review and Test your understanding		10/03/2026	1
Read: APA Primer and visit CID Studio and Purdue Owl		10/03/2026	1
Module 2 Assignment – Annotated Bibliography Watch videos!	You will do your first research and develop a problem statement or research question.	10/10/2026	3

Assignment	Comments	Due Date	Level of AI Use Permitted
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.	10/17/2026	2
Module 3 Quiz	References and citation quiz	10/24/2026	2
Self-Regulated Learning Online Survey (Post)		10/24/2026	1
Academic Integrity and Artificial Intelligence Survey (Post)		10/24/2026	1
Module 4 – Annotated bibliography	Five more annotations—no AI use.	11/07/2026	1
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.	11/21/2026	Some AI use is allowed. See instructions in D2L.
Literature Review	Final, edited Lit review	12/05/2026	Some AI use is allowed, see D2L.
Module 6	Has this course been of use to you? How? Will it impact your future career?	12/05/2026	1
Discussions	AI Attitudes and SRL	12/07/2026	1
Interviews	AI Attitudes and SRL	Week of November 30th	1
Research Paper	Complete the final paper by adding the discussion.	12/11/2026	3