A. COURSE INFORMATION

Course number/section: GSEN 5395.001/W01
Class meeting time: TBA and Online
Class location: TBA and Online
Course Website: http://bb9.tamucc.edu

B. INSTRUCTOR INFORMATION

Instructor: Richard Smith, Ph.D.
Office location: CBI 106
Office hours: TWR 9:00-10:00
Telephone: 361-825-2750
e-mail: Richard.Smith@tamucc.edu
Appointments: Email or call to make an appointment.

C. COURSE DESCRIPTION

Catalog Course Description
Preparatory and developmental research for the Graduate Thesis or creative project resulting in the preliminary design and formal proposal of the graduate project. This thesis or a creative project proposal must be reviewed and approved by the project chairperson to receive credit. Offered on a credit/no-credit basis only. Students are required to complete a major field assessment test. Credit will not be recorded until the Graduate Project Proposal is approved by the Graduate Project Committee Chair. Prerequisite: Permission of the Program Coordinator.

D. PREREQUISITES AND COREQUISITES

Prerequisites
Permission of the Program Coordinator.

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

Required Textbook(s)
None.

Supplies
- Adobe PDF viewer. (e.g. Adobe Acrobat Reader).
- Web browser with Java Virtual Machine installed.
- Video player able to play MPEG-4 video (Quicktime, VLC, Windows Media Player).
- Speakers/headphones.
- Online students: Microphone and webcam.
• Online students: Consistent, weekly access to high-speed internet.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

By the end of this course, students should be able to:

1. Perform scientific writing.
2. Participate in the peer review process.
3. Develop an annotated bibliography.
4. Utilize library resources to conduct literature research.
5. Write a graduate project or thesis proposal.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

All lectures will be recorded for posting online.

H. MAJOR COURSE REQUIREMENTS AND GRADING

Student learning outcomes will be assessed through weekly reports and a final presentation. All reports and the presentation will be graded on: grammar, neatness, professionalism, and clarity.

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<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
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<tbody>
<tr>
<td>Annotated Bibliography</td>
<td>30</td>
</tr>
<tr>
<td>Committee Documentation*</td>
<td>10</td>
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<tr>
<td>Proposal*</td>
<td>60</td>
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*Required to earn a passing grade.

I. COURSE CONTENT/SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>1-2</td>
<td>Thesis Template</td>
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<td></td>
<td>Using Library Resources</td>
<td></td>
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<tr>
<td>3</td>
<td>Annotated Bibliography</td>
<td></td>
</tr>
<tr>
<td>4-9</td>
<td>Proposal Writing</td>
<td>Annotated Bibliography Writing</td>
</tr>
<tr>
<td></td>
<td>Annotated Bibliography Writing</td>
<td>Committee Form</td>
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J. COURSE POLICIES

Attendance/Tardiness
Students are expected to regularly log in to the course website, watch lectures, and submit assignments.

Late Work
All assignments must be completed on time. Submission of an assignment after the due date is accepted, but with a penalty of 30% of the grade for the first 24 hours late, and 10% each additional 24 hours. Make-up presentation and reports are not permitted except for documented, exceptional reasons.

Extra Credit
No extra credit options are available for this course. No exceptions.

Email
Consider email as official correspondence warranting professional language. Professional emails include elements such as a short descriptive subject line, salutation, complete inquiry in the body of the message, your full name, and course and section number. Unprofessional emails will result in a non-response and request for proper correspondence.

Technological Excuses
Hard drive crashes and other computer woes will not be accepted as excuses for late submission. Students should, given the complexity of the tasks they will pursue, be sure that they maintain adequate backup copies of all aspects of their work. Additionally, plan ahead so that you will have time to use the on-campus computers and printers if necessary. You may NOT submit papers/assignments by e-mail. If for some reason you feel you have to do this, you must ask for, and receive, permission ahead of time; furthermore, you may not consider an e-mailed paper/assignment to be submitted until you have received a reply confirming that I have received the paper/assignment.

Communication about Life Events
It is the your (student’s) responsibility to keep up with the course instruction, assignments, and examinations. Should a life event interrupt your ability to meet these responsibilities, you must inform the instructor about this as soon as possible and within a reasonable amount of time so that a course of action can be determined. Communicating with the instructor about these life events in an unreasonable time frame is not acceptable and will not change the outcome of missed work nor will it be a valid reason to receive an ‘Incomplete’
designation for the course.

**Originality of Work**
Everything submitted for this class must be your own work.

**K. COLLEGE AND UNIVERSITY POLICIES**

- **Academic Integrity (University)**
  It is expected that university students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior.
  See Full University Policy at [http://catalog.tamucc.edu/content.php?catoid=10&navoid=313#Academic_Integrity](http://catalog.tamucc.edu/content.php?catoid=10&navoid=313#Academic_Integrity)

- **Classroom/Professional Behavior**
  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

- **Deadline for Dropping a Course with a Grade of W (University)**
  The grade of W will be assigned to any student officially dropping a course by Friday, April 10, 2015. No student is eligible to receive a W without completing the official drop process by this deadline. Visit the Office of the University Registrar for the Course Drop Form that must submitted. After April 10, 2015 a student will not be allowed to drop a course.

- **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html), and the College of Science
and Engineering Grade Appeals webpage at http://sci.tamucc.edu/students/GradeAppeal.html. For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

- **Disability Services**
  Disability Services (DS) is the hub for coordinating services and accommodations to ensure accessibility and utilization of all programs for all Texas A&M University-Corpus Christi students with disabilities. Our services are designed to meet the unique educational needs of enrolled students with documented permanent or temporary disabilities. DS provides intake and consultation services to students seeking to register with our office. DS reviews an individual’s documentation of disability and assesses eligibility for services and the determination of reasonable accommodations. For more information visit the Disability Services Office at 116 Corpus Christi Hall or go to http://disabilityservices.tamucc.edu/

**GENERAL DISCLAIMER**
I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.