

**PSYC 5198 130, CRN 80642, PSYCHOLOGY THESIS**  
Fall 2018  
Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor**

Dr. Andria F. Schwegler

**Office**

Online via WebEx linked on left menu bar in course

**Phone**

VoIP via WebEx

**Email**

Preferred email is through Canvas "Inbox" for course-related information. If correspondence is not related to the course, [contact the professor via TAMUCT email](mailto:schwegler@tamuct.edu) (schwegler@tamuct.edu).

**Office Hours**

The professor is available to meet with students via WebEx by appointment. Students should email the professor to schedule a time. Appointment times are very flexible, and frequent interaction with the instructor is highly encouraged.

**Mode of Instruction and Course Access**

This course is a 100% online course and uses the [TAMUCT Canvas Learning Management System](https://tamuct.instructure.com) [https://tamuct.instructure.com].

**Student-Instructor Interaction**

The professor will logon to the course in Canvas every week day (Monday through Friday) and will reply to email within two business days.

If students have course-related questions, students should send the professor an email/message.

Students are expected to logon to the course in Canvas daily to review and post assignments, feedback, and announcements, etc.

The professor will provide feedback on assignments by marking grading rubrics and/or posting comments as needed in the Submission box or on attached documents. Students should review all assignments when they are returned to examine and apply the feedback on subsequent assignments.

Students can message the professor to schedule an appointment to talk via video-teleconference when needed.

**911 Cellular**

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their

myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

## COURSE INFORMATION

### Course Overview and Description

Independent research course in which a student proposes and completes an original, quantitative research project in conjunction with three graduate faculty members who serve on the thesis committee. Scheduled when the student is ready to begin thesis. No credit awarded until proposal and thesis are approved, respectively. Six hours of thesis credit is required. Prerequisites: PSYC 5300 and PSYC 5301 and successful completion of 12 additional credit hours in the degree plan, and permission of the Chair of the thesis committee or Department Chair.

### Course Objective

This course is designed to provide students with the opportunity to use systematic research methods and appropriate tools of inquiry to thoroughly investigate a psychological problem or issue. Students must follow the *Thesis Manual* provided by the Office of Graduate Studies.

### Student Learning Outcomes

Course objectives and content will be addressed through the creation of an original research project that will be completed in two phases (i.e., proposal and thesis). The student, under the guidance of a faculty advisor, will utilize sound research methods for the social sciences. In this course, students will:

1. *Demonstrate comprehension and application of fundamental principles, generalizations, or theories.* Students will identify and summarize relevant psychological theories and research in a content area of specialization to contextualize the thesis proposal and final thesis project.
2. *Demonstrate application of factual knowledge (terminology, classifications, methods, trends).* Students will compute and present appropriate statistical techniques given the data collected in the project such as measures of central tendency and variability, correlation coefficients, regression, analysis of variance, and/or chi-square. Students will demonstrate their ability to compute and present appropriate descriptive and inferential statistical analysis of data on the final thesis project.
3. *Analyze and critically evaluate ideas, arguments, and points of view.* Students will read and summarize in writing the development of research on the variables of interest, read multiple research studies on the variables targeted in the thesis and integrate the information in writing to support the position, acknowledge in writing relevant research information that contradicts or is otherwise inconsistent with the arguments in the thesis, write a justification for the proposed thesis research that is based on limitations, shortcomings, and/or gaps in existing research, and write research hypotheses that are

- directly supported by existing empirical research.
4. *Synthesize academic content from the program to improve thinking, problem solving, and decision making.* Students will develop and design a novel project supported by existing empirical research to address problems, issues, or gaps in knowledge. Students will integrate research results with existing research and theory in the content area of specialization to draw conclusions supported by data gathered during the thesis project.
  5. *Demonstrate skill in expressing oneself orally or in writing.* Students will utilize appropriate APA style to write summaries of existing research articles and base the justification for the thesis proposal on existing research, write a proposal for the thesis research and revise it based on committee feedback, and write a final report of the thesis research and revise it based on committee feedback.
  6. *Demonstrate specific skills, competencies, and points of view needed by professionals in the field.* The student will:
    - a. craft, in conjunction with a faculty mentor, an original research idea.
    - b. research information related to the thesis project using online tools including the TAMUCT library's databases.
    - c. summarize existing peer-reviewed research on the topic and note where more information is needed.
    - d. write an original research proposal in APA style and defend it during an oral presentation to the thesis committee.
    - e. submit defended research plans through the Institutional Review Board process (for human subjects).
    - f. engage in data collection according to the approved plan and in a manner consistent with training on federal requirements.
    - g. use statistical computing software (e.g., SPSS) to analyze quantitative data collected through research and interpret it.
    - h. propose directions for future research.
    - i. write the final thesis to conform to the guidelines stated in the TAMUCT *Thesis Manual* and defend it during an oral presentation to the thesis committee and interested others.

### **Required Reading, Textbook(s), and Software**

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author. (ISBN: 978-1433805615)
- Collaborative Institutional Training Initiative (2018). Human Subjects Research. [Training to Protect Human Subjects](https://www.citiprogram.org/) (https://www.citiprogram.org/)
- Gravetter, F. J., & Wallnau, L. B. (2017). *Statistics for the behavioral sciences* (10<sup>th</sup> ed.) Belmont, CA: Wadsworth. (ISBN: 978-1305504912) **OR** comparable textbook from PSYC 5300
- Green, S. B., & Salkind, N. J. (2017). *Using SPSS for Windows and Macintosh: Analyzing and Understanding the Data* (8<sup>th</sup> ed). Boston: Pearson. (ISBN: 978-0-134319889) **OR** comparable textbook from PSYC 5300

Mitchell, M. L., & Jolley, J. M. (Eds.) *Research Design Explained* (7<sup>th</sup> or 8<sup>th</sup> ed.). Belmont, CA: Wadsworth, 2009/2012 **OR** Stangor, C. (2015). *Research Methods for the Behavioral Sciences* (5<sup>th</sup> ed.). Stamford, CT: Cengage. (ISBN: 978-1-285-07702-4) **OR** comparable textbook from PSYC 5301

Texas A&M University – Central Texas, Institutional Review Board (2017). *Institutional Review Board (IRB) Guidelines and Procedures Handbook* (<https://www.tamuct.edu/research/docs/tamuct-irb-handbook.pdf>)

Texas A&M University-Central Texas, Office of Graduate Studies (n.d.). *Thesis Manual*.

Texas A&M University-Central Texas, Department of Counseling and Psychology Master of Science in Educational Psychology Program (Fall 2018). *Procedures for Preparing a Thesis*.

IBM Statistical Package for the Social Sciences (SPSS) Standard GradPack v. 24. This computing software is needed for Semester 2 and is available for students to use on University computers free of charge. Alternatively, students can rent a subscription to SPSS for their personal computers. Students can purchase a 6-month or a 12-month lease for the program via one of many online vendors. The STANDARD GradPack is recommended instead of the BASE GradPack. See the [IBM website](http://www-03.ibm.com/software/products/en/spss-stats-gradpack) for a description of the product and a list of vendors (<http://www-03.ibm.com/software/products/en/spss-stats-gradpack>).

Students are required to read peer-reviewed journal articles related to the variables under examination in their research. Journal articles may be accessed through the online TAMUCT library site either as a direct download or via Interlibrary Loan.

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## **COURSE REQUIREMENTS**

Students will complete this course through independent research with days and times for meetings with the professor scheduled on a regular basis throughout the semester. All components of the research project will be submitted according to the course calendar. The following assignments are required for successful completion of the course.

### **Semester 1**

Article Summaries –Rubric in Thesis course.  
\*Final Written Proposal –Rubric in Thesis course.  
Oral Proposal Defense –Rubric in Thesis course.  
IRB Submission – Pass/Fail

### **Semester 2**

Data Collection – Pass/Fail  
Submission of Raw Data and Statistical Analysis Output to Thesis Chair – Pass/Fail

\*Final Written Thesis –Rubric in Thesis course.

Oral Thesis Defense –Rubric in Thesis course.

Thesis Submission to Office of Graduate Studies – Pass/Fail

\*Submitted for plagiarism review with revision prior to submission to the Thesis committee.

All assignments must be written in a student’s own words. No credit will be awarded for quoted or plagiarized material on any assignment. **Quoting or paraphrasing that closely mirrors the source will receive no credit even if properly cited. Students must write original sentences conveying the information they have learned to the reader (i.e., paraphrasing) and properly cite the source of the information to receive credit for writing.**

All assignments should be written in proper APA style. Students must follow the APA style guidelines provided in the *Publication Manual* and use online [style resources](#) provided by the American Psychological Association ([www.apastyle.org](http://www.apastyle.org)). For final thesis formatting, the TAMUCT *Thesis Manual* takes precedence over APA style.

### **Grading Criteria Rubric and Conversion**

All requirements for the Semester 1 or Semester 2 Thesis courses must be completed successfully before the student can be awarded credit for the Thesis courses. Until all assignments for each semester are completed successfully, students will be assigned “In Progress” status for the course(s). Students are required to remain enrolled in a Thesis course until all assignments are completed, and no guarantee is implied that the thesis can be completed in two semesters though students should work diligently to meet this expectation. Rubrics for all assignments are located in the Thesis course in the learning management system. Awarding final credit for the thesis courses will be based on a pass/fail grading system in accordance with the policies and procedures set forth by the Office of Graduate Studies.

### **Posting of Grades**

All feedback will be sent via the class Inbox after the assignment is received. The professor will read, provide comments, and record grades within 5 business days of receiving the assignment. *The student should not hesitate to ask the professor about any grade or concern.*

## **COURSE OUTLINE AND CALENDAR**

### **Complete Course Calendar**

During the first semester of thesis coursework as students create the thesis proposal, students should complete each task below.

1. Thesis concept paper submitted to potential committee members by week 2.
2. Thesis committee selected by week 3.
3. Initial draft of thesis proposal including thesis statement, literature review, and method section submitted to committee by week 6.
4. Thesis proposal revisions based on feedback from Chair and committee members is ongoing.
5. Final proposal submitted to committee that includes the thesis statement, literature

- review, method section, and statistical analysis plan by week 12.
6. Oral and written proposal defense with committee by week 13.
7. Revised final thesis proposal submitted to committee by week 14.
8. Proposal approval form submitted to Department Chair by week 15.
9. IRB Protocol Form and Appendices submitted to IRB by week 16.

During the second semester of thesis coursework as students complete the final thesis project, students should complete each task below.

1. Research materials (e.g., online survey, handouts) created while awaiting IRB approval during weeks 1 through 4. NOTE: A minimum of 4 weeks must be provided for IRB review of Exempt projects. If students propose an Expedited project, a minimum of 6 weeks must be provided for IRB review. If students propose a project that requires full board review, a minimum of 8 weeks for IRB review must be provided. Students should not expect to complete a project that requires full board review by the IRB in only two semesters. Additional semesters of coursework using the variable credit hour option for thesis courses should be considered. Plan accordingly.
2. Data collection, analysis, and discussion with implications submitted to committee by week 7.
3. Initial draft of completed thesis project manuscript submitted to committee by week 8.
4. Thesis revisions based on feedback from Chair and committee members is ongoing.
5. Final thesis project manuscript (all APA style sections with full statistical analysis) submitted to committee by week 9 or 3 weeks prior to the Office of Graduate Studies deadline, whichever comes first.
6. Oral and written final thesis defense meeting with committee by week 10 or 2 weeks prior to the Office of Graduate Studies deadline, whichever comes first. The defense must be scheduled two weeks in advance.
7. Revised final thesis manuscript submitted to committee by week 11 or 1 week prior to the Office of Graduate Studies deadline, whichever comes first.
8. Final thesis manuscript and thesis approval form forwarded to the Office of Graduate Studies by week 12 or the Office of Graduate Studies deadline, whichever comes first.
9. Thesis materials prepared for publication in conjunction with the Office of Graduate Studies by the deadline set by the Office of Graduate Studies.
10. Required copies of thesis and all support materials submitted to respective offices by the deadline set by the Office of Graduate Studies.

Students should determine dates for deadlines using the [Academic Calendar](https://www.tamuct.edu/registrar/academic-calendar.html) on the university webpage (<https://www.tamuct.edu/registrar/academic-calendar.html>).

The professor reserves the right to amend this syllabus at any time. If revisions are necessary, the professor will make every effort to provide as much advanced notice as possible.

## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a

commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Note: To ensure that appropriate accommodations can be provided, students in this class who have registered with the Office of Access and Inclusion (OAI) and are in need of accommodations should present faculty with documentation of their need (i.e., the letter from the OAI) at least one week prior to the date an exam or assignment is due.

### **Important information for Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also

contact the University's Title IX Coordinator.

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center.**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

## **INSTRUCTOR POLICIES**

### **Student Created Content**

All content submitted to the course for credit must be the student's own creation. Students must write or paraphrase and properly cite all content submitted. No credit will be awarded for

plagiarized or quoted material even if it is appropriately cited (i.e., students cannot receive credit for submitting content that someone else wrote). Students should paraphrase all information and provide the appropriate citations.

### **APA Style**

All text and citations submitted for course credit must follow the guidelines of the *Publication Manual of the American Psychological Association (6<sup>th</sup> ed.)*. The final thesis manuscript submitted to the Office of Graduate Studies must conform to the page formatting guidelines in the *Thesis Manual*.

### **Copyright Information**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

### **Late Work**

No late work will be accepted. No make-up work is offered in the course. If students are late meeting the deadlines set by the Office of Graduate Studies, students must enroll in another semester of PSYC 5198 Psychology Thesis.

### **Recommended Academic Strategies**

1. According to the federal definition of a credit hour and our [accreditation requirements](#), students should spend “not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class...for one semester hour of credit” (<http://www.sacscoc.org/subchg/policy/CreditHours.pdf>). For a 3-credit hour class that is delivered fully online, students should spend at least **9 hours on coursework per week for a 16-week course**. Bear in mind that this guideline is for an average class. Some students may find this course challenging and may require *significantly more time* to grasp the concepts and complete the assignments. Plan accordingly.
2. Research indicates that spaced practice is better than massed practice when learning new information. Thus, spending 3 hours a day for 6 days a week on coursework is better for your learning and your grade than ‘pulling an all-nighter.’ Adjust your schedule accordingly.
3. Be professional and use proper netiquette (i.e., internet etiquette) in all course correspondence. Your college education is grooming you for a professional career.
  - a. Use standard English in all of your communications. Do not abbreviate or use texting shortcuts (e.g., OMG! R U kidding. ROFL!). Spell check, revise, and edit your messages before sending them. Use proper punctuation and capitalization.
  - b. Be polite and respectful of others. Do not use all UPPERCASE LETTERS, which is equivalent to shouting. Avoid sarcasm and irony because they are easily misinterpreted by the reader. Do not ‘flame’ others by sending negative or

hurtful comments; though the reader cannot see you, you are not anonymous.

- c. Remember that you are individually accountable for all your messages and online actions. Treat all of your interactions with others in class as you would in your future professional career.