

## INSTRUCTOR INFORMATION

Course and Contact Information	
<b>Class Time, Day, Location, and Duration:</b>	Meetings by appointment January 14 – May 10, 2019
<b>Office:</b>	Heritage Hall, room 204D
<b>Office Hours:</b>	Wednesdays 2-5 Thursdays 12-3pm Other times/days may be arranged – please email for an appointment
<b>Email:</b>	Preferred email: <a href="mailto:lgreenwood@tamuct.edu">lgreenwood@tamuct.edu</a> – <ul style="list-style-type: none"> <li>• When emailing, always identify yourself and the course name. In general, when communicating electronically, you should use complete sentences and be very clear about what you are asking or saying to avoid miscommunication. Deviations from this may result in an unanswered email.</li> </ul> <b>Canvas messages are also acceptable.</b>
<b>Phone:</b>	Mobile: 512-525-9173 <ul style="list-style-type: none"> <li>• If texting or leaving voicemail, please identify yourself and the course name. Deviations from this may result in no reply.</li> <li>• I do not have an office phone.</li> </ul>
<b>Preferred Mode of Communication:</b>	Emails or office visits are preferred to phone calls, unless absolutely necessary. Text messages are acceptable as well. Do not call or text after 8pm.

## COURSE DESCRIPTION

The thesis option is an exercise in independent research. Students are expected to develop a research proposal, defend it, and then execute their research plan. This is a two-part process, first is defending the proposal and then defending the complete thesis. The thesis itself is a document explaining (1) the purpose of the study, (2) what the current literature says about the topic of the thesis, (3) identify the gap in research the student proposes to fill with their research, (4) how the research was conducted, (5) discussion of findings, and (6) conclusion and limitations. Because this is an exercise in independent research students are guided through the research process, students do not receive any form of assistance with the actual research or data analysis. If a student is unable to complete the work successfully, independently, the student may be asked to opt out of thesis

*No concessions will be made for students who intend to graduate by a specific semester, but are unable to successfully complete and defend their thesis in time to do so. Students should discuss graduation dates with their committee prior to and during the thesis process*

### **REQUIRED TEXTBOOKS**

No textbook required. In the course of researching their project for the course, students will read additional articles. Books and manuals are suggested as needed.

### **SUPPLEMENTARY MATERIALS**

Students may receive additional reading and viewing materials throughout the semester to enhance, expand on, and aid in their research.

### **THE THESIS PROCESS**

During the thesis process, students work closely with the thesis committee. The thesis committee is composed of 3 members, two from the criminal justice department and one outside member; this should be a faculty member from any other discipline relevant to your research.

#### **Selecting Your Committee Members**

Students must select two members from the criminal justice department and 1 member from outside the department. Students must contact all 3 members and ask that they serve on their thesis committee.

The following criminal justice faculty members eligible for thesis committee membership:

Dr. Floyd Berry, Dr. Tammy Bracewell, Dr. Christine Jones, Dr. Michele Quinones, Dr. Liana Taylor, and Dr. Lynn Greenwood.

#### **Meetings with Your Committee**

We will meet on campus, in person. Dates will be posted at the beginning of the semester. During these face-to-face meetings, we will review each other's progress and discuss any challenges and triumphs encountered along the way. In addition to the class meetings, you are encouraged to meet individually with all committee members throughout this process. Meetings should be scheduled with instructors individually. Try not to favor one instructor over the others; each instructor's input is valuable.

## **Committee Comments & Revisions**

Students will receive committee member's comments in a prearranged format, either hard copy or digital. Committee members will comment on writing, organization, formatting, content, and methodology. Students may be required to seek the help of a writing tutor if writing needs improvement. Students have access to free tutoring through Tutor.com and TAMUCT. Students are expected to review the comments and make the corrections indicated by committee members. If there is a discrepancy between member's comments, it is up to the student to reach out to the committee about the discrepancy. Students are allowed two drafts per semester. Corrections on draft 1 must be made prior to submitting the second draft.

## **SUCCESSFULLY COMPLETING YOUR THESIS**

### **Thesis Proposal Defense (1<sup>st</sup> semester)**

In order to pass the first thesis course, the student must successfully defend the thesis *proposal*. At the end of the first course, committee members will meet to determine if you have passed or failed and whether you should advance to the second thesis course. Some projects require Institutional Review Board (IRB) approval. Depending on the source of your data, approval may take 4-8 weeks.

### **Timelines to consider:**

Exempt projects: A minimum of 4 weeks must be provided for IRB review.

Expedited project: A minimum of 6 weeks must be provided for IRB review.

Full board review: A minimum of 8 weeks for IRB review must be provided.

For more information, please visit TAMUCT's IRB website

<https://www.tamuct.edu/departments/research/irb.php>

### **Thesis Defense (2<sup>nd</sup> semester)**

In order to pass the second thesis course, the student must successfully defend their *thesis*. In order to pass you must defend your thesis before your committee and anyone else who would like to attend (thesis defenses are open to the public), however only your committee determines if you pass.

## **Completion**

If you successfully defend your thesis, you must then submit the completed thesis to the graduate college where they review the thesis for proper formatting. It is important that you follow the guidelines in the thesis manual (see, *Important Documents*). Neither the graduate college nor your committee members will help you with formatting. If the graduate college reviews the thesis and approves it, only then have you successfully completed your thesis.

## **IMPORTANT DOCUMENTS AND DEADLINES**

Note that some of these forms are time sensitive. Students are responsible for submitting thesis paperwork to the graduate college on time. The deadlines for these forms are listed in the academic calendar and on the Office of Graduate Studies & Research's page.

### **Documents & Links**

Institutional Review Board (IRB) Guidelines and Procedures

<https://tamuct.blackboard.com/bbcswebdav/institution/research/TAMUCT%20IRB%20Handbook.pdf>

IRB Forms

<https://www.tamuct.edu/departments/research/forms.php>

Thesis Manual

<http://www.tamuct.edu/files/studentforms/ThesisManual.pdf>

Thesis Proposal Approval Form

<http://www.tamuct.edu/departments/graduatestudies/extras/Thesis%20Proposal%20Approval%20Form.docx>

Schedule for Thesis Defense

<http://www.tamuct.edu/departments/graduatestudies/extras/SCHEDULEFORTHESISDEFENSE.pdf>

Thesis Approval Signature Page

<http://www.tamuct.edu/departments/graduatestudies/extras/Thesis%20Approval%20Signature%20Page.docx>

## Deadlines

### Summer

June 30: Deadline for thesis defense and submission of final committee-edited theses with committee approval signatures to the Office of Graduate Studies and Research.

July 31: Deadline for bindery-ready copies of theses to the Office of Graduate Studies and Research for Summer graduation.

## PROPOSED COURSE OUTLINE AND CALENDAR

While you work independently, it often helps to have deadlines set to manage the thesis process. Below is the course outline and calendar I propose you follow. Keep in mind, some projects may require more semesters of thesis. It is up to you to calculate how much time you will need to complete your project by your intended graduation date. Here are some questions to consider:

- How do you intend to gather your data?
- How long will it take for you to obtain IRB approval? (some applications may require revisions, factor that in as well).
- If using secondary data, how long will it take to receive your data?
- If collecting data, how long will it take to collect your data?
- Depending on the form of analysis, how long will it take you to analyze your data?

*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.

Refer to the *Institutional Review Board (IRB) Guidelines and Procedures* document for details. Additionally, you must meet Office of Graduate Studies (OGS) deadlines. For those deadlines, see *Important Documents & Deadlines*.

<b>Thesis Proposal (16-Week Semester 1)</b>	
Summary of research project	By week 2

Committee selection	By week 3
Initial draft	By week 6
Revise proposal draft	Ongoing
Final proposal to committee	By week 12
Proposal defense with committee	By week 13
Final thesis proposal with edits to committee	By week 14
Proposal Approval form completed	By week 15
IRB Protocol Completed and Submitted to IRB	By week 16

(Second thesis course outline on following page)

<b>Final Thesis Project (16-Week Semester 2+)</b>	
Await IRB Approval	4-8 weeks
Collect and analyze data	4 weeks +
Initial Draft of Completed Thesis	Week 4 on
Revise thesis draft	Ongoing
Final Thesis Project Paper	3 weeks prior to OGS deadline
Final Thesis Defense Meeting with Committee	2 weeks prior to OGS deadline
Final Thesis Paper Edits to Committee	1 week prior to OGS deadline
Thesis and Approval Forms Forwarded to OGS	See OGS deadline
All Thesis Materials Submitted to OGS	See OGS deadline

<b>Final Thesis Project (Any subsequent semesters)</b>	
Continue to work on any incomplete portions of thesis until defense.	10-16 weeks

**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.*

**In addition, you must claim and use your university email.** All announcements made in Canvas will also be emailed to students – these emails only go to university email accounts. The same applies to all university-level announcements. You may miss out on vital announcements and information if you do not check your university email regularly. You can have your university email forwarded to your personal email.



*Technology issues are not an excuse for missing a course requirement. Make sure your computer is configured correctly and address issues well in advance of deadlines.* If you have problems with your personal computer and/or Internet, you have access to the computer lab in Warrior Hall (Room 104). The library (in Warrior Hall) also has computers students can use.

For issues related to course content and requirements, contact your instructor. **Do not contact your instructor about Canvas issues.**

## **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)].

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].

### **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 [WCOnline](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].

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### **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].

#### **Copyright Notice.**

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