

EDUC 5198.120, Education Thesis

Spring 2021

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

This is a 16 week, 100% online course, and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Shelley B. Harris, Ph.D.

Office: WH 332j

Phone: 254-519-5797

Email: shelley.harris@tamuct.edu

Office Hours: Virtual office hours are available by appointment. Students will visit the Canvas WebEx virtual office to meet. Please email me at my TAMUCT email to request an appointment and be prepared.

Student-instructor interaction

As your professor, my role is to facilitate in your learning and help assist you in your college journey. Please take advantage of the office hours provided – they are your time to visit. I will do my best to help you in any way. I will be checking my TAMUCT email daily. My response time will be returned within 72 hours. When sending an email, please put the course name in the subject line. For the body of the email, remember to address me as Dr. Harris, include your detailed information with a possible solution, if needed, and include a salutation with your W#. Professional communication is expected at all times.

WARRIOR SHIELD

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

Warrior Shield 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 Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COVID-19 SAFETY MEASURES

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
 - o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day’s class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

COURSE INFORMATION

Independent research course in which a student proposes and completes an original, quantitative research project. Scheduled when the student is ready to begin thesis. No credit awarded until proposal and thesis are complete. Prerequisite(s): Completion of all other coursework required for the degree and consent of the major professor or permission of department chair.

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 Reading and Textbook(s)

American Psychological Association. (2019). *Publication manual of the American Psychological Association*.

THE THESIS PROCESS

During the thesis process, students work closely with the thesis committee. The thesis committee is composed of 3 members, the graduate program coordinator and two curriculum and instruction faculty.

Selecting Your Committee Members

Students must select two members from the curriculum and instruction department. Students must contact all 3 members and ask that they serve on their thesis committee.

The following curriculum and instruction faculty members eligible for thesis committee membership: Dr. Harris, Dr. Casey, Dr. Black

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 (1st 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 (2nd 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/SCHEDULEFORTHEISISDEFENSE.pdf>

Thesis Approval Signature Page

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

Deadlines

Refer to Thesis webpage for deadlines.

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*.

Thesis Proposal (16-Week Semester 1)	
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)

Final Thesis Project (16-Week Semester 2+)	
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

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

Important University Dates

<https://www.tamuct.edu/registrar/academic-calendar.html>

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course is 100% online. Students must have access to a computer, Microsoft Office (Word) and internet to access the library and Canvas. Students will also be required to meet synchronously each week for class instruction. During Fall, TAMUCT will have space available in the library or computer lab. Students must sign up for a seat. Successful completion of this course means to have the technology requirements and submit all assignments online to Canvas by the due date.

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email 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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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

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 the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty 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. Once you submit the completed 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, working with others in an unauthorized manner, 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 referred 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.

For more [information regarding the Student Conduct process](#), [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a report](#), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

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, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

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 [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, 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, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@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 online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be

online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WCOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

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].

For Spring 2021, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.

OPTIONAL POLICY STATEMENTS

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/compliance/titleix.html) [<https://www.tamuct.edu/compliance/titleix.html>].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [<https://www.tamuct.edu/student-affairs/bat.html>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

OTHER POLICIES

Copyright Notice

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.

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