

**COURSE SYLLABUS**

FALL 2015

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**INSTRUCTOR CONTACT INFO**

mbowles@1400words.com

214-632-1688

Personal face-time by appointment, M-F, 4:30pm-6:30pm

**CLASS INFORMATION**

Credit hours: 4.0

Meeting times: September 3, 2015 – December 10, 2015; Thursdays, 6:30 p.m. to 10:30 p.m.

Meeting location: 1901 Pacific Avenue, 4th Floor, Room TBD

**REQUIRED TEXTBOOKS**

Booth, Wayne C., Gregory G. Colomb, Joseph M. Williams. The Craft of Research, Third Edition. University Of Chicago Press, 2008. ISBN-10: 0226065669; ISBN-13: 978-0226065663

MLA Handbook for Writers of Research Papers, 7th Edition (OR MORE RECENT EDITION IF AVAILABLE!). Modern Language Association, 2009. ISBN-10: 1603290249, ISBN-13: 978-1603290241

**RECOMMENDED (NOT REQUIRED) BOOKS**

Laurel, Brenda, Ed. Design Research: Methods and Perspectives. Cambridge, MA, Massachusetts Institute of Technology (MIT) Press, 2003. ISBN-0-262-12264-4

Shea, Andrew. Designing for Social Change: Strategies for Community-Based Graphic Design. New York, Princeton Architectural Press, 2012. ISBN-798-1-61589-047-6.

**COURSE DESCRIPTION**

This course is designed to give students focused instruction on primary and secondary sources of scholarly research, the proper use and citation of those sources, and other tactics of scholarly research, such as surveys, interviews, demonstration, observation, correlation studies, etc. The course will also guide students on the preparation of mandatory components such as the Thesis Proposal, as well as potential components of their thesis papers, such as IRB training and an IRB application.

**COURSE OBJECTIVES**

At the end of this course, students should have an understanding of the following:

1. Identifying, defining and articulating issues that could be influenced in a significant way through a design-centric solution, as well as the development, articulation and defense of said solution.
2. The process and documentation of deep, scholarly research into a single topic.
3. The basic tenets of scholarly writing and the proper organization and development of a thesis paper.
4. The proper structure of thesis components, including the literature review, abstract, bibliography, University Proposal, etc.
5. Human-subject research (IRB) protocols and processes necessary for data collection within the context of a thesis research paper.
6. Preparation of conference abstracts and journal submissions.

**COURSE STRUCTURE**

This class will be a combination of lecture and discussion, with several mandatory projects for the semester coordinated closely with those required in ARTS 545/Studio 6: Thesis Topic Development. A commitment to the homework will be necessary to achieve the goals for this class and its completion.

**PROJECTS**

1. Construction of research rubrics for all preliminary thesis topics in development
2. Creation of research checklists, literature reviews, bibliographies, abstracts, preliminary thesis-paper outlines and University proposals for all thesis topics in development
3. Completion of IRB training (if applicable)
4. Completion of abstract, literature review, preliminary bibliography and outline, research survey and IRB proposal (if applicable) and submission of University Proposal to TAMUC for approved thesis topic

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**GRADING CRITERIA**

1. Projects 1 through 3..... 40%
2. Project 4..... 50%
3. Attendance & Participation ..... 10%

**NOTE:** *Failure to complete Project 4 will result in a grade of “F” for the class.*

**CLASS POLICY**

Cell-phones, e-mailing, texting, headphones, or unauthorized computer use in class with result in a reduction of one grade on the current assignment.

**WHAT TO BRING TO CLASS**

- An open mind
- A desire to explore
- A willingness to participate and, by doing so, enrich the experience for yourself and others

**ATTENDANCE**

- Attendance will be taken by sign-in sheet. (Signing in for a classmate is NOT acceptable)
- A tardy of 30 minutes or more equals one absence.
- You may be absent from class once. Two absences will result in failing the class
  - On your first absence, you will receive an e-mail warning from your instructor that will be copied to Lee Whitmarsh and filed, and you will be contacted personally by Lee Whitmarsh.
  - On your second absence, you will receive a final e-mail from your instructor that will be copied to Lee Whitmarsh and filed, that you have been dropped from the class with a grade of F.
  - If you choose to proactively drop the course with 2 absences, you will receive a drop/fail.
- Sleeping, dozing, or nodding off in class—besides being very rude to all concerned—will be counted as a tardy the first time, and an absence on the second occurrence, and all subsequent occurrences.

**GRADE EVALUATION**

Your final grade will be based on an average of assignments, attendance and in-class participation. The participation grade is based on dedication to methodology application, daily class involvement, and both a desire and capacity to show progress and meet deadlines. Grades will be discussed on an individual basis by office appointment only—not in class.

**STUDENT CONDUCT**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).

All students must show respect toward the instructor and the instructor’s syllabus, presentations, assignments, and point of view. Students should respect each other’s differences. If the instructor determines that a student is not being respectful towards other students or the instructor, it is the instructor’s prerogative to ask the student to leave, to refer the student to the Department Head, and to consider referring the student to the Dean of Students who may consider requiring the student to drop the course. Please refer to pages 42-46 of the Texas A&M University-Commerce Student Guide Handbook Codes of Conduct for details.

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**SCHOLASTIC DISHONESTY**

Scholastic dishonesty will not be tolerated in any class-related activity.

Scholastic dishonesty includes, but is not limited to, the submission of someone else's materials as one's own work.

Scholastic dishonesty may involve one or more of the following acts: cheating, plagiarism or collusion.

- **PLAGIARISM**

Is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. Cite your references.

- **CHEATING**

Is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

- **COLLUSION**

Is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student, providing an inappropriate level of assistance, communicating answers to a classmate during an examination, removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

***NOTE: ACADEMIC DISHONESTY COULD RESULT IN EXPULSION FROM THE UNIVERSITY***

**PLAGIARISM POLICY**

Plagiarism is defined in the Oxford English Dictionary as, "The action or practice of plagiarizing; the wrongful publication or purloining, and publication as one's own of the ideas, or expression of the ideas (literary, artistic, musical, mechanical, etc.) of another." Plagiarism occurs any time another's ideas or words are used without attribution. Direct quotations must be set off from other text by quotation marks ("") cited according to MLA standards; paraphrasing of another's ideas must also be cited according to MLA standards. Copying from other students also constitutes plagiarism. Prohibiting plagiarism and acknowledging the intellectual contributions of others are core values of scholarly professionalism and elements of U.S. civil and criminal law. Any offense wholly or partially touching the definition cited above constitutes plagiarism and is grounds for a failing grade of "F" in this class. No exceptions.

**Avoiding Plagiarism**

- **Allow time** for reading, rereading, absorbing information, taking notes, synthesizing, and revising your research strategy or conducting additional research as new questions arise.
- **Thorough, orderly notetaking.** Sloppy notetaking increases the risk that you will unintentionally plagiarize. Unless you have taken notes carefully, it may be hard to tell whether you copied certain passages exactly, paraphrased them, or wrote them yourself. This is especially problematic when using electronic source materials, since they can so easily be copied and pasted into your own document.
- **Identify words that you copy directly** from a source by placing quotation marks around them, typing them in a different color, or highlighting them. (Do this immediately as you are making your notes. Don't expect to remember days or weeks later what phrases you copied directly.) Make sure to indicate the exact beginning and end of the quoted passage. Copy the wording, punctuation and spelling exactly as it appears in the original.
- **Jot down the page number and author or title of the source** each time you make a note, even if you are not quoting directly but are only paraphrasing.
- **Keep a working bibliography** of your sources so that you can go back to them easily when it's time to double-check the accuracy of your notes. If you do this faithfully during the note-taking phase, you will have no trouble completing the "works cited" section of your paper later on.

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- **Keep a research log.** As you search databases and consult reference books, keep track of what search terms and databases you used and the call numbers and URLs of information sources. This will help if you need to refine your research strategy, locate a source a second time, or show your professor what works you consulted in the process of completing the project.
- **You must cite direct quotes.**
- **You must cite paraphrases.** Paraphrasing is rewriting a passage or block of text in your own words. If you paraphrase, you must still cite the original source of the idea.
- **You must cite ideas given to you** in a conversation, in correspondence, or over email.
- **You must cite sayings or quotations** that are not familiar, or facts that are not "common knowledge." However, it is not necessary to cite a source if you are repeating a well known quote or familiar proverb. Common knowledge is something that is widely known. For example, it is widely known that Bill Clinton served two terms as president; it would not be necessary to cite a source for this fact.
- **These types of sources should be cited as well:** Printed sources: Books, parts of books, magazine or journal articles, newspaper articles, letters, diaries, public or private documents; Electronic sources: Web pages, articles from e-journals, newsgroup postings, graphics, email messages, software, databases; Images: Works of art, illustrations, cartoons, tables, charts, graphs; Recorded or spoken material: Course lectures, films, videos, TV or radio broadcasts, interviews, public speeches, conversations.

**STUDENTS WITH DISABILITIES**

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**  
**Texas A&M University-Commerce**  
**Gee Library 132**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)  
[Student Disability Resources & Services](#)

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