

Syllabus
AEC 6932 – Research Proposal Development (Section 7209)
Summer 2015

Instructor

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Class Schedule

Tuesdays, Periods 5-6
306 Rolfs Hall

Office Hours

Tuesdays 8-10 am

Course Description

This course is designed to assist students in the preparation of their thesis or dissertation research proposal. Students will submit an acceptable draft of the first three chapters of their thesis/dissertation proposal by the end of the course. (two credits)

Prerequisites

MS (thesis option) and PhD degree students enrolled in their first and second summer sessions, respectively (assumes an August degree starting date). Completion of AEC 6767 is highly recommended.

General Course Objectives

Upon completion of the course students should be able to:

1. describe the research process;
2. outline the elements of a thesis/dissertation;
3. select a research topic of importance to the profession;
4. effectively work with their academic advisor and graduate committee;
5. develop and follow an appropriate timeline for completion of the thesis/dissertation;
6. identify an appropriate theory base for their research;
7. develop a conceptual model relevant to their research;
8. effectively use library resources in their research;
9. follow APA style in preparing their research proposal;
10. write the first three chapters of their thesis/dissertation;
11. prepare for successful defense of the thesis/dissertation;
12. receive IRB approval for their research project; and
13. identify and reduce/eliminate barriers that may interfere with the development of a high quality thesis/dissertation proposal.

Recommended Text

Single, Peg Boyle (2010). *Demystifying Dissertation Writing*. Sterling, VA: Stylus Publishing, LLC.

Assignments and Grading

The standard grading scale using 10 percentage-point intervals (90-100% = A, etc.) will be used to assign grades. A total of 1,000 points can be earned as shown below. Plus and minus grades will be used: (931 and above = A, 900-930 = A-, 871-899=B+, 831-871=B, 800-830=B-, and so on). Note: An Incomplete grade in this course will place you behind schedule in completing your thesis or dissertation. Chapter drafts must be submitted to the instructor via email (ewo@ufl.edu) as an MSWord attachment using standard font and margins and following ETD formatting. Assignments must be received by midnight on the due date to avoid penalty. Late assignments will be penalized five points for each business day they are submitted past the due date up to a 20-point deduction. Only the first drafts of each chapter are subject to penalty for late submission. Assignments submitted on time will typically be returned by the next class session. The schedule below is designed to keep you on track toward writing full drafts of the first three chapters of your thesis/dissertation by the end of the summer term. If you get behind on chapters one or two, development of the remaining chapters(s) will be delayed and may prevent you from meeting the course goal of having a draft of your full proposal (Chapters 1-3) completed by the last class session. The following points are allocated to each assignment:

	<u>Draft One</u>	<u>Due Date</u>	<u>Draft Two</u>	<u>Date Due</u>
Chapter 1	75	June 2	150	June 16
Chapter 2	100	June 30	200	July 14
Chapter 3	75	July 21	150	August 4

Preliminary Proposal PowerPoint Presentation – 50 points. **Up to 10 minutes will be allowed** for this presentation, plus three minutes for questions and discussion. Your presentation should include the following elements: title, what is known about this topic and the current knowledge gap, justification for the study, problem statement, how the study aligns with national research priorities, why this study intrigues you, purpose of the study, research objectives, research design/methods, independent and dependent variables (if applicable), data source(s), and expected outcomes. Be succinct in your presentation of each of these elements by using a bulleted format for your slides. Give Dr. O. a copy of your slides the day your give your presentation. **Due May 12**

Reflective journal - 100 points. This journal should include brief entries made within 48 hours of each weekly meeting with your academic advisor. Include (1) summary notes of each meeting, (2) reflective notes and observations, and (3) next steps in your thesis/dissertation development. Your journal should be submitted on the last class session before the summer break (it will be returned) and then again at the last class session.

Due June 16 and August 4

Class participation - 50 points

Final Proposal PowerPoint Presentation – 50 points. This presentation is similar to the Preliminary Proposal PPT but presumably more complete. Add a slide to convey your theory base and another to show your conceptual model. Submit a hard copy of your PPT slides on the day your give your presentation. **Due July 28 and August 4 (These will be scheduled in advance.)**

Academic Honesty

In 1995 the UF student body enacted an [honor code](#) and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

The Honor Pledge: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted for credit by students at the university, the following pledge is either required or implied: **"On my honor, I have neither given nor received unauthorized aid in doing this assignment."**

Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, Student Honor Council, or Student Conduct and Conflict Resolution in the Dean of Students Office. (*Source: 2012-2013 Undergraduate Catalog*)

It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor.

This policy will be vigorously upheld at all times in this course.

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/*
 - Counseling Services
 - Groups and Workshops
 - Outreach and Consultation
 - Self-Help Library
 - Training Programs
 - Community Provider Database
- *Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

The Dean of Students Office provides individual assistance to students with documented disabilities based upon the need and impact of the specific disability. There is no requirement for a student to self-identify his/her disability. However, students requesting classroom accommodations must register with the Dean of Students Office in 202 Peabody Hall, 392-1261 (Voice) 392-3008 (TDD). The Dean of Students Office will

provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues.

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

AEC 6932 – Research Proposal Development (2015)

<u>Session</u>	<u>Topic</u>
May 12 (extended session)	Preliminary Proposal PowerPoint Presentations Expectations for thesis/dissertation research Working with your academic advisor and graduate committee Getting organized / managing time and priorities Selecting a research topic and problem Elements of and decision making for Chapter 1 of your T/D
May 19	No class – AAAE conference
May 26	Library Research Strategies – <i>Melody Royster, Marston Science Library, Outreach Librarian for Agricultural Sciences</i> (meet in Room 308 Marston Science Library)
June 2	Tips from recent graduates Questions and discussion Chapter 1 first draft due
June 9	Chapter 1 first draft feedback and suggestions Conducting a literature review Elements of and decision making for Chapter 2 Conceptual models Identifying a theory base for your research Examination of thesis/dissertation samples Progress reports and questions
June 16	Electronic submission of theses and dissertations <i>Ken Booth, Applications Support Manager</i> (download the ETD template to your laptop computer and bring to class - http://etd.helpdesk.ufl.edu/download.php) Questions and discussion on Chapter 1 first drafts Reflective journal due Chapter 1 second draft due
June 23	No class - Summer Break
June 30	Elements of and decision making for Chapter 3 Design considerations Instrumentation / reliability Data analysis decisions, Table of Specifications Chapter 2 first draft due
July 7	Chapter 2 first draft feedback and suggestions Further discussion and questions on Chapters 1-3 Tips from recent graduates / Ethics in research
July 14	Questions and discussion on Chapter 3 Progress reports, group consideration of elements, questions Chapter 2 second draft due

July 21 Securing IRB approval
 Preparing for the thesis/dissertation proposal defense
 Chapter 3 first draft due

July 28 Chapter 3 first draft feedback and suggestions
 Final Proposal PowerPoint Presentations
 Reflective Journal due

August 4 **Final Proposal PowerPoint Presentations**
 Questions, Final thoughts
 Chapter 3 second draft due