

**Syllabus**  
**AEC 6932 – Thesis/Dissertation Proposal Development (Section 7209)**  
**Summer 2018**

**Instructor**

Dr. Ed Osborne  
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**Class Schedule**

Tuesdays, Periods 2-3  
Thursdays, Period 3  
306 Rolfs Hall

**Office Hours**

Mondays 8:00-11:00 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. (3 credits)

**Prerequisites**

MS (thesis option) and PhD degree students enrolled in their first or second summer term, respectively (based on an August degree start 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.

**Required Text**

Roberts, C. M. (2010). *The dissertation journey*. Thousand Oaks, CA: Corwin.

## 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 within one week. 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 7	150	June 21
Chapter 2	100	July 5	200	July 19
Chapter 3	75	July 31	150	August 9

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 you give your presentation. **Due May 22 or 24**

Reflective journal - 100 points. This journal should include brief entries made within 48 hours of each weekly meeting with your academic advisor. For each entry include (1) summary notes of the 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 again at the end of the summer. **Due June 21 and August 2**

Class participation - 50 points

Final Proposal PowerPoint Presentation – 50 points. This presentation is similar to the Preliminary Proposal PPT but presumably more complete and current. 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 you give your presentation. **Due August 2, 7, or 9 (These presentations will be scheduled in advance.)**

## **Academic Honesty**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following 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.*” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: “*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*”

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

## **Evaluations**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

## **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/](http://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/](http://www.crc.ufl.edu/)*

**Services for Students with Disabilities**

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. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

## AEC 6932 – Research Proposal Development (2018)

<u>Session</u>	<u>Topics</u>
May 15, 17	<b>NO CLASS – AAAE CONFERENCE</b> <i>Text reading: Chapters 1-3, 6</i>
May 22	<b>Preliminary Proposal PowerPoint Presentations</b> Syllabus Review Expectations for thesis/dissertation research Working with your academic advisor and graduate committee Getting organized / managing time and priorities <i>Text reading: Chapter 5</i>
May 24	<b>Preliminary Proposal PowerPoint Presentations</b> Selecting a research topic and problem Elements of and decision making for Chapter 1 of your T/D <i>Text reading: Chapters 4, 7</i>
May 29	Library Research Strategies – <i>Melody Royster, Marston Science Library, Outreach Librarian for Agricultural Sciences</i> <b>(meet in Room 136 Marston Science Library)</b> <i>Text reading: Chapter 9</i>
May 31	Elements of Chapter 1 – guidelines and purposes Review of thesis/dissertation samples Academic writing Style <i>Text reading: Chapter 10</i>
June 5	Tips from recent graduates Further development of Chapter 1 elements
June 7	Questions and discussion <b>Chapter 1 first draft due</b>
June 12	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 - <a href="http://etd.helpdesk.ufl.edu/download.php">http://etd.helpdesk.ufl.edu/download.php</a> ) Discussion of feedback on Chapter 1 first draft
June 14	Elements of and decision making for Chapter 2 Conceptual models
June 19	Conducting a literature review Identifying a theory base for your research
June 21	Examination of thesis/dissertation samples Progress reports and questions Questions and discussion on Chapter 1 <b>Reflective journal due</b> <b>Chapter 1 second draft due</b>

<b>June 26, 28</b>	<b>NO CLASS – SUMMER BREAK</b>
July 3	Discussion of Feedback on Chapter 1 second drafts Elements of and decision making for Chapter 3 Design considerations
July 5	Instrumentation / reliability Data analysis decisions / Table of Specifications <b>Chapter 2 first draft due</b>
July 10	Discussion of feedback on Chapter 2 first draft
July 12	Discussion and questions on Chapters 1-2 Ethics in research <i>Text reading: Chapter 3</i>
July 17	Questions and discussion on Chapter 3 Progress reports, group consideration of elements, questions <i>Text reading: Chapter 12</i>
July 19	Discussion of feedback on Chapter 2 second drafts Questions on Chapter 3 <b>Chapter 2 second draft due</b>
July 24	Securing IRB approval Preparing for the thesis/dissertation proposal defense <i>Text reading: Chapter 13</i>
July 26	Discussion of feedback on Chapter 3 first drafts
July 31	Publishing your thesis/dissertation <b>Chapter 3 first draft due</b> <i>Text reading: Chapter 17</i>
August 2	<b>Final Proposal PowerPoint Presentations</b> Questions, Final thoughts <b>Reflective Journal due</b>
August 7	<b>Final Proposal PowerPoint Presentations</b>
August 9	<b>Final Proposal PowerPoint Presentations</b> <b>Chapter 3 second draft due</b>