

Syllabus
AEC 6932 – Thesis/Dissertation Proposal Development
2019 Summer Term

Instructor

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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). Prerequisite: AEC 6767 or equivalent course.

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. Use library resources to develop their proposal;
4. Effectively work with their academic advisor and graduate committee;
5. Develop and follow an appropriate timeline for completion of their thesis/dissertation;
6. Reduce/eliminate barriers that interfere with the development of a high-quality thesis/dissertation proposal;
7. Follow APA style in preparing the thesis/dissertation proposal;
8. Select a research topic of importance to the profession;
9. Write a narrative that presents a compelling need for their study;
10. Develop a clear and concise purpose statement, delineated by research objectives;
11. Identify and explain an appropriate theory base for their research;
12. Develop a conceptual model relevant to their research;
13. Prepare a comprehensive review of the empirical literature related to their topic;
14. Describe in detail the procedures to be used for their study;
15. Prepare for the successful defense of their thesis/dissertation proposal; and
16. Prepare a complete IRB submission for their research project.

Required Text

Roberts, C. & Hyatt, L. (2019). *The dissertation journey: A practical and comprehensive guide to planning, writing, and defending your dissertation* (3rd ed.). Thousand Oaks, CA: Corwin.

Assignments and Grading

A total of 1,000 points can be earned in the course. Plus and minus grades will be used, as follows:

931 and above = A	800-830 = B-	671-699 = D+
900-930 = A-	771-799 = C+	631-670 = D
871-899 = B+	731-770 = C	600-630 = D-
831-870 = B	700-730 = C-	599 and below = E

Chapter drafts must be submitted to the instructor via email (ewo@ufl.edu) as a Word 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 1 or 2, 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. Students will receive a copy of the scoring rubrics during the first week of class. 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 4	150	June 18
Chapter 2	100	July 3	200	July 16
Chapter 3	75	July 25	150	August 7

Preliminary 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, current knowledge gap, need 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), data analysis, 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 hard copy of your slides (2 slides per page) the day you give your presentation. **Due May 14 or 16**

Reflective journal - 100 points. This journal should include brief entries made within 24 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 20 and August 6**

Class participation - 50 points. A significant amount of class time will be devoted to the discussion of specific elements of the students' thesis/dissertation proposal chapters. In addition, a variety of handouts will be used to structure class discussions.

Final PowerPoint Presentation – 50 points. This presentation will be an updated and more complete version of your Preliminary PPT presentation. Add a slide to convey your theory

base, another to show your conceptual model, and others, as needed. **You will have 12 minutes for your presentation.** Submit a hard copy of your PPT slides (2 slides per page) on the day you give your presentation. **Due August 1 or 6 (your presentation will be scheduled in advance)**

Class Attendance and Make-up Assignments

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

UF Grading Policies

Information on current UF grading policies may be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

Online UF Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing the online evaluation 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/>.

Academic Honesty

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.’” The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

Plagiarism

Students are required to obtain an originality report by submitting the first draft of each thesis/dissertation chapter to Turnitin, an online plagiarism service made available by UF and located at <https://elearning.ufl.edu/supported-services/turnitin/>. Dr. O. will provide instructions on how to submit chapter drafts to this site. **Submissions to Turnitin will be due the same day the first draft of each chapter is due.**

Campus Health and Wellness Resources

U Matter, We Care: If you or a friend is in distress, please send a message to umatter@ufl.edu or call 352-392-1575 so a team member can contact you or your friend.

Counseling and Wellness Center: <https://counseling.ufl.edu/>, 392-1575

Sexual Assault Recovery Services (SARS) – Student Health Care Center, 392-1161

University Police Department, 392-1111 (or 911 for emergencies).
<http://www.police.ufl.edu/>

Campus Academic Resources

e-learning technical support: call 352-392-4357 (select option 2) or send an e-mail to learningsupport@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

Career Connections Center, Reitz Union: call 392-1601. For career assistance and counseling go to <https://career.ufl.edu/>.

Library Support: go to <http://cms.uflib.ufl.edu/ask>. This site provides information on various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall: For general study skills and tutoring call 392-2010 or 392-6420 or go to <http://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall: For help in brainstorming, formatting, and writing papers call 846-1138 or go to <http://writing.ufl.edu/writing-studio/>.

Student Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

On-Line Students Complaints: <http://distance.ufl.edu/student-complaint-process/>.

Accommodations for Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

AEC 6932 – Research Proposal Development (2019)

<u>Session</u>	<u>Topics</u>
May 14	Syllabus review Preliminary PowerPoint Presentations
May 16	Preliminary PowerPoint Presentations Completion of the Personal Resilience Questionnaire (prior to class) <i>Text reading: Chapters 1, 6</i>
May 21	Expectations for thesis/dissertation research Working with your academic advisor and graduate committee Getting organized / managing time and priorities <i>Text reading: Chapters 2, 5, 6</i>
May 23	Selecting a research topic and problem Elements of and decision making for Chapter 1 of your T/D <i>Text reading: Chapters 4, 7, 8</i>
May 28	Literature search strategies – <i>Melody Royster, Marston Science Library Outreach Librarian for Agricultural Sciences</i> (meet in Room 136 Marston Science Library) <i>Text reading: Chapter 9</i>
May 30	Tips from a recent graduate Elements of Chapter 1 – guidelines and purposes Review of thesis/dissertation samples Academic writing style <i>Text reading: Chapter 7</i>
June 4	Tips from a recent graduate Further discussion of Chapter 1 elements Chapter 1 first draft due
June 6	Strengthening your personal resilience Questions and discussion on Chapter 1
June 11	Electronic submission of theses and dissertations <i>Ken Booth, Applications Support Manager</i> (download the ETD template to your laptop computer and bring it to class - http://helpdesk.ufl.edu/application-support-center/etd-technical-support/) Discussion of feedback on Chapter 1 first draft
June 13	Elements of and decision making for Chapter 2 Conceptual models
June 18	Conducting a literature review More on conceptual models; identifying a theory base for your research <i>Text reading: Chapter 9</i> Chapter 1 second draft due

June 20	Examination of thesis/dissertation samples Progress reports and questions Discussion of feedback on Chapter 1 second drafts Reflective journal due
June 25, 27	NO CLASS – SUMMER BREAK
July 2	Elements of and decision making for Chapter 3 Design considerations <i>Text reading: Chapter 10</i>
	----- <u>Chapter 2 first draft due July 3</u> -----
July 4	NO CLASS - HOLIDAY
	Instrumentation / reliability Data analysis decisions / Table of specifications
July 9	Discussion of feedback on Chapter 2 first draft
July 11	Progress check – the essential eight Discussion and questions on Chapters 1-2 Ethics in research <i>Text reading: Chapter 3</i>
July 16	Questions and discussion on Chapter 3 Progress reports, group consideration of elements, questions Chapter 2 second draft due
July 18	Questions and further discussion of Chapter 3
July 23	Discussion of feedback on Chapter 2 second drafts Securing IRB approval <i>Text reading: Chapter 11</i>
July 25	Preparing for the thesis/dissertation proposal defense Chapter 3 first draft due
July 30	Discussion of feedback on Chapter 3 first drafts Publishing your thesis/dissertation
August 1	Final PowerPoint Presentations Reflective Journal due
August 6	Final PowerPoint Presentations
	----- <u>Chapter 3 second draft due August 7</u> -----
August 8	Questions, Final thoughts