

**Syllabus**  
**AEC 6980 (Section 7RPD; TDON)– Thesis/Dissertation Proposal Development**  
**2021 Summer Term**

**Instructor**

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**Class Schedule (F2F & Zoom)**

Wednesdays, 8:00 – 10:45 am  
2319 Turlington Hall

**Office Hours (F2F & Zoom)**

Wednesdays 12:30-2:30 pm  
307A Rolf's Hall

**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* (3<sup>rd</sup> 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 – 450 points total.** Chapter drafts must be submitted to the instructor via Canvas as a Word document 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. 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. Mastery grading will be used for this course. Mastery grading will be discussed in detail during the first week of class. 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	125	June 9	If needed	TBD
Chapter 2	200	July 7	If needed	TBD
Chapter 3	125	July 28	If needed	TBD

**Preliminary PowerPoint Presentation – 100 points.** Up to 5 minutes will be allowed for this presentation. **Your presentation should include the following slides:** title, format you will use (i.e., traditional versus article – please have this determined with your advisor before the course starts), what is known about this topic, current knowledge gap and need for the study, problem statement, how the study aligns with national research priorities, purpose of the study, research questions/objectives, research design/methods, independent and dependent variables (if applicable), data source(s), data analysis, and why this study intrigues you. Be succinct in your presentation of each of these elements by using a bulleted format for your slides and limited text. Email a pdf copy of your slides to Dr. Bunch on or before the day of your presentation. **In-class presentations on May 12.**

**Writing chunks and participation - 450 points total.** This assignment is designed to keep you on track weekly. You can write as much as you want, but the required text is **1,000 words per week** pertaining to the T/D chapter you are working on. Your assignment should be submitted via Canvas as a Word file. **Due each week before class starts.**

### **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, which 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 summer term, but students will be notified 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**

Plagiarism Definition: A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:

- Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution
- Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authorized by the student
- Unauthorized use of materials or resources
- Prohibited collaboration or consultation
- Submission of paper or academic work purchased or obtained for an outside source

### **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](mailto: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](mailto: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 Student 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/](http://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 6980 (Sect. 7RPD; TDON)– Research Proposal Development (2021)

Dates	Topics / Learning Experiences	Assignment Due	Readings
May 12	Syllabus Review, T&D format selection, and Topic presentation	Topic Presentations	
May 19	Elements of and decision making for Chapter 1; Tips from previous students; ETD	1,000 words	Chapters 6, 7& 8 Related literature
May 26	Directed writing	1,000 words	Related literature
June 2	Elements of and decision making for Chapter 2	1,000 words	Chapter 9 Related literature
June 9	Conceptual models	Chapter 1; 1,000 words	Related literature
June 16	Directed writing	1,000 words	Related literature
June 23	<b>NO CLASS – Summer Break</b>	Recommend 1,000 words	Related literature
June 30	Chapter 2 Check-in	1,000 words	Related literature
July 7	Elements of and decision making for Chapter 3	Chapter 2; 1,000 words	Chapter 10 Related literature
July 14	Directed writing	1,000 words	Related literature
July 21	Chapter 3 Check-in	1,000 words	Related literature
July 28	Course wrap-up	Chapter3	
Aug. 4	<b>NO CLASS – Congratulations!</b>		