COURSE SYLLABUS
HON 499: Honors Thesis Project II
Fall 2020

Instructor: **Email:**
Office: **Office Phone**:
Office Hours:

Class Meeting Times:
- **Virtual Class Meeting #1:** Wednesday August 26th
    - **Creative Thesis Students:** from 9:00am-10:15am via Google Meets
    - **Research Thesis Students:** 5:30pm-7pm via WebEx in WebCampus
- **Virtual Class Meeting #2:** Friday October 16th from 3pm-4:30pm via WebEx through WebCampus

Course Description: In HON 499 you will complete your thesis project and give two presentations— one to your thesis committee and one to a larger audience at the OUR Undergraduate Research Symposium (virtual event). If you are doing a traditional research project, you will gain experience in data collection and analysis, as well as writing up results and discussion sections for a scientific paper. If you are doing a creative project, you will gain experience turning ideas, inventiveness, and inspiration into a finished product. In short, HON 499 will help you gain a deeper understanding of how research is conducted or how creative projects are developed. You will meet with your committee members at various times during the semester. The majority of the time you dedicate to HON 499 will involve independent work.

Course Objectives/Learning Outcomes: *By the end of the semester you should be able to:*
- Produce a finished product: a completed study or original work of art
- Summarize and synthesize multiple sources relevant to your thesis topic
- Cite literature sources in the style required by your department or adviser
- Explain how your project contributes to your discipline
- Write preliminary drafts of your thesis project, respond constructively to feedback from your thesis committee, and revise your paper accordingly
- Deliver a successful poster presentation of your thesis project
- Complete your thesis research and/or creative activity

University Undergraduate Learning Outcomes (UULOs): Additionally, this course is intended to meet three of the five UULOs:
- Intellectual Breadth and Lifelong Learning
- Inquiry and Critical Thinking
- Communication

Required Materials &/or Resources:
- There is no required textbook for this course
- Access to **WebCampus/Canvas** & UNLV library databases
- A webcam (with audio) and internet access for virtual class meetings and, if need be, thesis defense (if you need assistance in this regard, please reach out to me individually)

Course Grade: This class follows the traditional letter grade scheme in which an A represents superior work, a B represents above average work, a C represents average, a D represents below average, and an F is failing. In order to earn a satisfactory grade, you must meet all deadlines listed in the course schedule, attend all course meetings, and successfully write and defend your thesis. Your thesis committee will determine your grade at the end of the semester. Specific criteria for a successful thesis will depend on your discipline and whether you are doing a traditional research project or a creative project. Both types of projects will require the following: a strong rationale; completion of a literature review that is extensive enough for your thesis topic and goals; the use of appropriate research methods, rhetorical devices, models/theories, and/or genres/conventions for your discipline; a finished product that makes a scientific or creative contribution in your topic area. In addition to content, your thesis committee will evaluate the quality of your writing, including grammar, clarity, organization, formatting, and the proper use of citations. Be sure to check the formatting guidelines on WebCampus.

This class requires a significant amount of independent work. I strongly encourage you to schedule time for this class just as if it were a regular class; otherwise, you may find yourself up against a deadline without having completed sufficient work to achieve success. Students who meet regularly with their faculty advisers do far better than students who do not. As such, I recommend scheduling regular meetings with your faculty adviser and identifying action steps to be completed in between meetings. Most students find it helpful to break things down into a list and to develop a timeline for completion of the things on the list.

DESCRIPTION OF COURSE REQUIREMENTS

Class Meetings: We will have two mandatory class meetings this semester held virtually via WebEx through WebCampus. Dates and times are listed at the top of the course syllabus and in the course schedule below.

Thesis Paper: As noted above, the specific elements of your thesis will depend on your discipline and whether you are doing a traditional research project or a creative project. Both types of projects will require the following: a title page; a strong rationale; completion of a literature review that is extensive enough for your thesis topic and goals; the use of appropriate research methods, rhetorical devices, models/theories, and/or genres/conventions for your discipline; a finished product that makes a scientific or creative contribution in your topic area.

Students should plan on submitting several drafts of their thesis at various times of the semester. At <u>minimum</u>, you should plan on the following:

- **1st Completed Draft**: On Wednesday October 14th, submit your first draft to your faculty adviser, letting them know you'll need to submit your thesis to the full committee on October 26th. It is customary for your faculty adviser to sign off on your paper before you send it out to the full committee. Your faculty adviser will likely require revisions before you do so.

- **2nd Draft:** Students are required to submit a completed draft of their thesis to their committee on Monday October 26th. It is likely some members of your committee will require revisions before your defense.

- **3rd Draft:** If your committee requires changes to your thesis before your defense, you will need to complete your revisions no later than one week before your defense. This should give your committee members enough time to read your revised paper beforehand.

- **Final Thesis:** It is common for committee members to require additional revisions during the defense. The final, completed draft of the thesis must be approved by your faculty adviser and submitted to your Honors College committee member no later than Wednesday December 2ND.

Rehearsal: To help you be more prepared and confident for your defense, you are required to meet with your Honors College committee member for a 1-hour rehearsal during the end of Week 12 or the start of Week 13 (see specific dates on course schedule below). For your rehearsal, you'll do a 15-20 minute presentation using either a poster or slides (PowerPoint, Prezi, etc)— whichever you will be using for your defense. The remaining time will be for discussion and going over the content of your poster and/or slides. Your HC committee member will provide feedback on your poster/slides, speaking skills and the content of your presentation. If the rehearsal is a face to face meeting (if state and university health guidelines permit and both the student and the HC committee member are comfortable with this), it should take place in the HC conference room. Virtual rehearsals are also fine if your defense is going to be virtual. Guests are not permitted at rehearsals. The rehearsal should be booked at the start of the semester (if you are using HC conference room, contact Gerrie Cowden at 895-2263 to reserve). *All rehearsals need to take place one week before the thesis defense with the full committee.*

Thesis Defense: Students will formally present their thesis projects to their committees. You have the option of using a poster (which you are required to make for the OUR Research Symposium) OR slides (PowerPoint, Prezi, etc.). Defenses can be held virtually, face-to-face (if state and university health guidelines permit), or a combination there of (if permitted). Your presentation for your thesis defense should last 15-20 minutes. It will then be followed by a Q&A/discussion period. Defenses, which are typically one-hour meetings, should take place during the end of Week 13 or the beginning of Week 14 (see course schedule below for specific dates). Your defense should take place at least one week after your rehearsal. You'll want to schedule your defense (as well as the HC Conference room if you are planning on using it) by the end of Week 4. Please be sure to note the next item regarding the Honors Thesis Defense/Final Examination Form.

Honors Thesis Defense/Final Examination Form: All committee members will need to sign and date this form, which is now an interactive PDF and can easily be signed electronically. The Honors College committee member submits the form to the Associate Dean, who assigns a letter grade for HON 499 based on the committee's recommendation on the form.

Posters Presentation at the OUR Undergraduate Research Symposium: Students are required to do a virtual poster presentation for the Fall 2020 OUR Undergraduate Research Symposium, a virtual event that is scheduled for Monday November 16th through Friday November 20th. The deadline for submitting your abstract to OUR will likely be in October. Further information on the OUR event and poster deadlines, requirements, and expectations will be provided when they are available. You should plan on having built your poster in PowerPoint and sharing it with your HC Committee member before you submit your poster to OUR so that

your HC committee member can provide feedback and suggest changes to help you improve your poster.

Note on Class Participation: Students will come to this class with very different backgrounds and educational paths. As a result, there is no "one-size-fits-all" approach to this class. Having said that, if you are confused about a concept, **please ask questions** for clarification and further explanation. In most situations, you are not alone in your confusion. There are many ways to present material, and I will attempt to find one that works for you.

HON 499 SCHEDULE FOR FALL 2020

Date	Topics & Action Items	Tips/Reminders
WEEK 1		
Mon 8/24 – Fri 8/28 **Wed 8/27**	-Meet with Faculty Adviser (thesis chair) to discuss: • Deadlines (Bring syllabus w/ you) • Potential dates for thesis defense • Next steps with thesis project • Any questions you have about how to proceed (bring a prepared list of questions w/ you) -Contact HC committee member to schedule meeting for Week 2 to provide a project update & schedule your rehearsal **-Attend class meeting for HON 499 students** • **Creative Thesis Students:** from 9:00am-10:15am via Google Meets • **Research Thesis Students:** 5:30pm-7pm via WebEx in WebCampus	
WEEK 2		
Mon 8/31 - Fri 9/4	**-Meet with HC committee member to provide update on project and schedule rehearsal.** **All HON 499 rehearsals must be scheduled by end of Week 2.**	-Rehearsals are 1 hour meetings that take place during Weeks 12 & 13 (Nov 12 – Nov 18) -If having face to face rehearsal, schedule conference room through Gerrie Cowden (895-2263)

WEEK 3		
Mon 9/7

Tues 9/8 - Fri 9/11 | **Labor Day Holiday Monday 9/7**

-At this stage, many students doing a more traditional research project are collecting data or, if they've finished data collection, analyzing the data. Remember, though, that everyone progresses at different stages. Ultimately, your faculty adviser is the best person to guide you on where you should be with your thesis project. | -Start thinking about defense date & send Doodle poll to committee members. Thesis defenses should take place during Weeks 13 & 14. |
| WEEK 4 | | |
| **Mon 9/14 – Fri 9/18** | **-Schedule thesis defense.** All committee members need to attend the defense, which **must take place at least 1 week after your rehearsal.**

All HON 499 defenses must be scheduled by end of Week 4. | -Thesis defenses should take place during Weeks 13 & 14 (Nov 19 – Nov 25).

-If having face to face defense, schedule conference room through Gerrie Cowden (895-2263) |
WEEK 5		
Mon 9/21 – Fri 9/25	-At this stage, many students doing a more traditional research project have finished collecting data and are in the data analysis phase. Again, everyone progresses through the research process somewhat differently, and your faculty adviser is the best person to guide you on where you should be with your thesis project.	
WEEK 6		
Mon 9/28 – Fri 10/2	-Writing
-With traditional research projects, you're ideally writing up your results section, followed by the discussion section.	-Note important deadline for Week 8.
WEEK 7		
Mon 10/5 – Fri 10/9	-Completing 1st full draft of thesis, with the goal of submitting to faculty adviser during Week 8.	
WEEK 8		
Wed 10/14

Fri 10/16 3pm | **-Submit your completed thesis to your faculty adviser by 10/14 seeking feedback**.

-Mandatory virtual meeting for HON 499 students at 3pm on 10/16 via WebEx in WebCampus | -Ideally, your faculty adviser has given you feedback & signed off on your thesis before you send it to the full committee during Week 10 |

WEEK 9		
Mon 10/19 – Fri 10/23	-Work on revisions (if any) that have been recommended by your faculty adviser. -Work on poster and/or slides.	
WEEK 10		
Mon 10/26 Tues 10/27 – Thurs 10/29 Fri 10/30	**-Submit your completed draft of your thesis to your committee by 5pm Monday October 26th** -Work on revisions (if any) recommended by committee members. -Work on poster and/or slides **Nevada Day Holiday Friday 10/30**	*Committee members have until November 4th to provide comments on this draft. I'd suggest scheduling individual meetings w/ committee members for 11/4 (or thereabouts) to go over feedback.*
WEEK 11		
Mon 11/2 – Fri 11/6 Wed 11/4	-Work on paper revisions and posters and/or slides **-Deadline for committee members to give feedback on student draft: Wed November 4th**	
WEEK 12		
Wed 11/11 **Thurs 11/12 - Fri 11/13**	**HOLIDAY: VETERANS DAY 11/11** **-Submit revised draft of proposal to Thesis Committee at least 1 week before you defend (so submit it on the day you do your rehearsal)** -1hour **REHEARSAL** defense w/ HC committee member. Should **take place at least 1 week before defense w/ full committee.**	
WEEK 13		
   Mon 11/16 - Wed 11/18 **Thurs 11/19– Fri 11/20**	**OUR Virtual Research Symposium runs all week this week!** -1hour **REHEARSAL** defense w/ HC committee member. Should **take place at least 1 week before defense w/ full committee.** **-Defend Thesis. Limited number of guests may attend.** **-Thesis Committee signs Honors Thesis Defense/Final Examination form**	 -Don't forget the Honors Thesis Defense/Final Examination form!

WEEK 14		
Mon 11/23 - Wed 11/25	**-Defend Thesis. Limited number of guests may attend.** **-Thesis Committee signs Honors Thesis Defense/Final Examination form**	-Don't forget the Honors Thesis Defense/Final Examination form!
Thurs 11/26- Fri 11/27	**HOLIDAY: HAPPY THANKSGIVING! 11/26 & 11/27**	
WEEK 15		
Mon 11/30 – Wed 12/2	-Complete any required revisions -Defenses are NOT permitted during study week.	
Wed 12/2	**-Wednesday December 2nd is last day to submit your revised final thesis (if revisions were required). Submit your final manuscript to the Honors College (electronic copy).** **-No changes in Latin Designations (for Medallion Ceremony program) are permitted after 12/2.**	
WEEK 16		
Mon 12/7- Fri 12/11	**-There is no final exam for this class.** **-Defenses are NOT permitted during finals week.** **-The Associate Dean, in consultation with Thesis Committee, assigns letter grade for HON 499 by the end of Final exam week.**	

HON 499 POLICIES

Student Conduct: It is important that we have a comfortable and considerate class climate. As such, I expect you to treat me, your committee members, and your peers with respect and consideration. You should be punctual for all HON 499 meetings. You should avoid racist, sexist, homophobic or other negative language that may exclude others. You should also avoid profanity. Students who are verbally or physically aggressive can be removed from the course

and/or receive a significant grade penalty. This is *not* an exhaustive list of inappropriate and/or disruptive behaviors; rather, it represents examples of the types of things that can have a dramatic impact on learning and the university environment.

Plagiarism & Citing Sources: Plagiarism involves using someone else's words or ideas and failing to properly cite the source. When writing your thesis for this class, all sources must be cited in the appropriate format both in the body of the paper (in-text citations) and the reference list. You'll also need to cite sources in your presentation. Failure to properly cite sources will likely result in plagiarism allegations. More information regarding UNLV's policies on academic misconduct can be found here: https://www.unlv.edu/studentconduct/misconduct/policy.

Attendance/Absences: It is important that you attend all scheduled class meetings and/or events. You are responsible for all requirements for the class. If you miss a required event, you must reschedule it as soon as possible. Bear in mind that faculty members are very busy; scheduling a defense may take weeks of planning.

Policy on Visual Aids for Presentations: Visual aids that are not in good taste, are unlawful (such as explosives, firearms, controlled substances) or disruptive (animals), or that violate university regulations/policy are forbidden. If you have any questions as to whether or not a visual aid falls into one of these categories, please ask me.

UNLV POLICIES & RESOURCES

Public Health Directives

Face coverings are mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at https://www.unlv.edu/coronavirus/health-requirements. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the UNLV Code of Student Conduct, https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf, including being administratively withdrawn from the course.

Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the Student Conduct Code, https://www.unlv.edu/studentconduct/student-conduct.

Auditing Classes

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities are only permitted with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional copyright policy information is available at https://www.unlv.edu/provost/copyright.

Disability Resource Center (DRC)

The UNLV Disability Resource Center (SSC-A, Room 143, https://www.unlv.edu/drc, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to injury, disability, or due to pregnancy should contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours, so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the Final Exam Schedule, https://www.unlv.edu/registrar/calendars.

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), https://www.unlv.edu/studentconduct/misconduct/policy, which states that "acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment" is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of "I" (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student's control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of "F" will be recorded, and the student's GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the "I" grade.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries' Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, https://guides.library.unlv.edu/appointments/librarian. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at https://ask.library.unlv.edu/.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up

the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Work policy, under Registration Policies, on the Academic Policies webpage, https://catalog.unlv.edu/content.php?catoid=29&navoid=7326.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a "Drop one" option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate's policy, and an infringement on the student's right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Rebelmail

Rebelmail is UNLV's official email system for students and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Emailing within WebCampus-Canvas is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC) provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the ASC website, https://www.unlv.edu/asc, or call 702-895-3177. The ASC building is located across from the

Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, https://writingcenter.unlv.edu/, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

Diversity Statement

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see University Statements and Compliance, https://www.unlv.edu/about/statements-compliance.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.

Academic Policies: https://catalog.unlv.edu/content.php?catoid=29&navoid=7326

Student Services & Activities: https://catalog.unlv.edu/content.php?catoid=29&navoid=7331

University Policies: https://catalog.unlv.edu/content.php?catoid=29&navoid=7332

University Community & Libraries:
https://catalog.unlv.edu/content.php?catoid=29&navoid=7322