

HON 3100

ADVANCED READINGS & RESEARCH COURSE SYLLABUS

Includes information and deadlines for those taking HON 3100 and 3101 concurrently.

Meeting Place and Time: Wednesdays, 4:00-5:15pm, Morrison 100

Instructors: Dr. Elizabeth Corey
Ms. Mary Moore, M.A.

Email: Elizabeth_Corey@baylor.edu; Mary_Z_Moore@baylor.edu

Office: Morrison 203

In this course, Honors students explore their research field through attending seminars, doing independent readings and/or laboratory or fieldwork procedures, researching, writing, and discussing possible research topics with professors.

Students enrolled in HON 3100 only (*this will be most students!*) will:

- identify a research topic
- work with a research librarian to begin compiling readings for the thesis
- and, by the end of the semester, have found **a faculty mentor to work with during HON 3101.**
- **You also must submit a reading contract** signed by your faculty mentor, to be completed during HON 3101.

***Students enrolled in both HON 3100 and HON 3101 (“combined 3100/3101”) will complete the above tasks AND ALSO complete research with their faculty mentor, confirm a faculty director for their Honors thesis (HON 4V87), develop a substantial bibliography, and ultimately submit the formal thesis proposal. These students may, at the discretion of the faculty director, also begin drafting a tentative first chapter of the thesis project.

After completing HON 3101, each student will register for the senior-year Honors Thesis courses (HON 4V87) the following semester, during which they will begin the writing process of their thesis.

CLASS PROCEDURES AND EXPECTATIONS:

1. **NO LAPTOPS OR CELL PHONES** (unless specifically directed in the course syllabus).
 2. **You’ll get most out of this class by participating actively.** There will be many opportunities to brainstorm, workshop ideas, and problem-solve.
 3. **Be kind—to yourself and others.** The thesis project can be intimidating; the goal of this class is to help you get started well.
 4. **Take initiative.** If you want to work ahead on assignments (especially as conversations with potential thesis mentors develop), please do! This is *your* thesis; both following directions AND being self-directed are crucial parts of the process.
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DESCRIPTIONS OF COURSE ASSIGNMENTS

HON 3100 Assignments

1) Review Outstanding Theses (50 points)

- Go to the Honors Program website <https://www.baylor.edu/honorsprogram/outstandingtheses> and select the theses you would like to review.
- Read through at least 5 thesis abstracts and review the scope and layout of each project by skimming through the front matter and various sections.
- Submit a list of the theses you reviewed and write a short description of what each one has done well and how it might help shape your own thesis.
- You may also review all theses available in the Honors Program suite bookshelves in Morrison Hall 203. There is a binder on the table in that room which will help you find theses that relate to your interests.

***Due Wednesday, 8/31**

2) Statement of Purpose (50 points) (~500 words; typed and double-spaced with appropriate header)

- As you begin to discuss your ideas for developing an Honors thesis with possible faculty mentors, they will expect you to sum up your academic background and interests in a concise manner. This written “statement of purpose” will prepare you to present your interests, accomplishments, and goals effectively.
- This document *must address the first point* and may also touch on all of the following points, if you wish:
 1. *specific* areas of research which interest you and in which you might pursue an Honors thesis;
 2. your higher education and intellectual development;
 3. a book or a class that was especially significant for you, particularly if it contributed to your research interests; and
 4. work experience, internships, or prospective career plans.

***Due Wednesday, 9/7**

3) Faculty meeting requests (50 points):

- Brainstorm a list of faculty you could talk to about your thesis project.
- Email at least 2 professors (but as many as you have in mind!) asking to set up an appointment to discuss your intended research topic. *Note that these meetings are intended to be exploratory; that is, to help you further develop ideas and background for your thesis. They may or may not lead toward a request for a person you meet with to be your thesis mentor (at least right away!).*
- Submit a screen shot or copy of the email on Canvas. Include the professor’s response (if you have received it).
- If you already have a professor who is willing to work with you, one of the two meeting requests may be an email with your thesis advisor confirming this agreement.

***Due Wednesday, 9/14**

4) Subject Librarian Meeting Report (50 points)

- To ensure that you are matched with the best subject librarian, for your thesis topic, review the librarian directory <https://researchguides.baylor.edu/subjectliaisonlibrarians>.
- Once you have selected your librarian, email that person to schedule an appointment. For questions and guidance on selecting a librarian you can contact Ellen_Filgo@baylor.edu
- Meet with the appropriate subject librarian for your discipline or field (or multiple) and complete the form available on Canvas.

***Due Wednesday, 9/28**

5) Professor meeting report (100 points)

- You will need to meet with a minimum of 2 professors (see above) and submit a reflection on these meetings.
- The reflection should answer the following questions:
 - Why did you choose these professors?
 - What is their area of research and how does it relate to your research interests?
 - What did you learn in these meetings?
 - You may also want to consider such questions as:
 - Who would you most like to work with?
 - Who else might you now want to talk to about your thesis?
 - How have the meetings affected your thinking about your thesis?

***Due Wednesday, 10/5**

6) Install Zotero on your laptop (50 points)

- Go to the Research Guide on Zotero (<https://researchguides.baylor.edu/c.php?g=194879&p=5167486>) and follow the instructions to install Zotero. If you need assistance go to the Info Desk in Moody or Jones for help.

***Due Wednesday, 11/2**

7) Annotated Bibliography (100 points)

- Create an annotated bibliography of the 6 books/articles you compiled with your subject librarian, independently and/or with your thesis advisor. You may use MLA or APA formatting (or one appropriate for your discipline). A sample annotation will be available on Canvas.

***Due Wednesday, 11/9**

8) Mentor Confirmation (50 points)

- This is a tool to help us know that everyone is on schedule and has found their faculty mentor. (You do not need a signed reading contract until 11/30.)

***Due Wednesday, 11/16**

9) Readings & Research Contract * This assignment is 50% of your grade (500 points) *

- Once you have a faculty mentor who has agreed to work with you on your research, you will establish a reading list that you will complete for HON 3101. This contract must be signed by your faculty mentor.
- The Readings contract should specify the readings and/or research procedures to be undertaken and the manner in which the professor will evaluate your progress.
- These readings can be updated at the beginning of the next semester during HON 3101 course work.

***Due Wednesday, 11/30 (For combined 3100/01 students, this was due on 10/12)**

Additional Assignments ONLY for Those Enrolled in Combined HON 3100 & HON 3101

- **Complete** assigned readings, research tasks, and/or writing according to your faculty mentor's guidelines.

***Due Wednesday, 11/30**

2) Signed Thesis Proposal (form available on Canvas):

- This document is an agreement between the Honors student and Baylor faculty member to work together toward the completion of the thesis project. The proposal outlines the thesis project that will be developed during the thesis courses (HON 4V87, 4 credit-hour).
- This form should identify the problems under investigation as precisely as possible at this stage of the research, and it should outline a method for approaching the research questions or topics.
- A specific thesis or argument may not become apparent until the research nears completion. As with other Honors contracts, procedures for regular consultation and for assessment of the student's progress should also be included on the contract form.

***Due Wednesday, 11/30**

Some faculty mentors may also expect additional materials to be submitted to them individually and to the HP office as addenda to the thesis proposal; these usually include items such as annotated bibliographies and first-chapter drafts.

Furthermore, the thesis proposal form establishes a timeline, agreed upon by both the student and the advisor, for completion of the thesis project. A sample timeline is provided below. The sample timeline outlines the target deadlines for students who will take 2 credit hours of HON 4V87 in both the fall and the spring of senior year.

HON 4V87 (4 hours) Timeline

Chapter 1:	End of October
Chapter 2:	Beginning of December
Chapter 3:	Beginning of February
Chapter 4:	Middle of March

Other important timeline information to consider:

Beginning of April	Submit thesis defense scheduling form
Beginning of April	One-paragraph thesis abstract due
Beginning of April	Complete draft of thesis project due to faculty director
Mid-April	Present 15 minute overview of thesis project to the HC community

Mid April	Distribute complete and polished drafts of thesis to defense committee members and HP office
End of April	Last day to defend the thesis before an examining committee
Beginning of May	Submit approved and formatted final copies to the Honors Program Office

GRADES

HON 3100

- You will be graded on the assignments listed, attendance and the seminars you attend.
- *Late submission* of any of the above documents will result in deductions from your grade in the course. 5 points per day will be subtracted for late work.
- Your Reading contract is worth 50% of your grade.
- You must submit a **signed** Reading Contract to earn credit for this course (Grade issued by Dr. Corey)

HON 3101 (registered with your readings advisor)

- You will be graded on the 2 assignments you complete.
 - You must keep your faculty mentor apprised of any problems hindering your progress.
 - If you do not complete the work specified on the Readings contract to the advisor's satisfaction, you will receive the grade deemed appropriate by your faculty mentor.
 - *Please note that you cannot earn credit for HON 3101 without submitting a completed and signed thesis proposal.* (Grade issued by readings advisor, but reported to Baylor by Dr. Corey).
 - Your **signed** thesis proposal must be submitted on Canvas as well as to thesis@baylor.edu
 - UNSC majors must also submit to university_scholars@baylor.edu.
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Academic Integrity

Plagiarism or any form of cheating involves a breach of student-teacher trust. This means that any work submitted under your name is expected to be your own, neither composed by anyone else as a whole or in part, nor handed over to another person for complete or partial revision. Be sure to document all ideas that are not your own. Instances of plagiarism or any other act of academic dishonesty will be reported to the Honor Council and may result in failure of the course. Not understanding plagiarism is not an excuse. As a Baylor student, I expect you to be intimately familiar with the Honor Code at: <http://www.baylor.edu/honorcode/>

Academic Success

I believe every student who has been admitted to Baylor can be successful and I want to partner with you to help you thrive academically. Be sure to take advantage of the many resources available for academic success, including coming to see me during my office hours. Students who regularly utilize the great resources in the Paul L. Foster Success Center (<http://www.baylor.edu/successcenter/>) are among my most successful students. If your academic performance in this class is substandard, I will submit an Academic Progress Report to the Success Center so that the team of coordinated care professionals can ensure that you get the help you need.

Military Student Advisory

Veterans and active duty military personnel are welcomed and encouraged to communicate, in advance if possible, any special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the VETS Program Office with any questions at (254) 710-7264.

Students Needing Accommodations

Any student who needs academic accommodations related to a documented disability should inform me immediately at the beginning of the semester. You are required to obtain appropriate documentation and information regarding accommodations from the Office of Access and Learning Accommodation (OALA). Contact Information: (254) 710-3605 - Paul L. Foster Success Center, 1st floor on the East Wing of Sid Richardson.

Title IX Office – Title IX Coordinator

Honors Program
Fall 2022

Baylor University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities, and it does not tolerate discrimination or harassment on the basis of sex or gender. If you or someone you know would like help related to an experience involving sexual or gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, or retaliation for reporting one of these type of prohibited conduct, please contact the Title IX Office at (254)710-8454 or report online at www.baylor.edu/titleix.

The Title IX office understands the sensitive nature of these situations and can provide information about available on- and off-campus resources, such as counseling and psychological services, medical treatment, academic support, university housing, and other forms of assistance that may be available. Staff members at the office can also explain your rights and procedural options if you contact the Title IX Office. You will not be required to share your experience. **If you or someone you know feels unsafe or may be in imminent danger, please call the Baylor Police Department (254-710-2222) or Waco Police Department (9-1-1) immediately.** For more information on the Title IX Office, the *Sexual and Gender-Based Harassment and Interpersonal Violence policy*, reporting, and resources available, please visit the website provided above.

University Writing Center

I encourage you to visit the University Writing Center (UWC) this semester and get feedback on your writing for this course. Located in Moody Library 2nd floor West, the UWC offers free assistance to you at any stage of the writing process (brainstorming, researching, outlining, drafting, revising, editing). In their feedback, the consultants focus on higher order concerns, such as content, thesis, evidence, and organization, before grammar or style. The UWC tutors will not proofread, edit, or write your paper for you, but they will equip you with a toolbox of strategies to improve your writing, research, and editing skills. Please take the assignment prompt, your paper/text, and other materials you might need with you to your appointment. Please include my name as the professor, and a report will automatically be sent to me after your session. You can set up an appointment online at www.baylor.edu/uwc, call the UWC at (254)710-4849, or stop by in person.