

FYC 6932
Thesis Proposal Writing
Section #DEPT
Course Syllabus
Summer C 2020

Course Meeting Info:	Synchronous Online Course Tuesdays, Periods 4-5 12:30PM – 3:15PM Thursdays Periods 5 2:00PM – 3:15PM 04: 12:30-1:45 05: 2:00-3:15
Classroom Location:	Synchronous Zoom link will be emailed
Credit Hours:	3 credits
Instructor:	Dr. Sarah D. Lynne Assistant Professor; Family, Youth & Community Sciences
Office and Phone Information:	3038B McCarty Hall D Office Phone: 352-273-3546 Email: sarahlynn@ufl.edu
Office Hours:	As noted on Course Outline throughout term and by appointment as needed.

Course Description.

This course focuses on the application of principles, practices, and strategies for conducting social and behavioral research in family, youth and community sciences.

Prerequisites.

- +Graduate Student Status/Thesis or Dissertation (Residential Only/not for Distance Ed.)
- +FYC 6800 or 6802 with C+ or above
- +Have a research topic approved by Committee Chair.
- +Abstract and one research question submitted to course Instructor prior to registration that is signed/dated by your Committee Chair.
- +Chair must be available during summer course delivery for progress meetings.
- +Registration is DEPT controlled based on Instructor review and approval of the above Prerequisites.

Main Course Goals.

- Gain in-depth knowledge on the complex nature of preparing a thesis proposal.
- Identify the parts of each of the first three proposal chapters and understand the function of each chapter and each part.
- Practice writing drafts of each of the three proposal chapters and each part within each chapter.
- Process ideas, challenges, and progress on each phase of the thesis proposal.
- Use strategies that will help you make progress on your research design.

- Complete a working draft by the end of the course that may be reviewed by your committee as an initial draft of a thesis research proposal for your defense.
- Practice your proposal presentation and get feedback from your peers and Instructor.

Major Course Objectives.

- Be able to identify problems, challenges and issues that can be researched for your thesis topic.
- Learn to use the Scientific Method Research Process to investigate your topic.
- Review studies in a well-organized manner including the identification of topics and sub-topics in your literature review. Determine what landmark research studies have been completed on the identified thesis topic, as well as a review of more current studies.
- Identify an overarching theory that will guide the study.
- Effectively use library resources in your research.
- Follow APA style in preparing your research proposal.
- Identify 3-5 research questions that will be explored during the study. Align hypothesis to specify the test for the research questions.
- Determine the key variables that will be explored in the study.
- Create an appropriate research design for the study.
- Identify any barriers that may interfere with the development and execution of a quality study.
- Prepare a draft research proposal presentation and gain feedback from the instructor and peers.

Required Reading.

American Psychological Association Publication Manual. APA. 7th Edition (2019). ISBN: 978-1433832161. [Available on Amazon.com and other sites; Paperback: New: \$26.93]

Course Expectations.

Participation in class should be thought provoking, reflective and conducive to the learning environment. Due to the varying levels of graduate students, we will all need to be patient and considerate of the learning curve related to understanding research as well as the thesis preparation process. Please note that your committee/Chair may require more than what is required for this course for your proposal. This course is to complete your first draft only. Your final proposal must be approved by your Chair prior to calling your thesis proposal meeting with your Committee. Therefore, **suggested minimum length and assignments are for the purposes of this course and credit only.**

Students must: (a) be aware of the UF Graduate School policy and procedures for Thesis/Dissertation, (b) follow the Scientific Method/Research process, and (c) have and work on your own ideas, as approved by your Chair and/or Committee.

Course Assignments –

This course will focus on the development of a **draft research thesis proposal**; therefore, it will lay out individual parts of the proposal with instructions and set deadlines. Some assignments are small steps in the process of proposal preparation that will lead you to completion of the larger parts. The weight of assignment grades will reflect the rigor and the amount of work required to complete each part. All detailed instructions for individual assignments are on Canvas under "Assignments".

[Note: Throughout this syllabus and the course, Chapters will be abbreviated as "C" with the number for each; i.e., C1 is abbreviated for Chapter One Introduction; C2 Chapter Two Review of Literature; and C3 Chapter Three Methods.]

Short Assignments. (Total 350 points max).

Assignments include short in-class and out-of-class activities that you will be instructed to complete during the semester. These assignments are to facilitate critical thinking about your thesis topic and in-class discussion. They will help you be more specific in regard to identifying your specific foci of your study. **There will be 4 short activities at 3% each for a total of 12% of your grade.** These short assignments will be submitted at the appropriate chapter level on Canvas. Annotations will begin right away, leading toward enough recent research to begin the Chapter Two literature review. A thesis or dissertation will be required for you to use during the course that is close to your topic and will be a good model for you to examine as you write your own proposal. You will need to go to the Library website and search for this. These short assignments will only be submitted one time and **may not be redone to earn more points during Summer B**, therefore, it is important to get them done, to do them well, and submit them on Canvas on time.

Including:

+ (A) Journal Article Annotations (15) @1% each/150 points total + Thesis/Diss. Example 5%/50 points total= 200 points total.

Journal Articles: Students will be required to bring in individual journal articles related to their research topics as assigned during the course. These articles are to be summarized in annotation format (see Handouts on Canvas) and submitted for Assignment points, each approximately two (2) pages minimum typed. Format will be provided.

Thesis Example: To replace five of the 20 required annotations (suggested), you will find a thesis to use as your model throughout the course. Submit the citation, Abstract, and a discussion of why this thesis is chosen as the best model for you to use on Canvas for your 5%/50 points.

(B)+In-Class Activities/Out of Class Write-ups (3@4%/40 points each/120 points total).

(1) Purpose Statement (C1) and Variables; (C1) (4%/40 points): Write one clear purpose statement focusing on the variables in your study. Later, this will be turned into a one-page Purpose of Study for Chapter One.

(2A) RQ's & Ho's (C1) (2%/20 points): Write your research questions (RQ). For this class, narrow it down to no more than three. For each RQ, write a corresponding hypothesis (Ho). Place the Hypothesis under the RQ in your document. Try to have directionality in your questions and hypotheses and have your numbering align (Ex: RQ1, Ho1; RQ2, Ho2; etc.). Complete the Research Roadmap form electronically and submit it there in the RQ/Ho block. You will need to determine how you will measure the variables in your RQs. (Because this is capturing the heart of your study, the final version of your Research Roadmap will be due with C3.)

(2B) **Research Roadmap (C3)**— (2%/20 points). Upload your final RR in the related space on Canvas (see Instructions). This activity is worth 2% of your grade as it will likely be a first draft. This will be turned in as you start framing your study and will likely not be a complete or final first draft. [The grade for the final Roadmap will be included in your C3 grade. It will be uploaded separately in Canvas but included at the end of your C3 in print.]

(3) **Theory ID; (C2)** (4%/40 points): Submit a one-page description of your theory with the name, who is credited for its' development, and a brief overview of how it operates.

(C) Checkpoints (3@1% each/10 points=30 points total): Meetings with Chair for checkpoint approvals (3@1% each/30 points total): Ten points will be awarded (worth 1% of your final grade each) for meeting with your thesis Chair (once prior to and two times during the course) to discuss your progress. [Note: You may meet with your Chair more often on your own, but this is the minimum.]

Chapter I. Introduction (Total 100 points max).

Chapter One will be on the Introduction to your research topic. This first chapter will be required as an initial step in the writing process. This should include a first draft of all of the sections. Each part will be written using research references to provide support. Research support for *each* part must consist of a **minimum of two journal articles** or relevant book chapters or citations.

Font: Times New Roman 12 pt., paper and references in APA format; double-spaced; 1" margins. Suggested Length: 6-8 pp. including six references. (Prepare a separate Reference list and attach it to your assignment at the end.)

Chapter II. Review of Literature (Total 250 points max).

Chapter Two is a very detailed review of the research literature related to your research topic. Since points are given for each annotated article, this chapter is for the summary of what you have completed and synthesized. It is not based on a copy/paste of your annotations into chapter format. It is based on your ability to take the annotations relevant to your topic and summarize them. Use string references as often as possible to review current literature by topic and sub-topic. Discuss landmark studies and theory-based literature more in-depth. Complete two parts of your Chapter Two. Part (a) will be your theory-related review of literature. Part (b) will be your review of current research studies. Suggested length: 20 Pages Total: Part A Theory—8-10 pp; Part B Research Studies—9-11 pp. [~20 pp total.]

- *Literature Review: Journal Article Annotations.* Annotations will primarily consist of researching journal articles and preparing a summary of the article in an annotated format that will be conducive to enhancing learning and promoting thesis progress. These count as short assignments but work toward your draft of Chapter Two. A minimum of 15 journal article annotations will be completed during this term for 1% each for a total of 15% of your grade. Second, the identification of a Theory is the other short assignment to be completed prior to drafting Chapter 2. Submit your theory on the Canvas assignment page.
- *Chapter Two Review of Literature.* From the prior short assignments, you will begin to write your draft by synthesizing the literature. It is best to sort your journal articles into sub-categories by topics, ranging from major to minor. An outline of your Chapter Two will be instrumental in assisting you to produce a well-organized chapter.

Chapter III. Methods (Total 150 points max)

Chapter Three will lay out the research plan for your study. In this chapter, the parts will detail how you propose to conduct your research. This chapter is important and must be well thought out. It is based on your ability to describe the research process. This chapter will include (but is not limited to) the

- Purpose and Objectives of the study;
- a description of the Population;
- a description and example of the Survey Instrument(s)
- as well as a Justification for the Instrument(s);
- a description of the Data Collection Procedures; and
- the plan for the Data Analysis.
- Research Roadmap

Suggested length—11-15-pp. including minimum of six references and the Research Roadmap (submit separately in Canvas).

Presentation & Slides (Total 150 points max). This will bring your proposal to the presentation stage. You will prepare your draft slides for review. You will do a short presentation to your fellow classmates for feedback in a safe environment. You may not present unless you have completed a first draft of Chapters 1, 2 and 3. **If you have not completed your proposal, you may submit written slides but not present.** This is worth 15% of your grade. The slides are valued at 5% and your presentation is valued at 10% of your final grade, therefore, it is imperative that you make as much progress on Chapter 1-3 as possible. Suggested length: 12 slides; 15-20-minute presentation plus Q/A 15-20 min.

Late Assignment Policy: Due to the rapid pace of this intensive course, Summer A assignments are not accepted late and a grade of zero is given. Final submissions (revisions) during Summer B are not allowed late due to time constraints for grading. All assignments are due in Canvas on the related date/time.

UF POLICIES

University Policy on Accommodating 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/

University Policy on 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/process/student-conduct-honor-code>.

University Policy on Attendance and make-up work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Online course evaluation process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the 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.

Getting Technical Help

For technical difficulties with Canvas or elearning, please contact the UF Help Desk at:
Learning-support@ufl.edu
(352) 392-HELP - select option 2; <https://lss.at.ufl.edu/help.shtml>

Requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

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 for both on and off campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance. Some services are only available to on campus students.

University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,

www.counseling.ufl.edu/cwc/

Counseling Services

Groups and Workshops

Outreach and Consultation

Self-Help Library

Wellness Coaching

U Matter We Care, www.umatter.ufl.edu/

Career Resource Center, First Floor JWRU, 392-1601, www.crc.u

Grading Scale

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	<60

Grading Criteria

Assignments & Weekly Participation (TOTAL)	%	Points
Including: (A) +Journal Article Annotations (15) @1%/10 points each +Thesis/Diss. Example @5% (B) +In-Class Activities/Out of Class Write-ups (3@4% each). (1) Purpose Statement/Variables; (C1)/4%@40 points (2A) RQ's/Ho(C1)/*2%@20points (2B) Research Roadmap (C3)/2%@20points (Draft) (3) Theory ID; (C2)/4%@40 points (C) Checkups (3) with Chair (progress meetings)/@10 points each.	TOTAL: 35% (A)15% JA's+ 5%Thesis/ Diss. Example= 20% total (B) 3 activities@ 4%=12% total (C)Checkups with Chair = 3% Total	350 150 50 200 total points 120 30 150 total points
<i>Chapter 1 Introduction Draft.</i> Suggested Minimum Length: 6-8 pp. Typed double spaced. TNR 12 pt. font, 1" margins	TOTAL: 10%	100 POINTS
<i>Chapter 2 Review of Literature Draft (20%):</i> Suggested Minimum Length: 20 pp. total; 2 parts @~8-12 pages each. Typed double spaced. Part A (theory related) 8-10pp. Part B (recent research) 9-11pp.	PART A 10% PART B 15% TOTAL: 25%	PART A 100 points + PART B 150 points= 250 total points
<i>Chapter 3 Methods Draft</i> Suggested Minimum Length: 11-15pp. Research Roadmap (Final Version) will be part of your grade for C3.	TOTAL: 15%	150 points
Presentation & Slides. Suggested Length: 12 slides; 30-40 minutes + Q/A 15-20 min.	SLIDES: 5% PRES: 10% TOTAL: 15%	50 points 100 points 150 total points
TOTAL	100%	1000 total points