

## HON 3100 (and combined 3100 & 3101) ADVANCED READINGS & RESEARCH COURSE SYLLABUS

**Meeting Place and Time:** Wednesdays, 4:00-5:15 pm, Morrison Hall 100  
(asynchronous online students: weekly recordings will be posted to Canvas on Thursdays or Fridays following class)

**Instructor:** Ms. Mary Moore, M.A.

**Email:** [Mary\\_Z\\_Moore@baylor.edu](mailto:Mary_Z_Moore@baylor.edu)

**Office:** Morrison 203.4; appointments by prior arrangement

In Advanced Readings & Research, students begin the undergraduate honors thesis. Here, they will explore their research field(s); discuss research topics with professors, librarians, and others; develop organizational and time management skills for the thesis process; and begin independent readings, laboratory or fieldwork procedures, and (quite possibly) initial writing.

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,
- find a faculty mentor to work with during HON 3101,
- and, by the end of the semester, **submit a Reading & Research Contract signed by the faculty mentor**, to guide your work 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 the faculty mentor,
- develop a substantial bibliography,
- confirm a faculty mentor for HON 4V87 Honors Thesis (this is usually but not always the HON 3101 mentor),
- and ultimately **submit a signed Thesis Proposal**.
- Some 3101 students may, at the discretion of the faculty mentor, also begin drafting a tentative first chapter of the thesis project.

After completing HON 3101, students will register for the HON 4V87 Honors Thesis courses (a total of four credit hours usually split over two semesters), during which they will complete the writing and defense of their thesis.

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### CLASS PROCEDURES AND EXPECTATIONS:

1. **Practice focus.** Do not use electronics in class unless specifically directed to in the course calendar. Instead, bring paper and a writing utensil for note-taking and brainstorming.
  2. **Participate actively.** You will get most out of this class by asking questions and taking advantage of all opportunities to brainstorm, workshop ideas, and problem-solve.
  3. **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. Waiting until deadlines loom will not work well long-term, so practice good habits now.
  4. **Be kind**—to yourself and others. The thesis project can be intimidating; the goal of this class is to help you *get started well*. If you are unsure of something or hit a bump in the road, reach out! I am here to help.
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## GRADES

### HON 3100 *(Grade issued by Ms. Moore in all cases.)*

- You will be graded on the assignments listed below.
- Late submission will result in a 10% grade reduction on any assignment. Unless otherwise noted, all work is due by 11:59 pm on the due date.
- **You must submit a signed Reading & Research Contract (worth 50% of the course grade) to earn credit for this course.** Unsigned contracts will not be accepted. Later adjustments to the contract may be made at the discretion of the faculty mentor.

#### 3100 Grading Scale (no rounding):

900 - 1000 pts.	= A
870 - 899 pts.	= B+
800-869 pts.	= B
770 - 799 pts.	= C+
700 - 769 pts.	= C
670 - 699 pts.	= D+
600 - 669 pts.	= D
0 - 599 pts.	= F

### HON 3101 *(Grade issued by faculty mentor. However, some students may be enrolled in HON 3101-01, the “placeholder section” of the course. In this case Ms. Moore will report the grade to Baylor based on the faculty mentor’s recommendation.)*

- Your mentor will assign your grade for this second Readings & Research course based on their assessment of your progress through the Readings & Research Contract created for HON 3100 and the formal Thesis Proposal due at the end of the semester.
  - You must keep your faculty mentor apprised of any problems hindering your progress.
  - Your signed thesis proposal must be submitted to [thesis@baylor.edu](mailto:thesis@baylor.edu). UNSC majors must also submit to [university\\_scholars@baylor.edu](mailto:university_scholars@baylor.edu).
  - **Please note that you cannot earn credit for HON 3101 without submitting the signed Thesis Proposal to the Honors Program (and UNSC if applicable).** Unsigned proposals will not be accepted.
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## DESCRIPTIONS OF COURSE ASSIGNMENTS

### HON 3100 Assignments

#### 1) Participation (50 points)

**\*This grade will be calculated holistically at the end of the semester.\***

- All students: By the end of the first class day, fill out the Start-of-Term Survey: <https://forms.gle/Y3fsGub3e1oaZqtk9>
- All students: By the end of the last class day, fill out the End-of-Term Survey: <https://forms.gle/Gtkyy89qVgbzDpBo6>
- For HON 3100-02 (online) and combined 3100 + 3101 students only: By the end of the 2<sup>nd</sup> week of class, have a brief individual meeting with Ms. Moore to discuss your thesis ideas and timeline, and make sure you are set up well for your slightly-off-the-beaten path semester ahead. You will be invited to sign up for a meeting online through the Navigate app (Zoom appointments available upon request).
- Occasionally, other brief assignments or surveys may be given that are not on the course calendar. If so, these will also become part of your participation grade.

- e. Attendance is expected at all sessions unless otherwise noted on the course calendar. Failure to attend at least one of the five “subject seminars” listed there will negatively affect your participation grade. Failure to abide by the electronics policy or to engage fully during class will also negatively affect your participation grade.
- f. However, honest, curious, and encouraging participation in class activities, discussions, and assignments will positively impact this grade—and more importantly, will do a lot to help yourself and your peers as you set out on the thesis journey together.

## 2) Review Outstanding Theses (50 points)

**\*Due Wednesday, 8/30**

- a. You can find theses that have earned the “outstanding” designation in two ways:
  - a. Go to the Honors Program website <https://program.honors.baylor.edu/current-students/thesis/outstanding-theses> and select the theses you would like to review. All theses on this site have earned the “outstanding” designation.
  - b. 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. Those marked with a gold dot on the spine earned the “outstanding” designation.
- b. Read through at least 5 outstanding theses (and as many others as you like!). Read the abstract in detail and review the scope and layout of each project by skimming through the various body chapters/sections as well as the front and back matter.
- c. Submit a brief report on 5 of the outstanding theses you reviewed. For each report, list the author’s name, thesis director (mentor)’s name, full title of the thesis, and the year it was defended. Then write a short description of what each one has done well and how it might help shape your own thesis (in terms of content, structure, approach, etc.).

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

**\*Due Wednesday, 9/6**

- a. 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 help prepare you to present your interests, accomplishments, and goals effectively to each person. That is, this assignment is a brainstorming and self-analysis exercise. It is unlikely that you will simply hand a full copy of this document to those with whom you meet; instead, think of it as a source text from which you can pull and refine elements as needed to fit a specific audience and communication purpose.
- b. Consider each of the following points as you write. Your statement of purpose must address the first point in some detail and will at least touch on the other points as they pertain to your thesis. The order in which you address things in this document is up to you – look for the common threads to find what is a logical way to tell *your* thesis story.
  - 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. particularly significant experience(s) (a book, a class, an internship, etc.) that have contributed to your research interests; and
  - 4. work experience, internships, and/or prospective educational or career goals, and how you expect pursuing the thesis to help you grow from/toward them.

## 4) Faculty outreach log (25 pts.) and faculty meeting requests (25 points):

**\*Due Wednesday, 9/13**

- a. Outreach log: Brainstorm a list of faculty you want to talk to about your thesis project. Create a chart (in Excel, perhaps) with the following columns: Name, Department, Source (directory, referred by \_\_\_\_, etc.), Connection to Your Thesis, Outreach #1 (for each “outreach” box, include the following: date, format,

results/other notes), Outreach #2, Outreach #3, etc. (add columns as needed). You will use this log through the semester, and possibly beyond, to organize conversations you have with potential thesis mentors as well as those who are not officially your mentor but with whom you have important conversations regarding your ideas. Fill out this chart with your list of brainstormed faculty and as many points of outreach as you have with them so far. **\*Note:** If you already have a thesis mentor identified, they should be your first entry—here, you need only list one point of outreach: requesting a meeting to start work on the Reading & Research Contract (see #4b below), and the follow-up to that request.

- b. **Faculty Meeting Requests:** 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, to help you further develop ideas and background for your thesis as well as feel out possible mentors. 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 should be an email with your thesis advisor to confirm this agreement and begin working on the Readings and Research Contract; the other should be someone who can offer insight on your thesis idea from a different perspective than that of your mentor.

## 5) Subject Librarian Meeting Report (50 points)

**\*Due Wednesday, 10/4**

- a. To ensure that you are matched with the best subject librarian for your thesis topic, review the librarian directory at <https://researchguides.baylor.edu/subjectliaisonlibrarians>.
- b. Once you have selected your librarian, use the scheduling link by the person's name or email them directly to make an appointment. For questions and guidance on selecting a librarian you can contact [Ellen\\_Filgo@baylor.edu](mailto:Ellen_Filgo@baylor.edu).
- c. Meet with the appropriate subject librarian for your discipline or field (or multiple) and complete the form available on Canvas. This form must be signed, so you may wish to take it with you to the meeting. Handwritten or typed forms are fine, as are physical or e-signatures. If you handwrite, you may submit a screenshot of the completed form to Canvas as long as it is legible.

## 6) Professor meeting reports (100 points)

**\*Due Wednesday, 10/4**

You will need to meet with a minimum of 2 professors (see #4b above) and submit a reflection on these meetings. Use the "Professor Meeting Report" form posted in Canvas. Add your name and the date, and type your answers before submission. Do not submit a handwritten form or screenshot. Here, I recommend that you take freeform notes during the meetings and reflect on them later before you type your responses on the form.

## 7) Install Zotero & Microsoft Word on your laptop (no grade; needed for class activities on 10/25 and 11/29)

- a. Go to the Research Guide on Zotero (<https://libguides.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 libraries for help.
- b. If you do not already have MS Word on your computer, Baylor students can use the Microsoft 365 suite for free on up to five devices. You can access this here: <https://helpdeskplus.web.baylor.edu/microsoft-365>.

**8) Annotated Bibliography (100 points)**  
**\*Due Wednesday, 11/1**

Create an annotated bibliography of at least 6 books or articles you compiled with your subject librarian, independently and/or with your thesis advisor. Choose what you consider the best of those you have found so far. Use the citation style (MLA, APA, etc.) most appropriate for your intended discipline. Further instructions and a sample annotation will be available on Canvas.

**9) Mentor Confirmation (50 points)**

**\*Due Wednesday, 11/15 (For combined 3100 & 3101 students, this is due on 10/11)**

- a. When you have confirmed your faculty mentor for HON 3101 (who will usually, although not always, be the thesis mentor all the way through your defense), fill out the Google form here:  
<https://forms.gle/LYnxhd4iXmMaEaYD6>
- b. This is a tool to help us know that everyone is on schedule and has found their faculty mentor. It will also be used to issue the override you will need to register for the correct section of HON 3101 and HON 4V87 in the future.
- c. Submit this confirmation as soon as you and your faculty mentor are ready to do so. Once you do, begin working with your mentor on the Readings and Research Contract (see #10 below).

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

**\*Due Wednesday, 11/29 (For combined 3100 & 3101 students, this is due on 10/11)**

- a. 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.
- b. The Readings & Research Contract (available on Canvas) should specify the readings and/or research procedures to be undertaken and the manner in which the professor will evaluate your progress. This is an opportunity to set up a clear working relationship (method and frequency of communication, set meeting times, etc.)—don't skimp on this step!
- c. These readings/procedures can be updated as needed with the agreement of your thesis mentor. However, making changes later is no substitute for the benefits that accrue to both you and your mentor from having an honest conversation about mutual expectations *now*, as you begin the thesis relationship.

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

**\*Due Wednesday, 12/6 (last day of class) – Your faculty mentor will assign your HON 3101 grade holistically based on these items, but #2 must also be submitted to the Honors Program to earn course credit.**

- 1) Complete assigned reading, research, and/or writing tasks according to your faculty mentor's guidelines.
- 2) Signed Thesis Proposal (form available on Canvas):
  - a. 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).
  - b. 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.
  - c. 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.
  - d. Submit to [thesis@baylor.edu](mailto:thesis@baylor.edu); UNSC majors should cc [university\\_scholars@baylor.edu](mailto:university_scholars@baylor.edu) on that email.

- 3) 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. Other timelines are of course possible, depending on circumstances and the approval of the faculty mentor.

### ***Sample HON 4V87 Writing Timeline***

<i>Chapter 1:</i>	<i>End of October</i>
<i>Chapter 2:</i>	<i>Beginning of December</i>
<i>Chapter 3:</i>	<i>Beginning of February</i>
<i>Chapter 4:</i>	<i>Middle of March</i>

### ***Other defense semester timeline information:***

<i>Early April</i>	<i>Submit thesis defense scheduling form</i>
<i>Early April</i>	<i>One-paragraph thesis abstract due</i>
<i>Early April</i>	<i>Complete draft of thesis due to faculty director</i>
<i>Mid-April</i>	<i>Present 15-min. overview of thesis project to the HC community</i>
<i>Mid April</i>	<i>Distribute complete and polished drafts of thesis to defense committee members and HP office</i>
<i>End of April</i>	<i>Last day to defend the thesis before an examining committee</i>
<i>Early May</i>	<i>Last day to submit approved and formatted final copies to the Honors Program Office</i>

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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: <https://honorcode.web.baylor.edu/honor-code>.

### **Academic Success**

I believe every student at 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 resources in the Paul L. Foster Success Center (<https://successcenter.web.baylor.edu/>) are among our most successful. 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 help connect you to the resources you need.

### **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: <https://oala.web.baylor.edu/>; (254) 710-3605 - Paul L. Foster Success Center, 1<sup>st</sup> floor on the East Wing of Sid Richardson.

### **Title IX Office – Title IX Coordinator**

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 Equity, Civil Rights, and Title IX Office at (254)710-8454 or report online at <https://equity.web.baylor.edu/>. 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

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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**

Located in Moody Library 2nd floor West, the University Writing Center (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. You can set up an appointment online at <https://uwc.artsandsciences.baylor.edu/>, call the UWC at (254)710-4849, or stop by in person.