

HON 3101 Advanced Readings and Research II Course Syllabus

Course Overview & Context

In the first Advanced Readings & Research course, HON 3100, students began the undergraduate honors thesis, connecting with a faculty mentor and honing their specific research topic. Now, in HON 3101 – Advanced Readings & Research **II** – students will

- Conduct thesis 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.

Course Goals

- Students will further develop their understanding of their thesis topic through independent research and the mentorship of their faculty mentor.
- Students will compose a thesis proposal outlining the thesis project that will be developed during the four credit hours of HON 4V87.

Course Requirements

- **Work through the Research Contract.** Students created this document in consultation with their faculty mentor during HON 3100. It should provide a framework for their work in HON 3101 this semester. Changes to this reading and research plan may certainly be made when and as needed, by mutual agreement of the student and the faculty mentor.
- **Attend thesis research presentations during Honors Week (April 7-11).** All students in either HON 3100 or 3101 during the Spring semester must attend at least one presentation session of approx. 2 hours. Here, they will have the opportunity to hear several older students discuss their thesis research, and to participate in Q&A with other audience members. Signups for sessions will occur online during the last week of March/first week of April.
- **Submit the Thesis Proposal, signed by student and mentor.** (Proposal form found here: https://program.honors.baylor.edu/sites/g/files/ecbvkj1701/files/2024-08/HON%203101%20Thesis%20Proposal%20revAug2024_0.pdf)

- The proposal outlines the thesis project that will be developed during the thesis courses (HON 4V87, 4 credit hours typically spread over two semesters).
 - This form should identify the problems under investigation as precisely as possible at this stage of the research, and it should outline a methodology for approaching the research questions or topics.
 - A specific thesis or argument may not become apparent until the research nears completion. Thus, the proposal should be understood as a statement of purpose at this point in time, but with the understanding that the work and even timelines may shift somewhat as you move forward.
 - As with other Honors contracts, procedures for regular consultation and for assessment of the student's progress should also be included on the proposal form.
 - Furthermore, the thesis proposal form establishes a timeline, agreed upon by both the student and the advisor, for completion of the thesis project. See *Sample HON 4V87 Timeline* below for deadlines to be aware of in completing this part of the proposal.
 - This document is an agreement between the Honors student and Baylor faculty member to work together toward the completion of the thesis project.
- **Due Wednesday, May 7th (last class day).** Submit to the Honors Program using this email: thesis@baylor.edu, or in person to Ms. Ziehe's office in Alexander (AX GL 30.03). University Scholars students should also submit a copy to university_scholars@baylor.edu.
- **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.

Course Grading

The student's faculty mentor will assign the final letter grade for this course according to how well the student has completed the course requirements described above and met the expectations the student and the mentor agreed upon.

Note: If students are registered in the "placeholder" section 01 of HON 3101 this semester (rather than in a section specifically assigned to their faculty mentor), the faculty mentor will still be the one to decide the final grade. Once the faculty mentor has decided the final grade at the end of the semester, the mentor will notify the section 01 instructor (Ms. Mary Ziehe, Mary.Ziehe@baylor.edu), who will then enter it into Canvas on their behalf.

Resources for Students and Mentors

- The Honors Program Website (<https://program.honors.baylor.edu/>): (a) "Current Students" tab, especially under "Thesis"; and (b) "Faculty Resources" tab, especially under "HON 4V87" and "HON 3100 & 3101"

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Contact: Mary_Ziehe@baylor.edu

- The Honors Program is here to support both Honors students and their faculty mentors throughout the thesis process. Please contact us with any questions or concerns!
 - o Dr. Elizabeth Corey (director): Elizabeth_Corey@baylor.edu
 - o Dr. Al Beck (assistant director): Albert_Beck@baylor.edu
 - o Ms. Mary Ziehe (program manager): Mary_Ziehe@baylor.edu

Sample HON 4V87 Timeline

The timeline below is one possibility, based on a student enrolling in the four hours of HON 4V87 split evenly over fall and spring of the senior year with a spring defense. Other timelines may be appropriate. In such cases, the student and mentor must be in agreement and should communicate with the Honors Program for help with planning – especially with regard to final deadlines during the defense semester.

Writing/Completion Timeline:

**Note: “chapter” may not apply to all theses in the same way. Some projects, for example, would require a student to reach (and submit a record of) a certain milestone in data collection/ lab work instead of, say, a draft of a body chapter.*

Chapter 1/~25%	End of October (submit to thesis@baylor.edu as well as mentor)
Chapter 2/~50%	Early December (submit to thesis@baylor.edu as well as mentor)
Chapter 3/~75%	Mid-February (to mentor only)
Chapter 4/~100%	End of March (to mentor only)

Defense Semester Timeline

Beginning of April	Complete draft of thesis project due to faculty mentor.
Early April	Defense committee and defense date/time chosen.
Mid-April	Present 15-minute overview of thesis project to the HC community during Honors Week.
Mid-April	Distribute complete and polished draft 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 copy to the Honors Program Office and BEARdocs.

Course Policies

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. The Honors Program expects its students to be intimately familiar with the Honor Code at: <https://honorcode.web.baylor.edu/>.

University Writing Center: We encourage you to visit the University Writing Center (UWC) this semester and get feedback on your writing. 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

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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 your thesis mentor as the professor, and a report will automatically be sent to them after your session. 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.

Students Needing Accommodations: Any student who needs academic accommodations related to a documented disability should inform their instructor 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, basement level of the East Wing of Sid Richardson.

First Generation College Students: Baylor University defines a first-generation college student as a student whose parents did not complete a four-year college degree. The First in Line program at Baylor is a support office on campus for first-generation college students to utilize if they have any questions or concerns. Please contact First in Line at fristinline@baylor.edu, call 254-710-6854, or visit <https://fristinline.web.baylor.edu/> to learn more about the services available.

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.

Office of Equity, Civil Rights, and Title IX:

Civil Rights Policy and Sexual and Interpersonal Misconduct Policy

Baylor University does not tolerate unlawful harassment or discrimination on the basis of sex, gender, race, color, disability, national origin, ancestry, age (over 40), citizenship, genetic information or the refusal to submit to a genetic test, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, Texas, or local law (collectively referred to as Protected Characteristics).

If you or someone you know would like help related to an experience involving:

1. Sexual or gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, or retaliation for reporting one of these types of prohibited conduct, please visit <https://titleix.web.baylor.edu/>, or contact us at (254) 710-8454, or TitleIX.Coordinator@baylor.edu.
2. Harassment (excluding those issues listed in #1) or adverse action based on Protected Characteristics, please visit <https://equity.web.baylor.edu/>, or contact us at (254) 710-7100 or Equity@baylor.edu.

The Office of Equity, Civil Rights, and Title IX 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, advocacy services, and other forms of assistance that may be available. Staff members at the office can also explain your rights and procedural options. 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.**

Except for Confidential Resources, all University Employees are designated Responsible Employees and thereby mandatory reporters of potential sexual and interpersonal misconduct violations. Confidential Resources who do not have to report include those working in the Counseling Center, Health Center and the University Chaplain, Dr. Burt Burleson.