

RESEARCH INDEPENDENT STUDY

Ina E. Gordy HONORS COLLEGE

Contact Info:

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office hours: Monday-Thursday 2:00-5:00 p.m.
and by appointment

What will I do in this course?

Congratulations! You've completed the rest of the Honors College curriculum and are now entering the first phase of your Gordy Honors College Independent Study, in which you will develop a research topic and plan and begin your research under the guidance of your faculty Project Committee and the Honors Director. You will complete the project in HO 402 in a subsequent semester.

What are my goals for this course?

Your goals are to

- develop and work closely with your Project Committee (Advisor, Discipline Reader, and Honors Reader), taking action on their feedback throughout the process
- thoroughly review and rely on the existing academic literature on your topic area
- follow the given project guidelines in consultation with your Project Committee
- show initiative as a scholar, taking the lead in planning and communicating with your Project Committee, meeting deadlines, and addressing all questions raised for you
- train and apply for Institutional Review Board approval (if applicable)
- produce a complete and polished written literature review, project plan, and report of initial primary research, a poster explaining your project, and an oral explanation of your project for the poster session

How will I meet these goals?

To meet these goals, you will

- identify an Advisor and Department/Discipline Reader and form a Project Committee
- meet regularly with your Project Advisor, keep Committee members informed about the requirements and deadlines, and meet with your entire Committee at least once
- develop a preliminary topic and brief description and complete and submit the Topic Approval Form by the due date
- attend a guided research session with the Coordinator of Undergraduate Research
- conduct your initial literature review and submit potential sources and an initial research plan to all members of the Project Committee and the Honors Director by the due date
- submit first, second, and final drafts of your proposal/ongoing research to all members of the Project Committee and the Honors Director by the stated due dates
- if applicable, complete an online training program in human subjects research and apply to the MUW's Institutional Research Board for permission to complete research
- practice for your poster presentation, present your project during your assigned Research Symposium event, and attend the other Honors Research Symposium event
- assist your Project Committee as needed in submitting the Final Proposal Approval form by the due date

What are the course requirements in detail?

Advisor/ Project Committee

The committee consists of three faculty members. You are responsible for securing a faculty member to act as Project Advisor and also for securing a Department/ Discipline Reader. (In both cases, consult the Honors Director for suggestions if needed.) The Honors Director will assign a member of the Honors Faculty Committee as your Honors Reader.

Meetings with Advisor/ Committee

You are expected to meet *weekly* with your Project Advisor for guidance in project development and research. As soon as your Advisor has agreed to direct your project, you should establish a schedule for these weekly meetings over the course of the semester. You should meet with the other committee members as necessary and at least once during the semester with the entire Project Committee. *You are responsible for supplying a copy of this syllabus with due dates to every committee member at the beginning of the semester, for scheduling meetings with your Committee, and for reminding your Committee members about upcoming meetings and deadlines.* (Note that the syllabus is also available at the Honors College Curriculum web page.) Your Advisor and other Committee members will offer you invaluable assistance, but *you* should take the lead in communicating with them and managing the overall schedule.

Preliminary Topic Title and Description

After you form your Committee, you should further discuss your project ideas with them and develop a preliminary title and brief description. This is also a good time to drop by the Honors College office to review copies of previous project proposals in your discipline. (Proposals may not, however, be copied or removed from the office.) *The more fully developed, detailed, and realistically researchable you can make your preliminary topic, the more success you will have in your initial phase of research.* You will find the Preliminary Topic Form in Canvas and at the Honors College Forms web page. The form will require your information and then the signatures of all Committee members and must be e-mailed or delivered to the Honors Director by **5:00 p.m. on September 1.**

Sources and Description

After your preliminary topic is approved, you should conduct your literature review and further develop the parameters of your project. To aid in this process, the Coordinator of Undergraduate Research will meet with you at a time TBD September 2-7. Consult the guidelines for honors research at the Honors College Independent Study web page (linked to in Canvas). Note that *all* discipline guidelines (where they are available) call for you to conduct a thorough review of the relevant academic literature as the background to your own research. A good general rule of thumb is that you should develop a list of *at least* ten potential secondary sources (this is in addition to primary works you might be analyzing). *Most disciplines will expect a more extensive literature review.* Along with your list of sources, you should also provide a fuller project description based on the research you have compiled. You should submit your list of sources in Canvas and to all members of the Project Committee in the manner (by e-mail or in hard copy) you agree on with them by **11:59 p.m. on September 21.**

Meetings with Honors Director

In addition to meeting for orientation at the beginning of the semester, you will meet with the Honors Director two times mid-semester (individually or in small groups) to discuss the status of your research and plan for your written drafts and poster presentation. Exact time and location will be determined closer to the date.

Course Requirements in Detail, continued

First Draft of Essay

Rely on your Committee for guidance in writing this draft of your research plan, and also consult the guidelines for honors research at the Honors College Independent Study web page (linked to in Canvas). You should submit the first draft in Canvas and to all members of the Project Committee in the manner (by e-mail or in hard copy) you agree on with them by **11:59 p.m. on October 7**.

Second Draft of Essay

Rely on your Committee for guidance in further developing your research plan, conducting primary (original) research as possible, and revising and expanding your first draft. Continue to consult the guidelines for honors research at the Honors College Independent Study web page (linked to in Canvas). You should submit the second draft in Canvas and to all members of the Project Committee in the manner (by e-mail or in hard copy) you agree on with them by **11:59 p.m. on October 28**.

Training in Human Subjects Research and Application to IRB (if applicable)

If you plan to use human subjects in your research, you must complete MUW's training on human subjects research with the specified pass rate by **11:59 p.m. on November 5** and apply for permission from MUW's Institutional Research Board (IRB) by **11:59 p.m. on November 22**. (See policy on penalties.) Your Committee must approve your research design before you submit the application forms electronically to the chair of the IRB. For the forms and all other necessary information, visit the MUW Academic Affairs Research / IRB web page linked to in Canvas). To verify both the training and IRB application with the Honors Director, submit in Canvas the certificate you receive upon completing the training and copy the Honors Director on your email submitting your IRB application.

Poster Presentation and Attendance at Research Symposium

In order to continue with your project in HO 402, you *must* present your project proposal during the poster session on **November 11**. You must also attend the other Honors Research Symposium night on **November 18**. (See policy on penalties.) The Honors Director will supply complete guidelines for creating your poster and for poster presentation as well as the rubric the Honors Faculty Committee will be using to assess your poster and poster presentation. A practice and equipment check session is also required and will be scheduled at the mutual convenience of the student and the Honors Director. Poster printing is available at a very affordable rate in Fant Library.

Final Draft of Essay

Rely on your Committee for guidance in conducting your research and finalizing the draft of your research plan and (if applicable) report of your primary research. *Please make sure your Committee understands that this is the final draft and no changes may be made for a grade after this draft is submitted.* You should submit the final draft in Canvas and to all members of the Project Committee in the manner (by e-mail or in hard copy) you agree on with them by **11:59 p.m. on November 23**. You must also submit a hard copy to the Honors College office by **5 p.m. on November 29**.

Final Proposal Approval Form

Your Project Committee will submit your final grade to the Honors Director using the Final Proposal Approval Form available at the Honors College Forms web page. All members of the Committee will recommend a final grade, and the Advisor will determine the final grade in the manner she or he finds most appropriate (typically by averaging the three grades together). The form will require the suggested and final grades and the signatures of all Committee members and should be e-mailed or delivered in hard copy to the Honors Director by **5 p.m. on December 2**.

How will my work be evaluated?

Written Proposal
80%

The Project Advisor will turn in a final grade on a 100-point scale (90 = A) to the Honors Director. This grade will be determined by the Project Advisor in consultation with the other members of the Project Committee.

Poster Presentation
20%

Members of the Honors Faculty Committee will assign a grade to each poster/poster presentation on a 100-point scale (90 = A). The grades of all committee members evaluating will be averaged to determine the grade for this portion.

Penalties

Course penalties will be applied as points deducted from your final course grade:

- one point for each day a project requirement is late
 - two points for failing to attend the class orientation session, either of the mid-term class meetings, or the guided research session
 - two points if you fail to attend your practice and equipment check session in Nissan
 - three points if you miss either of the two Research Symposium events
 - four points if you fail to complete the training on human subjects research (if applicable)
 - five points if you fail to submit your application to IRB (if applicable)
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Due Dates at a Glance

August 16-20	Orientation with Honors Director; time TBD
September 1	Topic Approval Form to Honors Director, including preliminary topic and signatures of Project Committee Members (deadline 5 p.m.)
September 2-7	Guided research session with Coordinator of Undergraduate Research; time TBD
September 21	List of Potential Sources and Revised/Expanded Project Description to Project Committee and Honors Director (deadline 11:59 p.m.)
September 24-27	Meeting with Director: hour and location TBD
October 7	First Draft of Proposal to Project Committee and Honors Director (deadline 11:59 p.m.)
October 18-22	Meeting with Director: hour and location TBD
October 28	Second Draft of Proposal to Project Committee and Honors Director (deadline 11:59 p.m.)
November 5	Human Subjects Research Training completed (if applicable) (deadline 11:59 p.m.)
November 11	Research Symposium Part I: Poster Presentation (seven-eight minutes + two minutes Q&A)
November 18	Research Symposium Part II: Attendance Required
November 22	Application to Institutional Review Board (if applicable) (deadline 11:59 p.m.)
November 23	Final Draft of Proposal to Project Committee and Honors Director (deadline 11:59 p.m.)
November 29	Hard copy of Final Draft of Proposal to Honors College office (deadline 5 p.m.)
December 2	Proposal Approval Form, including final grade and signatures of Project Committee Members, to Honors Director (deadline 5 p.m.)

Important University Policies

**Covid-19
Classroom
Wellness**

In accordance with the guidelines and directives of the Mississippi Department of Health, students attending class must practice physical distancing and wear a mask at all times. Refusal of a student to wear a mask in the classroom or follow any other safety guidelines will result in disciplinary action up to and including educational sanctions and/or removal from campus in accordance with the student conduct process.

Students must not attend class or enter public spaces on campus if they are experiencing symptoms associated with COVID-19. Before attending class or entering public spaces, students experiencing symptoms associated with COVID-19 must contact a health care provider to be tested for COVID-19. This service is provided free of charge by the Campus Health Center. Non-attendance does not relieve the student of the responsibility of completing all course requirements.

**Potential for
Course
Delivery
Transition**

As the nature of the current public health emergency continues to evolve, this course could need to change delivery methods at a moment's notice and for an indefinite period of time. Students should be prepared to learn in an online or remote environment if it were to become necessary. Access to an adequate computer and a reliable Internet connection would be essential to your success in this environment.

**Academic
Honesty**

All Mississippi University for Women students are expected to engage honestly and responsibly in their academic work and to refrain from any dishonest academic behavior. Violations of Academic Integrity include cheating, plagiarism, fabrication, falsification, or other actions that violate commonly accepted intellectual and ethical standards within academic and scientific communities. Violations of Academic Integrity can lead to severe penalties, from a zero grade for a test or assignment to expulsion from the University. Academic Integrity applies to work in progress as well as completed work. If you are uncertain about the proper procedure to follow when citing a source, working in a team with other students, or any other coursework situation please ask your instructor, a librarian, or a resource like the Writing Center for help. To learn more about the university's standards of Academic Integrity, including what happens if your instructor believes that you have engaged in dishonest academic behavior and your rights to appeal such a charge, please consult section 7.2 of the Undergraduate Bulletin.

**Americans
with
Disabilities
Act**

The University is committed to providing equitable access to learning for all students. The Student Success Center is the campus office that collaborates with students who have disabilities (e.g. physical, sensory, chronic health, learning, attentional, mental health) and arranges for reasonable accommodations to be implemented. It is the responsibility of students requesting accommodations to make an appointment with the Student Support Specialist to review specific needs, participate in the development of an Accommodation Plan by providing appropriate documentation, and discuss with the instructor how the Accommodation Plan will be applied in the course. Accommodations are not retroactive and a new Accommodation Plan must be reviewed, signed, and presented to instructors each semester. The Student Support Specialist is located in Reneau Hall, Room 101(B), and may be contacted by phone at 662.329.7138 or email at ada@muw.edu.

Important University Policies continued

Title IX Mississippi University for Women recognizes the inherent dignity of all individuals and promotes respect for all people. The University is committed to creating an educational and learning environment free from harassment and discrimination based on sex, including sexual violence (assault, domestic violence, dating violence and gender-based stalking). To learn more about the University's policy on sexual misconduct, how to make a report, or confidential resources, go to www.muw.edu/titleix. The Title IX Coordinator is located on the third floor of Welty Hall, Room 305, and may be contacted by phone at 662-329-7104 or email at titleix@muw.edu.

Early Alert Program The Early Alert Program is a proactive system of communication and collaboration between faculty, Student Success Center staff, and students. The program promotes academic success by identifying students experiencing difficulty with courses, encouraging students to attend classes and actively participate, providing resources as a support system to assist students holistically, and developing a mindset that leads to further academic success. Students whose midterm GPA falls below a 2.0 will have a hold place on their Banner account. The Early Alert hold serves as an opportunity for students to seek advice from their Student Success Navigator. Students are required to meet with their Student Success Navigator to work on an academic plan for student success. Once these meetings are held, the student's Early Alert hold will be released by the Student Success Center.

Important Academic Calendar Dates

August 20	Last day to add classes, change from audit to credit, or change from grade to pass-fail
September 16	Last day to drop a course without receiving a grade of WP/WF or change from credit to audit
October 27	Last day to drop a course or withdraw from the university
