

**HON 498 COURSE SYLLABUS**  
**Honors Thesis Project I**  
**Spring 2023**

**Instructor:**  
**Office:**  
**Office Hours:**

**Email:**  
**Office Phone:**

**Class Meeting Times:** We will have two mandatory class meetings this semester, both of which will take place in the HC Conference Room:

- **Meeting #1 during Week 1**
  - Research Thesis students: Tuesday January 17th at 4pm
  - Creative Thesis students: Wednesday January 18<sup>th</sup> at 10am
- **Meeting #2 during Week 10**
  - Tuesday April 4th at 4pm

**Course Description:**

In HON 498 you will write a proposal for your thesis project and present your proposal to your thesis committee. You will gain experience in conducting an extensive literature review, developing a rationale for your project, creating an outline for the paper, and writing and defending your proposal. You will also gain a deeper understanding of how research is conducted and/or how artistic projects are created. In addition to our two class meetings, you will be meeting with your committee members at various times during the semester. The majority of the time you dedicate to HON 498 will involve independent work.

**Course Objectives/Learning Outcomes: By the end of the semester you should be able to:**

- Summarize and synthesize multiple sources relevant to your thesis topic.
- Cite literature sources in the style required by your department or adviser.
- Develop a persuasive argument as to why your project is important.
- Write multiple drafts of your proposal, revising it based on feedback from your thesis committee and the increasing ability to synthesize large amounts of complex information.
- Deliver a successful PowerPoint presentation of your proposed thesis project.
- Initiate your thesis research and/or creative activity.



your Faculty Adviser and HC Committee member to go over your outline. These two meetings must take place by the end of Week 5.

**Proposal (The Paper):**

The specific elements of your thesis proposal will depend on your discipline and whether you are doing a traditional research project or a creative project. For detailed information on the required content for your proposal, please refer to the “How To” documents on WebCampus (remember that the guidelines differ for research projects and creative projects— there are two different “How To” documents for writing the proposals).

**Students should plan on submitting several drafts of their proposal at various times of the semester. At minimum, you should plan on the following:**

- **1<sup>st</sup> Completed Draft:** On Friday March 10<sup>th</sup>, submit your first complete draft to your faculty adviser, letting them know you’ll need to submit the proposal to the full committee on March 29<sup>th</sup>. It is customary for your faculty adviser to sign off on your proposal before you send it out to the full committee. Your faculty adviser will likely require revisions before you do so.
- **2<sup>nd</sup> Draft:** Submit your thesis proposal to the full committee by March 29<sup>th</sup>. Committee members have until April 11<sup>th</sup> to give you feedback.
- **3<sup>rd</sup> Draft:** If your committee asks you to make changes to your proposal before your presentation/defense, you’ll need to complete your revisions no later than one week before your presentation (in other words, the day you do your one-on-one rehearsal with your HC committee member is the day you send the revised document out to the fu4.6 (oe)-1.7 (-3.9 (u4.6 (oe)-154.6 (s)-2.3 234.48 46



| <b>WEEK 2</b>         |   |   |
|-----------------------|---|---|
| Mon 1/23-<br>Fri 1/27 | <p>-Meet w/ HC committee member to discuss:</p> <ul style="list-style-type: none"> <li>• Project update</li> <li>• IRB approval needed? CITI or safety training?</li> <li>• Schedule Week 5 meeting to discuss outline</li> <li>• Schedule rehearsal for Wk 14 (4/17-4/21) in HC conference room &amp;/or remotely</li> <li>• Required forms that are due on 1/27</li> </ul> <p>-Meet w/ Faculty Adviser to discuss following:</p> <ul style="list-style-type: none"> <li>• Sign Committee Membership Form</li> <li>• 3<sup>rd</sup> Committee Member (if not already secured)</li> <li>• Format for proposal &amp; tips for organizing literature review</li> <li>• Schedule Week 5 meeting to go over outline</li> <li>• Reading list &amp; Citation Style</li> <li>• IRB (if required)</li> <li>• Deadlines on 3/10 &amp; 3/29</li> </ul> <p>-Meet with Subject Librarian</p> <p>-Start reading scholarly literature on your topic</p> | <p>-If using HC Conference room for rehearsal, contact Gerrie Cowden at 895-2263 to schedule</p>  |
| Fri 1/27              | <p><b>-Students must submit following documents to HC committee member by 4pm Friday 1/27:</b></p> <ul style="list-style-type: none"> <li>• <b>Completed/signed Thesis Committee Membership Form</b></li> <li>• <b>Completion of CITI training (if required)</b></li> </ul>   | <p>-As you read through scholarly literature, I suggest doing an annotated bibliography. The HC does NOT require an annotated bibliography; however, many find it very helpful.</p> |
| <b>WEEK 3</b>         |   |   |
| Mon 1/30 –<br>Fri 2/3 | <p>-Schedule proposal meeting. All committee members must attend. Should take place Wk 15 (4/24 - 4/28). Can be virtual or in person. Don't forget to also schedule HC conference room through Gerrie if needed.</p> <p>-Continue reading relevant scholarly literature</p>   | <p>-It is often difficult to find a time that works for all committee members; start the scheduling process early in the week. I'd recommend using a Doodle poll.</p>               |
| Fri 2/3               | <p><b>-Submit reference list (non-annotated) to HC committee member by 4pm on Friday 2/3.</b></p>   |   |
| <b>WEEK 4</b>         |   |   |
| Mon 2/6 –<br>Fri 2/10 | <p>-Start working on proposal outline that's due next week; Still reading extant research</p> <p>-Make sure your Week 5 meetings are scheduled</p>  | <p>-Refer to documents on WebCampus for proposal structure/required elements</p>  |
| <b>WEEK 5</b>         |   |   |



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|--------------------------------|---|--|
| <b>WEEK 13</b>                 |   |  |
| Tues 4/11                      | <b>-Deadline for committee members to get feedback to students: Tues 4/11</b>   |  |
| Tues 4/11-<br>Fri 4/14         | -Continue making revisions suggested by committee members<br>-Practice your presentation (with your slides)   |  |
| <b>WEEK 14</b>                 |   |  |
| <b>Mon 4/17 -<br/>Fri 4/21</b> | -Thesis proposal <b>REHEARSALS</b> with HC committee member. This practice session should be approx. 1 week before proposal meeting.<br><br><b>-Submit revised draft of your proposal to your Thesis Committee at least 1 week before you present (in other words, the day you do your rehearsal is the day you give your revised proposal to the full committee)</b> |  |
| <b>WEEK 15</b>                 |   |  |
| <b>Mon 4/24 –<br/>Fri 4/28</b> | -Formal scheduled <b>PRESENTATION</b> of Proposal to Thesis Committee and guests.<br><b>-Thesis Committee signs Proposal Approval Form</b>  | -Proposal Approval Form on WC; HC Committee member submits to Associate Dean |
| <b>WEEK 16</b>                 |   |  |
| Mon 5/1 –<br>Fri 5/5           | -Finish any needed revisions<br>-No defenses are allowed during study week  | -Note important deadline for HC --   |





[https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

### **Academic Misconduct**

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices.

Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

### **Auditing a Course**

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

### **Classroom Conduct**

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor.

Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with

deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

### **Copyright**

The University requires all members of the University Community to familiarize themselves with and follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization. To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

### **Incomplete Grades**

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

### **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

### **Missed Classwork**

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the absence.

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, libern1x(y)20 ( i)c16 (r)5 (u)2 rkeu (e)8(it(mp)2 (lek,mp)2 2 (i)-2)-3.9 (n)-14 ecii(on. W)- -2.15 Td(F)6 (o6mp

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

### **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the

[Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but

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UNLV is situated on the traditional homelands of Indigenous groups, including the Nuwu or Nuwuvi, Southern Paiute People, descendants of the Tudu, or Desert People. We honor and offer gratitude for those who have stewarded the land; for the land itself; and for the opportunity to cultivate a thriving, diverse, inclusive, and just scholarly community here today that works for a better tomorrow for all.