

TOHONO O'ODHAM COMMUNITY COLLEGE



Syllabus

BIO 299/ANR 299: Research Capstone

Course Information

Course Prefix/Number: BIO/ANR 299

Semester: Spring 2019

Class Days/Times: Tuesday 3-3:50

Credit Hours: 1

Course Title: Research Capstone

Room: Gewkdag Son Ki Room 2

Instructor Information:

Name: Teresa Newberry, Ph.D.

Phone/Voice Mail: 520-383-0107

E-mail: tnewberry@tocc.edu

Office location: Ed Division Bldg; Room 107

Office hours: MW 11-12:30, T 11-1 or by appt.

Course Description:

This capstone course provides science majors the opportunity to examine a specific topic related to the concentration the student is pursuing within the field of science. This work will culminate in the production of a thesis-style research paper or research proposal. Utilization of professional literature, both printed and electronic, will be required during the research process. Completion of this project will incorporate communication skills, knowledge of the process of science and synthesis of scientific knowledge.

Student Learning Outcomes (SLOs) :

After completion of the course students will be able to

1. Students will be able to synthesize information from multiple sources.
2. Students will be able to use scientific vocabulary and concepts appropriately.
3. Students will be able to conduct critical and creative analysis of a problem

Course Outline:

- I. Review of Writing Fundamentals including Proper Citations
- II. Research Methodology
- III. Scientific Research Proposals
- IV. Thesis-style Research Papers

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Himdag Cultural Component:

The BIO299/ANR 299 Capstone – Research Project is designed as a terminal course for students who are finishing their Associate of Science degree program. It will allow students to apply the skills and knowledge they have gained through their program of study toward a thesis-style paper or proposal for a research project. Completion of this project will give the students an opportunity to apply the cultural knowledge and skills they have learned throughout the program and to apply them to a thesis-style research project.

Policies and expectations-

Course Policies Requirements: (1) Attend class regularly; (2) Complete in-class and out-of-class assignments and submit to the instructor; (3) Complete all class projects & presentations.

Attendance: You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a 'W' or 'Y' will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for a personal or family emergency. If you will be absent or have been absent, please notify the instructor as soon as possible

Make-up policy: Missed exams can be made up within two days of the exam date. Late assignments that can be made up will be accepted but will be penalized 25 At the instructor's discretion, extra credit opportunities and optional activities may be provided.

Academic Integrity: Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own. While you may discuss assignments with other class members, the final written project must clearly be your own. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course.

ADA Compliance:

Tohono O'odham Community College strives to comply with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you have a learning problem, physical disability, or medical illness that requires you to have any special arrangements, please inform your instructor at the beginning of the semester so your academic performance will not suffer because of the disability or handicap.

Title IX Statement

Tohono O'odham Community College faculty and all staff are dedicated to creating a safe and supportive campus. Title IX and our school policy prohibit discrimination on the basis of sex- this includes sexual misconduct; harassment, stalking, domestic and dating violence and sexual assault. Sexual discrimination and sexual violence can undermine students' academic success and

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quality of life on campus and beyond. We encourage students who have experienced any form of sexual misconduct to talk about their experience and seek the support they need.

Classroom Behavior:

- Because of insurance limitations, non-registered visitors are not allowed at class sessions or on field trips.
- Possession of drugs, alcohol or firearms on college property is illegal.
- Food and beverages are allowed in classrooms.
- Pets, telephones, pagers and other electronic devices that distract students are not allowed in classrooms.
- Students creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave.

Course Feedback:

All assignments will be graded and returned to the students one week after the assignment is due. E-mail and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. You can log onto CANVAS to check your grade and progress in this course.

Instructor Withdrawals:

Students who have missed four consecutive classes, not submitted any assignments nor taken any quizzes by the 45th day census report, due on February 28th, 2019 are assumed NOT to be participating in the class and will be withdrawn. Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by March 29th, 2019 if you do not expect to complete the class, otherwise you may receive an "F" grade.

Incomplete Policy:

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance.

Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed-upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed."

Special Withdrawal (Y) grade:

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

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SPECIAL NOTE TO STUDENT:

For privacy and security reasons, instructors are advised **NOT** to give grades over the telephone. Grades will only be emailed with written permission from the student.

Your instructor will make every attempt to follow the above procedures and schedules, but they may be changed in the event of extenuating circumstances.

Students submitting assignments through the mail or by email are advised to make copies for their own protection.

If you move during the semester, please file a change of address form with the Student Services Office and inform your instructor.

GOOD LUCK!

GRADE TRACKING SHEET BIO 299 Spring 2019	Total	Earned
Summary of Assigned Peer Reviewed Article	20	
Research Topic	20	
Review of Handley Paper using Research Capstone Rubric	20	
Selection of & Review of Peer-reviewed Article	20	
Three references on research topic	20	
Research Training	20	
Thesis Statement	20	
Rough Draft	20	
Revisions	20	
Final Research Paper	100	
Final Research Paper--Mechanics & Grammar	44	
Presentation Practice Session & Feedback	16	
Final Presentation	60	
Total	400	

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

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Acknowledgment of Receipt of Syllabus

Please read, sign and return the following acknowledgment to me in class, *or* return to me at the following address:

Teresa Newberry
Tohono O'odham Community College
P.O. Box 3129
Sells, AZ 85634

- I have received my BIO/ANR 299 syllabus (including course objectives, policies, requirements and schedule) and have read and understood all the enclosed materials
- I have no objection to receiving an occasional call from the instructor at the number given with my registration materials.
- I prefer that the instructor not call or contact me by phone anytime during the semester.

My reason(s) for taking this course:

My background in this area includes:

- I would like to be contacted by the instructor regarding the following concerns:

Print Name Clearly Here

Sign Name Here

Student ID Number

Telephone Number

Current Mailing Address/City/State/Zip

E-mail Address