

# TOHONO O'ODHAM COMMUNITY COLLEGE



## Syllabus

### **BIO 299/ANR 299: Research Capstone**

#### Course Information

Course Prefix/Number: BIO/ANR 299

Semester: Spring 2017

Class Days/Times: Thursday 12-12:50

Credit Hours: 1

Course Title: Research Capstone

Room: Sci Lab

#### Instructor Information:

Name: Teresa Newberry, Ph.D.

Phone/Voice Mail: 520-383-0071

E-mail: [tnewberry@tocc.edu](mailto:tnewberry@tocc.edu)

Office location: Ed Division Bldg; Room 107

Office hours: MW 11:30-2 p.m.

#### 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) Attend all field trips; (4) Take all exams (5) Complete all class projects & presentations.

**Attendance:** You are expected to arrive to class on time and actively participate each class period. Quizzes and exams are given out at the beginning of class time. Field trips and class activities begin at the start of class and may be missed if you do not arrive to class on time. Because exams, labwork and/or other assignments potentially occur every class period, points potentially will be lost each class period missed. If you miss all or a portion of a class, then you are solely responsible for obtaining missed class material from fellow students. Complete attendance is mandatory during student project presentations; otherwise presentation points will be forfeited. Four consecutive, unexcused absences may result in withdrawal. You may request to be excused from class for religious observances and practices, for illness, for travel or for 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.

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## **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. A mid-semester grade report will be provided to each student by October 15th.

## **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 March 3<sup>rd</sup>, 2017 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 April 3<sup>rd</sup>, 2017 if you do not expect to complete the class, otherwise you may receive an "F" grade.

## **Incomplete (I) grade:**

"I" grades are not awarded automatically. The student must request an "I" from the instructor who will judge the student's ability to complete the course on his or her own. Generally the student must have completed over 80% of the course requirements with at least a "C" grade. An "I" requires a written contract between the student and the instructor listing work to be completed as well as how and when the work will be done. If the work is not completed within the contract period, the "I" grade automatically reverts to an "F." "I" grades will not be re-evaluated during the final two weeks of the semester when class activities are normally at their most intense.

## **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.

**Final Grades:** Students will receive a grade transcript from the college mailed to the address given with registration materials at the end of the semester when all grades have been recorded.

## **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.

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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 2017	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:

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My background in this area includes:

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

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Print Name Clearly Here

\_\_\_\_\_  
Sign Name Here

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Current Mailing Address/City/State/Zip

\_\_\_\_\_  
E-mail Address