

May 15, 2020

MEMORANDUM FOR STUDENTS ENROLLED IN CENG 5395 – Thesis I

SUBJECT: Thesis Administrative Instructions

1. Welcome to a three hour graduate thesis, a course that allows you to research a topic in depth and eventually write a thesis based on the research. Leaders are required to be creative, life-long learners who understand contemporary issues and how they influence research. A research project will require students (you!) to tackle a real problem, teach themselves skills beyond what has been covered in the curriculum while studying, exploring (researching) and considering the current contemporary issues influencing possible solutions. During the upcoming course, you will find your in-depth study to be interesting, challenging, rewarding, and fun! You will meet with your research advisor once a week at a mutually acceptable time to discuss your progress and review your prepared material (a date is selected as a starting point in Encl 1). Your research advisor bio will be provided once assigned.
2. Research provides the opportunity to explore and study a topic in depth which has not been considered in previous course material nor generally published. The three hour thesis focuses on the development of a paper and resulting presentation to defend the results. The actual focus will be decided upon with the program director and research advisor while accomplishing the following objectives:
  - Apply the STEM thought process to develop creative solutions for open-ended problems.
  - Produce a publishable thesis.
  - Present a high-quality oral presentation.
  - Prepare for life-long intellectual growth, through self-directed learning
3. Your research advisor will meet with you once a week at a mutually agreed upon time to allow you to report on your progress and receive feedback.
4. If you need additional time to meet, you are encouraged to seek additional assistance during office hours during posted office hours .....for the program director those are M-F 1-3 PM. Use the research advisor's e-mail to coordinate a time outside of office hours. If you need to meet with me, please use my e-mail to set-up a time ([ronald\\_welch@uttyler.edu](mailto:ronald_welch@uttyler.edu)).
5. Weekly Procedures:
  - a. We will take weekly time survey data – please ensure the Time Survey Sheets represent billable time.
  - b. Bring note-taking material, etc. to every meeting. Meeting preparation is your individual responsibility. You will present during the meeting what you have accomplished since the last time you've met and what are your goals for the next week.
  - e. **ACADEMIC DISHONESTY:** Representation of other's work as your own will not be tolerated. Cheating on examinations, quizzes, and homework and the false representation of work will be

interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary action as outlined by the UT Tyler Student Guide on Conduct and Discipline.

6. Exams and Grading:

- a. Grade Breakout and Cutoffs: **Credit/no credit**

7. How You Should Prepare

1. Study: President's policy states that you are expected to spend **120-180 minutes on average** outside of class for each credit hour.
2. Prepare Your Notebook: The record shows that the best students keep the best notebooks of data collection, calculations made, etc. You should organize your notebook so that all material can be easily referenced.

8. All work on this thesis must be properly documented. As you are having your work reviewed it is likely that you might receive help from your classmates, just simply document it. **YOU ARE REQUIRED TO ACKNOWLEDGE AND DOCUMENT ALL ASSISTANCE AND REFERENCES USED.** Documentation will be accomplished in accordance with any manual for writing, footnote or endnote, for papers, but for written work, just place the documentation right at the point you received help using Who and What assistance as a quick reminder later when completing references and documentation.

9. Students Rights and Responsibilities. To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html>

10. Grade Replacement/Forgiveness. If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

11. State-Mandated Course Drop Policy. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

12. Disability Services. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

13. Student Absence due to Religious Observance. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

14. Student Absence for University-Sponsored Events and Activities. If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

15. Social Security and FERPA Statement. It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

16. Emergency Exits and Evacuation. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do Not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

| <b>CENG 5395<br/>101S</b> |                     |                                 | <b>Meets 5-5:50 T</b>                     |
|---------------------------|---------------------|---------------------------------|---|
|                           |                     |                                 | <i>AS OF 23 Aug 2010</i>                  |
| <b>Meeting</b>            | <b>Date</b>         | <b>Lesson Title</b>             | <b>Thesis Notes</b>                       |
| 1                         | Week 1              | In Progress review (IPR)        |   |
| 2                         | Week 2              | IPR                             | Thesis proposal with statement of problem |
|                           |                     | <b>Withdraw without Penalty</b> | <b>Census Date</b>                        |
| 3                         | Week 3              | IPR                             |   |
| 4                         | Week 4              | IPR                             | Draft literature review                   |
| 5                         | Week 5              | IPR                             |   |
| 6                         | Week 6              | IPR                             |   |
| 7                         | Week 7              | IPR                             |   |
| 8                         | Week 8              | IPR                             |   |
| 9                         | Week 9              | IPR                             |   |
| 10                        | Week 10             | IPR                             |   |
|                           | Last day<br>Week 10 | Last Day to Withdraw from class |   |
| 11                        | Week 11             | IPR                             |   |
| 12                        | Week 12             | IPR                             |   |
| 13                        | Week 13             | IPR                             | 1 <sup>st</sup> Draft paper               |
| 14                        | Week 14             | IPR                             |   |
| 15                        | Week 15             | IPR                             | Presentation draft/runthrough             |
| <b>Final</b>              |                     |                                 | <b>Plan for Thesis II</b>                 |

#### **CENG 5395 Course Objectives:**

- Apply the STEM thought process to develop creative solutions for open-ended problems.
- Produce a publishable thesis.
- Present a high-quality oral presentation and defense.
- Prepare for life-long intellectual growth, through self-directed learning
- Any others established at the beginning of the semester by the thesis research advisor as appropriate to the project