

## HESC 5111 Introduction to Graduate Program Fall 2019

**This course is delivered in face-to-face format**

### **COURSE DESCRIPTION**

Overview of graduate program in the School of Human Environmental Sciences. 1 hour. Topics include master's program requirements; graduate student responsibilities; timetable for academic year; forms and deadlines; scheduling and time management; library searches; fundamentals of writing literature reviews; quantitative, qualitative, and mixed research methods; secondary data analyses; and tips for research presentations.

### **REQUIRED MATERIALS**

Students will be required to read a number of research articles. All required readings are going to be sent through Blackboard. A week by week list of readings are listed in the tentative course schedule table. *Students are responsible for accessing all assigned articles and downloading/saving/printing in preparation for weekly assignments.*

#### ***Required Reference/Text:***

American Psychological Association (2010). *Publication manual of the American Psychological Association*. (6th ed.). Washington, D.C.: American Psychological Association. Or, style manual of your discipline.

Purdue online writing lab

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

HESC Graduate Student Handbook

### **COURSE OBJECTIVES**

Upon course completion, students should be able to:

- State the master's program requirements, procedures, and timeline
- Demonstrate how to search scholarly articles through online resources
- Develop a basic understanding of academic research and various research methods
- Recognize current research topics and approaches in three concentrations
- Practice tips for scientific writing

### **COURSE REQUIREMENTS/ASSIGNMENTS**

#### **Article Summary Template (AST)**

Students read one article published by the presenter, complete an article summary template (AST), and send it to the instructor by the due date. Students will earn **40 points** as a maximum by completing one AST. Refer to class schedule for reading list and dates they are due on Blackboard.

**Grade Distribution:**

Attendance 100 points  
AST 320 points

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Total 420 points

**GRADING SCALE**

To determine how you are doing, divide your total points received by the total points possible to date. Regular grade updates will be posted on Blackboard. Please report any discrepancies immediately to the instructor, Dr. Eunjoo Cho at [ejcho@uark.edu](mailto:ejcho@uark.edu).

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 59% or less

***Posting of Grades:*** Grades will be posted **on Blackboard** on a regular basis. It is expected that **students will regularly check and report any discrepancies within 10 days of the grade posting date**. After that time period it is assumed that your points are correctly posted and all submitted work has been accounted for in the grading process.

Course grading criteria is based on promptness, professionalism, accuracy and thoroughness. Students are responsible for all materials and announcements presented on Blackboard. Students are expected to be prepared for and participate in online discussions. Read your syllabus and check your UARK email account and Blackboard weekly for class information.

**ATTENDANCE/PARTICIPATION POLICY**

- All students are expected to participate in class discussions in a professional manner. Students' regular attendance is vital to succeed in this class. **Attendance is mandatory and will be taken periodically.**
- Students may be excused from class for illness, family emergency, or religious holidays; please notify the instructor ahead of time if you will be missing an exam or will be unable to participate in a team presentation so that alternative arrangements can be made. **You must notify your instructor ahead of time (at least 24 hours in advance) when you anticipate a class absence.**

**CLASS POLICIES****1. Late Assignments**

**No late assignments are accepted, unless prior approval has been granted.** Approval on late assignments will be given only to those who have a documented absence and who notify the instructor (via phone or e-mail) prior to the absence; any extenuating circumstances will be considered by the instructor and discussed with the student. **Please email the instructor ([ejcho@uark.edu](mailto:ejcho@uark.edu) or [dcm005@uark.edu](mailto:dcm005@uark.edu)) at least 24 hours in**

**advance** if you think you will need an extension due to illness or extreme personal emergency.

## **2. Cell Phones and Technology**

Please do not use any electronic devices (i.e., cell phone, laptop, iPad, and tablet) during this class. You are not allowed to text on the phone, watch videos on YouTube, and check posts on social media pages during this class. Unless it is a Bring Your Own Technology day, please do not use your laptop or tablet during class. Class attendance does not mean just sitting in the classroom. Please respect the instructor and give your undivided attention.

## **3. Center for Educational Access (CEA)**

- The Center for Educational Access (CEA), 104 Arkansas Union, is the central campus resource for students who require reasonable accommodations in order to access the programs, services and activities offered through the University.
- To register for services or for more information, contact the Center for Educational Access, 479-575-3104, [ada@uark.edu](mailto:ada@uark.edu); web: <http://www.uark.edu/us/csd/>.
- It is the students' responsibility to register for accommodations. If students stop coming to class then get CEA accommodation it is not retroactive.

## **4. Academic Integrity Policy**

- "As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail."
- "Each University of Arkansas student is required to be familiar with and abide by the University's 'Academic Integrity Policy' which may be found at <http://provost.uark.edu/> Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor."

### ***Statement Regarding Note Selling and Distributing:***

- There are companies that will try to lure you into selling the notes you take in this class. Don't let these companies take advantage of you. Selling your notes to any commercial service will be considered as a violation of intellectual property rights and/or copyright law as well as a violation of the U of A's academic integrity policy. Continued enrollment in this class signifies intent to abide by the policy. Any violation will be reported to the Office of Academic Initiatives and Integrity.

### ***Disability-related Accommodations:***

- University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content.

- If you have a documented disability and require accommodations, please contact the instructor privately at the beginning of the semester to make arrangements for necessary classroom adjustments.
- Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479-575-3104 or visit <http://cea.uark.edu> for more information on registration procedures).
- This **MUST** be done during the first two weeks of class as this policy is not retroactive.

### **5. Campus Emergency Procedures or Assistance Notification**

Many types of emergencies can occur on campus; instructions for specific emergencies such as severe weather, active shooter, or fire can be found at [emergency.uark.edu](http://emergency.uark.edu).

#### ***Severe Weather (Tornado Warning):***

- Follow the directions of the instructor or emergency personnel.
- Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building. Stay in the center of the room, away from exterior walls, windows, and doors.

#### ***Violence / Active Shooter (CADD):*** CALL- 9-1-1

- **AVOID**- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY**- Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police its safe.
- **DEFEND**- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.
- For campus emergency or assistance, notify campus police at 5-2222 (575-2222 for cell phones).

### **6. Inclement Weather Policy**

- Each course may have a different inclement weather policy. The instructor will give you the policy on the first day of class. However, if the University of Arkansas closes due to inclement weather, classes during that time period will be cancelled. If the University of Arkansas remains open during inclement weather, students are expected to attend classes as usual. You will also be notified through your UARK email account by your instructor for additional information regarding classes during inclement weather.