

# Introduction to Undergraduate Research – STEC 2500

## Syllabus

Lab Time: TBD by Research Advisor  
Lab Location: TBD by Research Advisor

### **Contact Information:**

Coordinator Name: Dr. Judy Awong-Taylor  
Office number: RL 3106 C  
Office phone: 678-407-5706  
Cell phone: 678-682-5483  
E-mail: jawongta@ggc.edu

**Course Description:** STEC 2500 is a one (1) credit hour, one semester research course. The course develops student research expertise in one or more of the disciplines in the School of Science and Technology to achieve the course outcome goals stated below.

**Course corequisites /prerequisites:** Permission of faculty research supervisor. Must have completed or be enrolled in Engl 1101 and Math 1111.

**Course Outcome Goals for STEC 2500:** Students who have successfully completed the STEC research course will:

1. Have a better understanding of the research process and the opportunities available to students interested in undergraduate research.
2. Effectively implement the scientific method to investigate a question of interest.
3. Collect and analyze data and present results.
4. Communicate in-depth scientific information effectively in oral and/or written form using appropriate terminology.

**Required Text and Supplies:** As dictated by your faculty research advisor.

**Grading Policy:** A final grade will be assigned upon completion of agreed upon research objectives established by the Faculty Research Advisor and student. If the project requires additional work beyond one semester, the student may be given an interim grade of incomplete “I”, and will complete the research during the next academic semester or summer session, at which time a final grade will be awarded. However, only one credit hour will be awarded for course completion, regardless of the length of the research project.

Grade Categories		
Grade	Percent	Description
A	≥ 90	Exceptionally good performance, demonstrating a mastery of the course goals and research objectives.
B	≥ 80	Good performance, demonstrating capacity to use the appropriate concepts, and a good understanding of the course goals and research objectives.
C	≥ 70	Adequate performance, demonstrating an adequate understanding of the course goals and research objectives. Demonstrates an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.
D	≥ 60	Minimally acceptable performance, demonstrating at least partial familiarity with the course goals and research objectives and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
F	< 60	Failed. This grade signifies that the student failed to attain the minimally acceptable familiarity of the course goals and research objectives. Must repeat the subject to receive credit.

### **Grading Basis:**

1. Evaluations of interim progress reports.
2. Assembly and appropriate documentation of resource information.
3. Maintenance of a comprehensible laboratory notebook or other record of work as agreed upon between the student and adviser.
4. Completion of a summary assignment as determined by the faculty research advisor.

### **Student Administrative Tasks:**

1. Initial contract must be completed with advisor which includes a description of and goals for the project.
2. Student will communicate with the research advisor in person and/or via phone/email on a regular basis. (Advisor & student will agree upon the frequency of reporting.)
3. Interim progress reports summarizing research/techniques/experience in undergraduate research project will be provided in writing to the advisor at pre-determined intervals as agreed upon by the student and advisor.

### **College Policies:**

**Health and Safety Policy:** Certain laboratories include use of strong acids, solvents and preservatives. Any pregnant women, hypersensitive individuals, or immunocompromised would report their condition to the instructor and to their physician, preferably before contact with the materials. Additional instructions for lab will be presented by the faculty research advisor. Students are required to follow all instructions and sign the GGC Laboratory Safety Rules statement.

**Americans with Disabilities Act Statement:** If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services.

**Equal Opportunity Statement:** No person shall, on the grounds of race, color, sex, religion, creed, national origin, age or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Georgia Gwinnett College.

**Affirmative Action Statement:** Georgia Gwinnett College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

**Academic Respect:** The College exists to foster educational excellence. To this end, a research atmosphere that supports learning must be maintained. Students are also expected to abide by laboratory policies and procedures and to treat faculty and other students in a professional, respectful manner. Students are expected to be familiar with the student conduct code published in the Student Handbook.

### **Academic Integrity:**

**Student Honor Statement: We will not lie, steal, or cheat, nor tolerate the actions of those who do.**

Georgia Gwinnett College students are expected to adhere to the highest standards of academic integrity and are expected to encourage others to do the same. Further, students are expected to take responsible action when there is reason to suspect dishonesty on the part of others.

Academic dishonesty carries severe penalties ranging from a grade of "0" on the affected research assignment to dismissal from Georgia Gwinnett College. Each faculty member at Georgia Gwinnett

College bears the responsibility for assigning penalties for cases of academic dishonesty. Students may appeal a penalty as outlined in the Student Handbook.

### **School of Science and Technology Policies:**

**Attendance Policy:** You are expected to conduct adequate research to achieve the course goals and research objectives. **This will usually mean that you will be in the lab or in some way involved in the project from 2-4 hours/week. Failure to do so will affect your grade.**

1. You and your Faculty Research Advisor will establish your work schedule.
2. If you feel that you are unable to complete your research project due to illness or family emergency, contact your faculty advisor and the Registrar's Office to attempt to withdraw from your course without penalty.

**Technology Covenant:** Technology will be used to deliver content, provide resources, assess learning, and facilitate interaction, both within the laboratory and in the larger learning community.

### **Communication:**

Research Coordinator (Dr. Awong-Taylor)

1. If you email or text message anytime Monday through Friday, then expect me to respond within 24 hours. Communications received after 5:00 pm EST will usually be returned the next day. On the weekend or when I am away from campus (i.e., at a conference), my response is irregular.
2. When corresponding by email, I will communicate with you using only your GGC email. You should check your GGC email every day. Emails from other domains (yahoo.com, gmail.com, hotmail.com, etc.) will not receive replies due to the Family Educational Rights and Privacy Act (FERPA).

### **Expectations of Students:**

1. All students at GGC need to have access to a computer. If you do not have one, computer labs are available on campus.
2. Students are expected to access course or individual communications within 1-2 days excluding weekends.

### **Syllabus and Technology Changes:**

This covenant provides a general guideline for the course. I reserve the right to make periodic and/or necessary changes to the covenant, including: technology use and communication channels, in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

**Instructor/Course Policies:** Additional safety instructions for your research project will be presented by your Faculty Research Advisor prior to beginning work in the lab. Students are required to follow all instructions.

**Course Changes:** This course syllabus provides a general plan for this course. The coordinator and professor reserve the right to make changes to the syllabus in order to fulfill the goals of the course.