

AGG 5607 SYLLABUS

Communicating in Academia -Guide for Graduate Students

1. **Catalog Description:** Teaching graduate students about academic writing, specifically focused on research proposals, theses, dissertations, manuscripts, and CVs. Also teaching students about aspects of academic writing that are not normally part of graduate curriculum but are necessary to succeed.
2. **Course Details:** 3 credits. Spring, Distance Education with weekly chat sessions.
 - Be aware that participation via the scheduled chat session is part of each student's grade. Chat sessions times are established the first week of class.
 - Recommended textbooks (see Section 7 & 8). All other course materials and associated links are in Canvas (<http://elearning.ufl.edu/>). No materials & supply fees.
3. **Pre-requisites & Co-requisites:** This course is specifically designed for academic writing and is well suited for individuals conducting research. Students must have sufficient material to complete the writing project. We strongly recommend that students take this course after completing **at least one semester of graduate study**. If you are starting your program and are not sure if you have data/material to write a publication for the writing project, contact the instructors immediately.

4. Course Objectives

Those successfully completing this course will be able to:

- Define plagiarism and identify plagiarism
- Identify graduate research proposal elements required by the student's department and advisor
- Identify keywords associated with a research topic
- Create a writing schedule depicting how a thesis or dissertation is completed to meet deadlines
- Create a manuscript outline and identify key components
- Create figures and tables using professional practices
- Identify appropriate journals for publishing research
- Create an academic CV
- Identify key elements of a good presentation
- Write a draft manuscript

5. Instructors & Teaching Assistant

Dr. Heather Enloe	Dr. Rachata Muneeppeerakul	Qudus Uthman
Lecturer, SWS McCarty Hall A, Rm 2167 Gainesville, FL 352-294-3139 heather.enloe@ufl.edu	Associate Professor, ABE Frazier Rogers Hall, Rm 227 Gainesville, FL 352-294-6729 rmuneep@ufl.edu	PhD Student, SWS Citrus REC Lake Alfred, FL q.uthman@ufl.edu

- Drs. Enloe and Muneeppeerakul aim to return emails within 48 hours of receiving them. Messages sent on the weekend will be returned on the following Monday (Tuesday at the latest).
- Office hours can be arranged after chat or by appointment.

6. Writing project: A manuscript that is written as a peer-reviewed article and is related to each student's research. Manuscripts include original research, proceedings paper, EDIS, or a review paper.

7. Recommended Textbooks:

- Katz, M.J. 2009. *From Research to Manuscript*. 2nd ed. Cleveland, OH: Springer.
- Hacker, D. and N. Sommers. 2017. *A Writer's Reference*. 9th ed. Boston, MA: Bedford Books of St. Martin's Press.

8. Additional Reading: (The list and readings will be modified based on availability of e-version of these books.)

Alley, M. 2013. *The Craft of Scientific Presentations*. New York, NY: Springer. (UF has e-book)

Cahn, S. 2008. *From Student to Scholar*. New York, NY: Columbia University Press.

Day, R.A. and B. Gastel. 2006. *How to Write and Publish a Scientific Paper*, 6th ed. Westport, CT: Greenwood Press. (UF has e-book for 5th edition)

Luellen, W. 2001. *Fine-Tuning Your Writing* Madison, WI: Wise Owl Publishing Company.

Malmfors, B., P. Garnsworthy, and M. Grossman. 2005. *Writing and Presenting Scientific Papers*. 2nd ed. Nottingham, United Kingdom: Nottingham University Press.

Ogden, T.E. and I.A. Goldber. 2002. *Research Proposals, A Guide to Success*. 3rd ed. San Diego, CA: Academic Press.

9. Attendance and Expectations: Students are expected to watch the pre-recorded lectures and complete the course assignments using Canvas. All late homework and assignments will receive a letter grade (or 10%) deduction for each 12 hrs late. **It is the student's responsibility to check for assignments each week. Weekly assignments are provided in the syllabus and in Canvas and are typically released on Sundays.**

Chat sessions will be scheduled weekly, and all students are expected to participate. Chat sessions will be held outside of the Canvas course framework using Zoom. Any absences must be approved by the instructor via email correspondence or a grade of 0 will be given for participation on that date.

However, if the absence is due to technical difficult there will be an optional makeup opportunity.

Thus, students will need access to a computer with a web camera (optional) and audio to take this course. Chat sessions will be scheduled after course registration to best accommodate everyone's schedule. At least one section of chat will occur each week. Additional sessions per week may be added to accommodate a larger class or conflicting schedules based on instructor discretion. Students are required to attend one chat per week. **Chat sessions may be replaced with discussions in Canvas at the instructors' discretion. Students will be notified in advance of any such change.**

The primary means of communication between the instructors and the students is through Canvas mail, announcements, and email. It is the student's responsibility to check this regularly.

Any work that is submitted should be the product of the student. Any assignments that are not the individual students work will be given a 0 grade and further disciplinary action per UF policy.

While this course is a distance education course, it should be treated and considered as a regularly offered course and will require the same amount of time that any other 3 credit graduate course would require. Chat sessions are expected to be 1 hour in length each week. Assignments range in difficulty but will require several hours of work to complete each week. The writing project should be given due attention as it represents 20% of the course grade.

10. Grading: Participation in chats 15%, homework assignments 65%, writing project 20%

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

11. Grading Scale: A = 95-100%, A- = 90-94%, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79%, C = 73-76, C- = 70-72, D+ = 67-69, D = 63-66, D- = 60-62%, E < 60%

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

12. Chat recordings: Our chat sessions are audio visually recorded for students in the class to refer and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

13. Online Course Evaluation Process: Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-results/>.

14. Honesty Policy – Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: ***“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”***

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

15. Course Outline

- ✓ The instructors will notify the class in advance if activities and assignment dates change.
- ✓ Assignments are due on Tuesday, 8 am.

Week	Activities
1	<p>Week of Jan 5</p> <p>Lecture: Introduction to course and class writing project.</p> <p>Assignment 1: Participate in chat poll for class and introduction discussion (50 pts). Due Friday, Week 1.</p> <p>Writing project description: Clarify expectations. Outline how specific assignments prepare students to submit their draft project. All projects must be approved by Drs. Enloe or Muneeppeerakul (20 pts). Due Friday, Week 1.</p>
2	<p>Week of Jan 10</p> <p>Reading: Fanelli, D. 2009. How many scientists fabricate and falsify research? A systematic review and meta-analysis of survey data. PLoS ONE 4(5) Benos et al., 2005. Ethics and Scientific publication. Advan in Physiol Edu 29:59-74 Rowe et al. 2009. Funding food science and nutrition research: financial conflicts and scientific integrity. Nutrition Reviews 67(5):264-272</p> <p>Lecture: Ethics and scientific publication</p> <p>Assignment 2: Identify and review a publication on plagiarism.</p>

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- 3 **Week of Jan 18**
Reading: Part I, Ch 1 and 2 in Katz.
Lecture: Common writing challenges
Assignment 3: Identify a manuscript that you have recently written. The manuscript should be related to your field of academia. Identify grammar mistakes, punctuation mistakes, poor word choices and good word choices within your manuscript (75 pts).
Assignment 2 DUE: Tuesday, Week 3
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- 4 **Week of Jan 24**
Reading: Ch 1, 2 and Epilogue in Cahn
Lecture: Graduate research proposal – key elements
Assignment 4: Graduate research proposal outline (100 pts).
Assignment 3 DUE: Tuesday, Week 4
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- 5 **Week of Jan 31**
Reading: Graduate handbook for your department and UF – sections regarding thesis and dissertation writing.
Lecture: Thesis/dissertation: purpose, formats, planned writing, expectations
Assignment 5: Provide a chapter outline of your thesis/dissertation with a timetable for completing each chapter (100 pts).
Assignment 4 DUE: Tuesday, Week 5
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- 6 **Week of Feb 7**
Reading: Part II, Ch 1 Katz
Lecture: Manuscript writing – structure, writing order, referencing
Assignment 6: Provide a manuscript outline for class project (100 pts).
Assignment 5 DUE: Tuesday, Week 6
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- 7 **Week of Feb 14**
Reading: Part II, Ch 2 Katz
Lecture: Manuscript writing – Objectives
Assignment 7: Write objectives for class project (100 pts).
Assignment 6 DUE: Tuesday, Week 7
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- 8 **Week of Feb 21**
Reading: Part I, Ch 4 – 5 Katz
Lecture: Manuscript writing – Figures and Tables
Assignment 8: Add a figure or table to manuscript outline (100 pts).
Assignment 7 DUE: Tuesday, Week 8
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- 9 **Week of Feb 28**
Reading: Part III, Ch 1 and 2 Katz; Amin and Mabe, 2000. Impact factors: use and abuse. Perspectives in Publishing.
Lecture: Refereed journal process
Assignment 9: Identifying journals and articles (100 pts).
Assignment 8 DUE: Tuesday, Week 9
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- 10 **Week of Mar 14**
Reading: none
Lecture: CVs
Assignment 10: Submit draft CV (100 pts).
Assignment 9 DUE: Tuesday, Week 10
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11	<p>Week of Mar 21 Reading: Ch 2, 3, 4, and 5 in Alley Lecture: How to Give Effective Presentations Assignment 10 DUE: Tuesday, Week 11</p>
12	<p>Week of Apr 28 Reading: Ch 3-10 in Cahn Lecture: Succeeding as a graduate student Writing project draft due: Friday, Week 12 (3/28). Draft manuscript is uploaded to two assignments (1) "Draft writing project" (75 pts) and (2) "Peer review of writing project" (100 pts).</p>
13	<p>Week of Apr 4 Lecture: Only chat this week Writing project peer review due: Friday/Saturday, Week 13 (4/8-4/9).</p>
14	<p>Week of Apr 11 Lecture: Chat TBD Writing project: Review instructor and peer feedback. Incorporate feedback into your final manuscript.</p>
15	<p>Week of Apr 18 Lecture: Chat TBD Writing project: Review instructor and peer feedback. Incorporate feedback into your final manuscript.</p>
16	<p>Week of Apr 25 Writing project final due: Monday, Week 16 (4/25) (180 pts). Writing Project Response to Review due: Monday, Week 16 (4/25) (75 pts).</p>

16. Services for Students with Disabilities: The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services, and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, <https://disability.ufl.edu/>

17. Accommodating students' religious observances: Students and faculty must work together to allow students the opportunity to observe the holy days of his or her faith. A student needs to inform the faculty member of the religious observances of his or her faith that will conflict with class attendance, with tests or examinations, or with other class activities prior to the class or occurrence of that test or activity. The faculty member is then obligated to accommodate that particular student's religious observances. Because our students represent a myriad of cultures and many faiths, the University of Florida is not able to assure that scheduled academic activities do not conflict with the holy days of all religious groups. We, therefore, rely on individual students to make their need for an excused absence known in advance of the scheduled activities.

18. Campus Helping Resources: Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/*
 - Counseling Services
 - Groups and Workshops
 - Outreach and Consultation
 - Self-Help Library
 - Wellness Coaching
- U Matter We Care, www.umatter.ufl.edu/
- Career Connections Center, First Floor JWRU, 392-1601, <https://career.ufl.edu/>.
- Student Success Initiative, <http://studentsuccess.ufl.edu>.

19. Student Complaints, Online Course: <http://www.distance.ufl.edu/student-complaint-process>

Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level

20. Software Use: All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.