

**BSC3911 – Entering Research in Biology (Principles of Undergraduate Research)
Syllabus – Fall 2021**

Class Meetings: Thursday period 7 (1:55-2:45 pm), BAR 220

Credit Hours: 1

Instructors: Dr. Teresa Mutahi

Office: Bartram Hall 214B

Office Hours: by appointment and immediately after class (2:45-3:45pm)

Email: tmutahi@ufl.edu

Course Description:

This course is designed to enhance the undergraduate research experience by focusing on critical communication skills for success in research, and broadly transferable professional skills. Students will become part of a community of scholars in the Department of biology. The course is suitable for students interested in undergraduate research, as well as students completing their second or later semesters of research.

Course objectives - professional development and communicating about research:

Students without a research project/lab will use skills gained in class to successfully apply, interview, secure a research position/lab, and write a one-page research proposal for their project. Students will develop roles in a community of undergraduate student, graduate student, and faculty scholars.

Students will recognize and be able to describe ethical conduct in research.

Students will build an annotated bibliography of sources related to their research.

Students will write and improve a research proposal and summary of results and findings. (one-page research proposal and the end of semester report currently required of all students registered for research credit).

Students will be able to verbally describe their research in both formal and informal settings.

Students will discuss expectations of this course and collaborate with the mentor on course assignments.

Students will discuss and reflect upon their research experiences, and discuss conflict management and be able to work in a group / teamwork.

Additional professional development opportunities for students enrolled in this course:

Through optional seminars, workshops, and events,

Students will create a list of resources regarding resume and CV writing, complete a career plan, applying to professional and graduate schools, and interviewing.

Students will outline the major ways in which scientific research is funded in the US, and will explore the funding opportunities available to them on campus.

Students will write a funding proposal for an on-campus resource for research or travel.

Students will present their results at a formal venue.

Required assignments

1. Initial presentation

In collaboration with your mentor, you wrote a one-page proposal for the research you would complete this semester in order to enroll for research credit. In this talk, you will present your proposed work, including the hypotheses you will test, your experimental design and predictions, what data you will gather, and any preliminary results you may have early in the semester. Those looking for a research project/lab, can give a talk on their research interests and projects of interest. This talk is informal and should be about 5-8 minutes long.

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2. *Annotated bibliography*

The annotated bibliography is a list of published papers that you have read and have used to inform your research project. An annotated bibliography includes short paragraphs with each citation, outlining how the paper is relevant and why.

- a. ≥ 10 sources
- b. one paragraph summary of each source
- c. alphabetical order

3. *Final presentation*

In this talk, you will summarize your research for the semester, including hypotheses tested, experimental design, data gathered, results, and a discussion of your findings. If still looking for a research project, choose an interesting topic or article in your area of interest and make a presentation. This talk is formal, and should be about 6-10 minutes long.

4. *End of semester report*

This is the end of semester report already required at the end of each semester of enrolled research. The report should be similar to the final presentation, in formal written style, with references from your annotated bibliography cited properly.

5. Submit a career plan and a CV

Required events

1. *Seminars*

The following seminars, which meet during the regularly scheduled class period, are required:

- a. Expectations from you and your mentor. If still looking, use this time to narrow down and send emails to labs you are interested in.
- b. Using the library (presented by a science Librarian, Marston Science Library faculty)
- c. Ethics in research
- d. Biology Careers
- e. Initial presentations (all)
- f. Final presentations (all)
- g. Expert Guest Lectures

2. *Additional opportunities for professional development*

You must participate in the following events, seminars, or workshops:

- a. Workshop - Writing a resume or CV and interviewing skills (Takes place at the Career Connections formerly Career Resource Center)
- b. Workshop – Applying to Professional school Medical School (Guest)
- c. Workshop - Applying to graduate school/funding (Guest)
- d. Attend an exit seminar, talk, poster presentation or conference

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Grading

Assignment	Points	Percentage
Initial presentation	50	10%
Annotated bibliography	50	10%
Final presentation	100	20%
End of semester report	50	10%
Career plan	50	10%
Attendance and participation - required seminars	100	20%
Attendance –symposium/seminar/conference	50	10%
Participation in additional opportunities	50	10%
Total	500	100%

Grading scale:
90 – 100% = A
80 – 89.9% = B
70 – 79.9% = C
60 – 69.9% = D
below 60% = F

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Course Schedule:

Week	Topic	Assignment
Aug 26	I will meet individual students looking for research spots in BAR 214B for a tailored advisory session. Email interested labs this week if still looking for a research lab/project (even for the future). More to follow via email. Class meeting not required if you have a research project. Meeting with your mentor required to plan research for the semester or if you have questions, come to BAR 214B 1:55-2:45pm	
Sep 2	Expectations from you, and from your mentor. Literature review in lieu of research project	
Sep 9	Ethics in Research	
Sep 16	Using the library (Presented by Marston Science Library faculty- more details to be shared in class)	
Sep 23	Initial Presentations	
Sep 30	Initial Presentations	Start working on research report: Introduction, literature review, methods
Oct 7	Biology Careers	
Oct 14	Careers Guest Speakers- Beyond UF by Career Connections Advisors	Submit a career plan beyond UF
Oct 21	ADDITIONAL OPPORTUNITY - Workshop: Applying to Professional schools-Medical Pharmacy, Dental Schools etc.	
Oct 28	ADDITIONAL OPPORTUNITY -Workshop: Applying to Graduate School/Funding (Guest- Graduate Admissions Coordinator)	
Nov 4	ADDITIONAL OPPORTUNITY - Workshop: CV and resume writing, interviewing skills (Book an appointment & visit the Career Resource Center)	Submit your CV. Mentor checks your results, work on final presentation
Nov 11	Final Presentations	
Nov 18	Final Presentations	
Nov 25	Final Presentations	
Dec 2	Final Presentations	Annotated bibliography
Dec 8	Communication Skills: Attend a Graduate exit Seminar/ Symposium/poster/Talk/Presentation	
Dec 8	End of Semester Research/literature review Report	Report Due

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Course attendance:

Attendance is required and essential for success in this course and is a component of your participation grade. I understand that absences happen, but if you make this a habit, you are guaranteed to perform poorly. Attendance is a component of your class participation grade.

Make up policy:

If you have a valid documented excuse and notify me in advance, you may be able to make up missed discussion assignments. I will determine this on an as-needed basis.

Academic Honesty Policy:

All students registered at the University of Florida have agreed to comply with the following statement: “I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.” In addition, on all work submitted for credit the following pledge is either required or implied: “On my honor I have neither given nor received unauthorized aid in doing this assignment.” If you witness any instances of academic dishonesty in this class, please notify the instructor or contact the Student Honor Court (392-1631) or Cheating Hotline (392-6999). For additional information on Academic Honesty, please refer to the University of Florida Academic Honesty Guidelines at: <https://catalog.ufl.edu/ugrad/current/advising/info/student-honor-code.aspx#honesty>. Plagiarism is a violation of the Academic Honesty Policy. It will not be tolerated. Please review how to define plagiarism and how to avoid it: <http://web.uflib.ufl.edu/msl/07b/studentplagiarism.html>

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Accommodations for students with disabilities:

Students who will require a classroom accommodation for a disability must contact the Dean of Students Office of Disability Resources, in Peabody 202 (phone: 352-392-1261). Please see the University of Florida Disability Resources website for more information at: <http://www.dso.ufl.edu/drc/>. Note that the student should provide documentation of a requirement for accommodation by the second week of classes. No accommodations are available to students who lack this documentation. It is the policy of the University of Florida that the student, not the instructor, is responsible for arranging accommodations when needed. Once notification is complete, the Dean of Students Office of Disability Resources will work with the instructor to accommodate the student.

Attendance and make-ups

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

If you are experiencing COVID-19 symptoms (click here for guidance from the CDC on symptoms of coronavirus), please use the UF Health screening system and follow the instructions on whether you are able to attend class. Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms. Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. Refer to the above link for more information on the university's attendance policy.

Course Evaluations

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 gatorevals.ua.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 ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.ua.ufl.edu/public-results/.

Academic Integrity

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.” The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click here to read the Conduct Code. If you have any questions or concerns, please consult with the instructor or TAs in this class.

In person Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another

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student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Campus Resources:

-Health and Wellness U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress. Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

-Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

-University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

-UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website. GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

Academic Resources

E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu. Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services. Library Support: Various ways to receive assistance with respect to using the libraries or finding resources. Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring. Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. Student Complaints On-Campus: Visit the Student Honor Code and Student Conduct Code webpage for more information. On-Line Students Complaints: View the Distance Learning Student Complaint Process.

Procedure for Conflict Resolution

Any classroom issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, please contact the undergraduate Coordinator or the Department Chair. Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (<http://www.ombuds.ufl.edu>; 392-1308) or the Dean of Students Office (<http://www.dso.ufl.edu>; 392-1261). For further information refer to https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf (for residential classes) or <http://www.distance.ufl.edu/student-complaintprocess> (for online classes).

COVID 19 and Safety

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.uflhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.

- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing.

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Following these practices is our responsibility as Gators.

- o Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- o Hand sanitizing stations will be located in every classroom.

- If you sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.
- o Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
- o If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.