

PROPOSAL PREPARATION

HORTICULTURAL SCIENCES

SYLLABUS

I. Course and Instructor Information.

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| Course: | HOS 6932 |
| Class Section: | 0050 |
| Class Number: | 28594 |
| Credit Hours: | 1 |
| Period 7: | Monday 1:55 - 2:45 pm |
| | Synchronous Online |
| Pre-requisites: | None |
| Instructor: | C. Eduardo Vallejos |
| Office: | 2243 Fifield Hall |
| Phone: | 273-4845 |
| e-mail: | vallejos@ufl.edu (Subject = "HOS 6932") |
| Office hours: | M 3:00 - 4:00 pm, or by appointment |

COVID-19. This course will be offered synchronously online in the fall of 2020. The mode of delivery has been chosen for the safety of students due to the current Covid-19 pandemic. All communications with the instructor will be via any of the electronic means available to the UF community.

II. Course Description.

Proposal preparation is an essential element of a successful professional career in academic, private or government institutions. This course will focus on the development of proposal writing skills and the peer review process. Students will be required to write extensively and also to peer review documents prepared by other students in the class.

III. Course Goals. This course aims to:

- Provide students with the writing skills to communicate ideas clearly and effectively.
- Assist students in conceptualizing and describing the implementation of a research plan.
- Guide students to the formulation and testing of hypotheses.
- Foster the development of critical thinking as it applies to methods of scientific inquiry and assessment of results.
- Familiarize students with the utilization of information resources.

IV. Learning Objectives. After taking this course students should be able to:

- Identify the audience for whom a proposal is written.
- Communicate ideas in written format and in a clear and logical fashion.
- Identify the different elements of a research proposal.
- Develop a hypothesis or a set of hypotheses and strategies to test them.
- Identify research outcomes.
- Establish a timeline for a research project.

V. Recommended Reading Material.

Shuman, Kristin M. 2019. Grant Proposal Preparation Readiness: A Glimpse at the Education Level of Higher Education Faculty. *Journal of Research Administration* 50, 89-107.

Lebrun, J-L. 2007. Scientific Writing: A Reader and Writer's Guide. Hackensack, NJ; London. World Scientific. 210pp.

National Academy of Sciences. Panel on Scientific Responsibility and the Conduct of Research. 1992. Responsible Science. Ensuring the Integrity of the Research Process. National Academies Press. Washington DC.

Stewart, CN. 2011. Research Ethics for Scientists: A companion for Students. John Wiley & Son, 2nd Edition.

VI. Course Topics

I. Introduction

II. Proposal Development

III. Writing Strategies

IV. Proposal Structure and Preparation

V. Ethics in Scientific Research

VII. Student Evaluation. Students will be evaluated using the S/U grading system. Failing to turn in a single assignment will result in a U grade.

VIII. Course evaluations – GatorEvals.

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/>.

IX. University Policies.

Attendance Policy

The requirement for class attendance follows UF policy. UF attendance policy can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>. Accordingly, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, and professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved. An unexcused absence will result in a U Grade.

Academic Honesty

The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, students are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class. Every student has signed the following statement after completion of the registration form at the University of Florida:

“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.”

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.

Students with Disabilities.

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <http://www.dso.ufl.edu/drc/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

X. Student Services.

The University and Gainesville Community offer a number of personal counseling services for students at the University of Florida. Contact the appropriate agency listed below:

- Student Health Services 392- 1161
Student Health Care Center (1 Fletcher Driver)
Monday - Friday, 8:00am - 4:30pm
<http://www.shcc.ufl.edu>

- University Counseling & Wellness Center 392-1575
A counselor is available to assist students to work through personal issues.
P301 Peabody Hall
Monday - Friday, 8:00am - 5:00pm
<http://www.counseling.ufl.edu>

- International Student Services 392-5323
Assistance is provided for International students at the University.
123 Grinter Hall
Monday - Friday, 8:00am - 4:30pm
<http://www.ufic.ufl.edu>

- Career Development Assistance and Counseling 392-1601
Career Resource Center M-F; 8:00am - 4:30pm
<http://www.career.ufl.edu>

- Dean of Students Office, 392-1261
A staff member is available to assist students.
P202 Peabody Hall
Monday - Friday, 8:00am - 4:30pm
<http://www.dso.ufl.edu>