

**Professional Seminar Preparation
HOS 6934
1 credit**

Class Periods: Wednesday period 7 (3:00PM-3:50PM)
Location: Zoom meeting link provided when register
Academic Term: Fall 2020

Instructor:

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Teaching Assistants:

- None

Course Description

This course provides instruction in the preparation and oral presentation of proposal and research seminars. The course allows practice and hands-on experience in a friendly environment to maximize the student learning objectives. Software, presentation format, as well as oral presentation do's, and don'ts will be discussed. All participants are required to present one (1) proposal (15 min) and one (1) research (12 min) seminar derived from a recent journal article selected by each student and approved by the instructor(s).

Course Pre-Requisites / Co-Requisites

None

Course Objectives

At the conclusion of this course, the student will be able to:

1. Organize and prepare research and proposal seminars
2. Deliver satisfactory scientific presentations
3. Evaluate and provide constructive criticism of scientific presentations given by others

Required Textbooks and Software

There is no required text or external reading for this course, nor specialized software

Course Schedule

Week 1: Review of syllabus, objectives and expectations

Week 2-15: Presentation of seminars by enrolled students, discussion and feedback

Attendance Policy, Class Expectations, and Make-Up Policy

Class attendance is mandatory. A sign-in sheet will be available at each meeting. Please ensure that you have signed! Unexcused absences will result in reduction in final grade. Excused absences require advance notice when possible and must be consistent with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation. Additional information can be found here:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

In the event that a student has an excused absence on the day of his/her presentation, the instructors will work with the student to reschedule the presentation.

Evaluation and Grades

Students are required to present one (1) proposal (15 min.) and one (1) research (12 min.) seminar derived from a recent journal article selected by each student. The journal article must be approved by at least one of the instructors. More details about these oral presentations will be shared in separate documents. Participation is expected, including asking questions and providing constructive criticism of other students' presentations.

Assignment	Total Points	Percentage of Final Grade
Presentations	100	50%
Participation	50	25%
Class attendance	50	25%
Total	200	100%

Grading Policy

The following scale will be used for grading:

Percent	Grade
93 - 100	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
00 - 59	E

More information on UF grading policy may be found at:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades>

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.ufl.edu/>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://gatorevals.aa.ufl.edu/>.

University Honesty Policy

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 Honor Code (<https://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, you 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 or TAs in this class.

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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

Campus Resources:

Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
<https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.