

PROPOSAL PREPARATION

HORTICULTURAL SCIENCES

SYLLABUS

I. Course and Instructor Information.

Course:	HOS 6932
Class Number:	18767/19045, In-Person/Online (Synchronously)
Credit Hours:	1
Period 9:	Tuesday 4:05 - 4:55 pm
Room:	1304 Fifield Hall
Pre-requisites:	None
Instructor:	C. Eduardo Vallejos
Office:	2243 Fifield Hall
Phone:	273-4845
e-mail:	vallejos@ufl.edu (Subject = "HOS 6932")
Office hours:	Tuesdays 3:00 - 4:00 pm, or by appointment

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 needed to communicate ideas clearly and effectively.
- Assist students in conceptualizing and describing the implementation of a research plan.
- Guide students in 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.

Howell KE. 2013. An introduction to the philosophy of methodology. London; Los Angeles. SAGE 236 pp. UF Library West General Collection: BD241.H735, 2013.

Ladyman J. 2002. Understanding Philosophy of Science. London, New York; Routledge. 290 pp. UF Library: Available online.

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

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. PDF available from the National Academy of Science.

Platt JR. 1964. Strong Inference. Science 146, 347-353.

Sharma S. 2018. Writing Support for International Graduate Students: Enhancing Transition and Success. UF Library: Available online.

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

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

Swales JM, CB Feak. 2012. Academic Writing for Graduate Students. University of Michigan Press. 3rd Edition. UF Library West General Collection: PE1408.S7836.

The University of Florida George A. Smathers Libraries <http://uflib.ufl.edu>

Some Library Resources:

- Horticultural Sciences Library Research Guide: <https://guides.uflib.ufl.edu/horticulture>
- Link to On Being a Scientist (7 min video by National Academies of Sciences' Office of Research Integrity): <https://www.youtube.com/embed/wIBjGV3OB0o#t=47>
- Keyword Searching (17 min video):
<https://mediasite.video.ufl.edu/Mediasite/Play/a5e61b5bbb0245dcb75e390d98edc11f1d>
- EndNote Create Account (2 min video):
<https://mediasite.video.ufl.edu/Mediasite/Play/90c4bdf852bc4773816679acad5a2c651d>

VI. Course Topics and Schedule

Week	Date	Topic
1	Aug 26	I. Introduction
2	Sept 2	II. The Scientific Method
3	Sept 9	III. Steps in Proposal Development
4	Sept 16	Ms. Suzanne Stapleton, Librarian. Marston Science Library
5	Sept 23	IV. Writing Strategy
6	Sept 30	V. Proposal Structure and Preparation: Objectives and Specific Aims
7	Oct 7	V. Proposal Structure and Preparation: Objectives and Specific Aims
8	Oct 14	V. Proposal Structure and Preparation: Significance & Justification
9	Oct 21	V. Proposal Structure and Preparation: Significance & Justification
10	Oct 28	V. Proposal Structure and Preparation: Background or Literature Review
11	Nov 4	V. Proposal Structure and Preparation: Background or Literature Review
12	Nov 11	V. Proposal Structure and Preparation: Experimental Plan
13	Nov 18	V. Proposal Structure and Preparation: Experimental Plan
14	Nov 25	V. Proposal Structure and Preparation: Timetable
15	Dec 2	VI. Research Ethics

VII. Student Evaluation. Students will be evaluated according to their attendance, class participation and timely completion of assignments. Homework assignments will consist of a series of documents that represent key components of a proposal. Student are expected to participate in class by editing submitted homework.

Homework.	40%
Class Participation	40%
Attendance.	20%

The final grade will be calculated according to a weighted average of the points accumulated throughout the semester. UF grading policies can be found at:

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

Grading Scale

100 ≥ A > 90	86 ≥ B+ > 82	74 ≥ C+ > 70	62 ≥ D+ > 58	E ≤ 50
90 ≥ A- > 86	82 ≥ B > 78	70 ≥ C > 66	58 ≥ D > 54	
	78 ≥ B- > 74	66 ≥ C- > 62	54 ≥ D- > 50	

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.

Academic Honesty

The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-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, <https://disability.ufl.edu/>) 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.

In-Class 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 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

X. 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](#).

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](#).