

University of Florida
College of Public Health and Health Professions
Department of Clinical and Health Psychology
Course Syllabus

CLP 7934, Thesis Development
Fall 2014, Section 1C42 (1 credit)
Thursdays (8:30 – 10:20 am), HPNP 3170
<http://lss.at.ufl.edu>

Instructor:

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Office Hours: Thursdays 10:30-11:30am and by Appointment

Course description:

This course is an examination of the scientific writing process. Within this broad context we will survey: the development of scientific ideas; theoretical and practical approaches to writing; thesis development; and issues relevant to human subjects research.

Course objectives:

1. The student will be able to describe, formulate and critique the scientific writing process specific to the Social and Behavioral Sciences
2. The student will be able to identify, describe and differentiate pragmatic issues related to the conduct of human subjects research
3. The student will create and present a well-articulated research proposal

Course format

The course will be conducted in the form of a graduate seminar. Class will meet Thursdays from 8:30 am – 10:20 am (with a 5-minute break from 9:25-9:30). The majority of each class will consist of discussions of key articles and student presentations. **This class meets 7 times for the semester** with additional assignments due throughout the course of the semester. See Course Calendar

Prerequisite:

Formal prerequisites are either (a) admission to doctoral study in Clinical and Health Psychology, (b) admission to doctoral study in the Department of Psychology; **or** (c) admission to doctoral study in Rehabilitation Sciences, Health Services Research, Management and Policy, or Speech, Language and Hearing Sciences. All other students must apply for special admission through the Curriculum Committee of the Department of Clinical and Health Psychology.

Reading materials:

Articles and writing guides for this course will be provided as the course progresses via email, typically as Adobe pdf files. Reading materials will be made available by end of day on the Friday before the next class session.

Additional Recommended Resources:

Publication Manual of the American Psychological Association, Sixth Edition 2010

It is recommended that students read at least 1 completed thesis. Defended departmental thesis can be found at: <http://web.uflib.ufl.edu/etd.html>

Forms and formatting guidelines can be found at: <http://graduateschool.ufl.edu/graduation/thesis-and-dissertation>

Additional recommendations will be made on an as needed basis

Course website:

The class uses the UF elearning portal for posting of supplemental course materials. Log on at <http://lss.at.ufl.edu> (Sakai) and you should find the course link there.

Grading procedure and scales:

Percentage grades in this class are earned on the basis of points (described below), which are then converted to letter grades and grade point equivalents (as shown in the chart below).

Percentage or points earned in class	93%-100%	90%-92%	87%-89%	83%-86%	80%-82%	77%-79%	73%-76%	70%-72%	67%-69%	63%-66%	60%-62%	Below 60%				
Letter Grade equivalent	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at <http://www.registrar.ufl.edu/staff/minusgrades.html>

On the course schedule below is listed the date on which each assignment is due. Assignments are always due, in Sakai, immediately before class time on their due date; this is usually 8:29 am.

The grade for the class will be based on your assignment scores, your in-class participation, your in-class oral presentation, and an e-learning submitted copy of your PowerPoint slides plus a 4-5 page "script" for your presentation.

In Class Participation

20% of grade

This is a graduate seminar. Readings will be provided before each class. The expectation is that you have read the articles and are fully prepared to discuss the material. Attendance will be taken at each class.

Homework Assignments

30% of grade

There are three homework assignments in this class. Due dates are listed on the Course Schedule below.

PowerPoint Presentation

50% of grade

The final presentation is expected to be a presentation of an initial research proposal. The final product must be developed for this course, although it ideally will also be written simultaneously for other purposes (e.g., to fulfill thesis or dissertation requirements). This is the first step in a proposal-development process that is expected to result in a first year project/masters thesis proposal by the end of your first year, and to prepare CHP students for their presentation at the Fall Symposium next year. Key points about the presentation are (a) order of presentations will be randomly assigned; (b) presentation cannot exceed 12 minutes (longer presentations will be cut off), with 3 additional minutes for questions; (c) presentation must be accompanied by an LCD-PowerPoint presentation, not to exceed 15 slides.

A printout of the powerpoint slides used for the presentation (above), and a 4-5 page (double-spaced) script to go along with the slides (even if you do not need/use the script in your presentation), stapled together, should be submitted during the class in which you present. This will be used for the instructor to provide you with comments and thoughts on your proposed research.

Incomplete grades:

An incomplete grade may be assigned at the discretion of the instructor as an interim grade for a course in which the student has 1) completed a major portion of the course with a passing grade, 2) been unable to complete course requirements prior to the end of the term because of extenuating circumstances, and 3) obtained agreement from the instructor and arranged for resolution (contract) of the incomplete grade. Instructors assign incomplete grades following consultation with Department Chairs.

Office Hours and Appointments. Dr. Whitehead has designated office hours (see top of syllabus for details). Additional "extra help" appointments can be made with the instructor if needed. Dr. Whitehead is available to help students problem solve thesis development issues in conjunction with their primary mentor.

University's Honesty Policy: (cheating and use of copyrighted materials)

Academic Integrity – Students are expected to act in accordance with the University of Florida policy on academic integrity (see Student Conduct code, the Graduate Student Handbook, or this web site for more details: www.dso.ufl.edu/judicial/procedures/academicguide.php).

Cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

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

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.”

Copyright policy: The University of Florida policy on copyright states: "Copyright permission should not be required of instructors in the following circumstances:

- 1) A single copy of an article, chapter, or poem is on reserve for only *one semester*.
- 2) A reasonable number of copies of an article, chapter, or poem are placed on reserve for only *one semester*. "Reasonable" is determined by an assessment of the number of students assigned the reading, the difficulty of the reading, and the time frame allowed for completion of the reading. This should normally not exceed 6 copies, although up to one copy for every 15 students may be accepted if space is available in the reserve area and the above criteria are met."

Article and material distribution for this class will be discussed in the first class meeting.

Class Attendance:

It is the expectation of the faculty in Clinical and Health Psychology, and Psychology, that all students attend all classes. Students are expected to be present for all classes, since much material will be covered only once in class. Attendance will be taken at of each class.

As a matter of mutual courtesy, please let the instructor know when you're going to be late, when you're going to miss class, or if you need to leave early. Please try to do any of these as little as possible. Students are expected to be present for all classes, since much material will be covered only once in class. Students who have extraordinary circumstances preventing attendance, or who must leave early, should explain these circumstances to the course instructor prior to the scheduled class, or as soon as possible thereafter. The instructor will then make an effort to accommodate reasonable requests.

Make-up Exams or Other Work:

Extra credit - No planned opportunities for extra credit exist in this course.

General policy on missed work - It is expected that no students will miss any assignments. **No make-ups will be possible.**

With regard to missing or incomplete assignments, the following policies apply:

- **It is your responsibility** to check that the *correct* assignment has been submitted to e-learning on time
- **It may be possible to avoid a late penalty IF YOU CONTACT THE INSTRUCTOR AT LEAST 24 HOURS IN ADVANCE.** You should email Dr. Whitehead and explain what issue (e.g., bereavement, illness) necessitates lateness. In some cases, documentation may be requested. Note. conference attendance or doctoral qualifying examinations or thesis/dissertation defenses do not constitute valid lateness excuses.

- If your assignment is late, you will lose 10% each day. Thus, if your assignment is worth 15 points, you will lose 1.5 points for each late day. “Late” begins one minute after the due time (e.g., an assignment due at 8:29 am is considered late at 8:30 am). Penalties are as follows:

1 minute to 24 hours late	10% of maximum deducted from achieved grade
1 day + 1 minute late to 48 hours late	20% of maximum deducted from achieved grade
2 days + 1 minute late to 72 hours late	30% of maximum deducted from achieved grade
3 days + 1 minute late to 96 hours late	40% of maximum deducted from achieved grade
4 days + 1 minute late to 120 hours late	50% of maximum deducted from achieved grade
5 days + 1 minute late 144 hours late	60% of maximum deducted from achieved grade
6 days + 1 minute late 168 hours late	70% of maximum deducted from achieved grade
7 days + 1 minute late 192 hours late	80% of maximum deducted from achieved grade
8 days + 1 minute late 216 hours	90% of maximum deducted from achieved grade
9 days + 1 minute late or later	100% of maximum deducted from achieved grade

NOTE: UPLOADING THE WRONG DOCUMENT IS SAME-AS-LATE, even if you have documentation that you completed the document on time. **It is your responsibility to verify that you have uploaded the correct document.** (You should open or download your uploaded homework and double- or triple-check that you have uploaded the right one).

- There will be **no** exceptions to this policy.
- If you have uploaded the wrong document, and e-learning does not allow you to correct this, you should IMMEDIATELY send the correct document to Dr. Whitehead via email.
- If you cannot upload a document due to technical problems (e.g., if e-learning is down), you may e-mail your assignment to Dr. Whitehead. The timestamp on your e-mail will serve as the time submitting. In such cases, please upload your assignment to e-learning as well, once the technical issue is resolved.

Student Evaluations

“Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.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://evaluations.ufl.edu/results/>”

Accommodations for Students with Disabilities

If you require classroom accomodation because of a disability, you must first register with the Dean of Students Office (<http://oss.ufl.edu/>). The Dean of Students Office will provide documentation to you, which you then give to the instructor when requesting accommodation. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the University of Florida Counseling Center, 352-392-1575, or Student Mental Health Services, 352-392-1171. Visit their web sites for more information: <http://www.counsel.ufl.edu/> or <http://www.health.ufl.edu/shcc/smhs/index.htm#urgent>

The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services, including primary care, women's health care, immunizations, mental health care, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: www.health.ufl.edu/shcc

Crisis intervention is always available 24/7 from: Alachua County Crisis Center: (352) 264-6789.

BUT – Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

Tentative Course Calendar

Note. This class meets in person 7 times for the semester. While there will be no class on: 9/18, 9/25, 10/09, 10/16, 10/23, 10/30 & 11/06-----ASSIGNMENTS are DUE on: 9/25; 10/16 & 11/06

Meeting 1: (8/28)

Topics: Course Introduction, Expectations, Review of UF Research Support Resources (Library, CTSI), Components of the Thesis, and Assignment of Presentation Date

Meeting 2: (9/4)

Topics: Scientific Writing: Theoretical and Practical Approaches; Review of the NIH template
Readings Distributed: 8/29

Meeting 3: (9/11)

Topics: Protection of Human Subjects: A Historical Review and Current Application
Lecturer: Lauren E. Hearn, M.S.
Readings Distributed: 9/5

No Class -Assignment #1 Due: 9/25

Deliverable: Presentation Topic/Title, Name of Mentor, and 5 Relevant Article Citations

Meeting 4: (10/2)

Topics: The IRB Process
Readings Distributed: 9/26

No Class - Assignment #2: Due: 10/16

Deliverable: Specific Aims and Brief Background

No Class-Assignment #3: Due 11/06

Deliverable: Hypotheses and Analysis plan for the aims

Meeting 5: (11/13)

Topics: Student class presentations

Meeting 6: (11/20)

Topics: Student class presentations

Meeting 7: (12/4)

Topics: Student class presentations

******Final script/PowerPoint is due in Sakai by 8:29 am the morning of the class in which your final presentation is (randomly) scheduled.**

Readings*

Date	Topic	Assigned Reading
08-28-2014	Intro	n/a
09-04-2014	Theoretical & Practical Approaches to Writing	Goldeman & Schmalz; Gopen & Swan
09-11-2014	Human Subjects	Heller; Vonderlehr, et al.; Tuskegee Commentary; Belmont Report
10-02-2014	IRB at UF	Nuremberg; Cook & Hoas; UF IC
11-13-2014	Presentations	n/a
11-20-2014	Presentations	n/a
12-04-2014	Presentations	n/a

***Note: additional readings may be added throughout the semester**

Caveat:

The above schedule and procedures in this course are subject to change in the event of extenuating circumstances. Any changes will be announced *in class*, and the student is personally responsible for obtaining updated information regarding those changes.

Appendix: Acceptable Collaboration

On Collaboration: What constitutes acceptable levels of collaboration in this class? Please just treat this as "continuing education". It is here for your reference.

How much collaboration is acceptable is "As specified in the syllabus, and in the UF Honor Code".

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1. UF Honor Code:

A key phrase in this honor code relates to "ambiguity": "It is the responsibility of the student to seek clarification on whether or not use of materials or collaboration or consultation with another person is authorized prior to engaging in any act of such use, collaboration or consultation. If a faculty member has authorized a student to use materials or to collaborate or consult with another person in limited circumstances, the student shall not exceed that authority. If the student wishes to use any materials or collaborate or consult with another person in circumstances to which the authority does not plainly extend, the student shall first ascertain with the faculty member whether the use of materials, collaboration or consultation is authorized. "

<http://regulations.ufl.edu/chapter4/4041-2008.pdf>

Key phrasing with regard to collaboration:

(a) Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

(b) Unauthorized Use of Materials or Resources ("Cheating"). A student shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources shall include:

1. Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student previously submitted substantially the same paper or project to satisfy an academic requirement and did not receive express authorization to resubmit the paper or project.
2. Any materials or resources prepared by another student and used without the other student's express consent or without proper attribution to the other student.
3. Any materials or resources which the faculty member has notified the student or the class are prohibited.
4. Use of a cheat sheet when not authorized to do so or use of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, PDA, other electronic device, or any other means.

(c) Prohibited Collaboration or Consultation. A student shall not collaborate or consult with another person on any academic activity unless the student has the express authorization from the faculty member.

1. Prohibited collaboration or consultation shall include but is not limited to:

a. Collaborating when not authorized to do so on an examination, take-home test, writing project, assignment, or course work.

b. Collaborating or consulting in any other academic or co-curricular activity after receiving notice that such conduct is prohibited.

c. Looking at another student's examination or quiz during the time an examination or quiz is given. Communication by any means during that time, including but not limited to communication through text messaging, telephone, e-mail, other writing or verbally, is prohibited unless expressly authorized.

2. It is the responsibility of the student to seek clarification on whether or not use of materials or collaboration or consultation with another person is authorized prior to engaging in any act of such use, collaboration or consultation. If a faculty member has authorized a student to use materials or to collaborate or consult with another person in limited circumstances, the student shall not exceed that authority. If the student wishes to use any materials or collaborate or consult with another person in circumstances to which the authority does not plainly extend, the student shall first ascertain with the faculty member whether the use of materials, collaboration or consultation is authorized.

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2. Syllabus:

The syllabus says:

"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".

It is desirable and expected that take home assignments will stimulate conversation among classmates, and that classmates may actually mentor one another in the work. Students are also likely to discuss elements of the assignment with the instructor. It is expected that submitted work will solely reflect the student's own efforts. Students are expected not to collaborate in running analyses, writing answers, or interpreting results. The TAs and instructor will regularly check for "unusual congruence" in answers, and will discuss concerning instances with students involved. Where collaboration has been found, a zero grade will be assigned."

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