EMA 6920
Section 1E44
Professional Development
Fall 2022

Course Description: Strategies and sound practices in proposal research, creation, and defense.

Prerequisite: Graduate status.

Course Objectives: To demonstrate the expectations for successful completion of (i) departmental teaching assistant assignment, and (ii) the Ph.D. qualifying exam within the MSE department.

Contribution of course to meeting the professional component: This course provides 1 credit towards MSE degree requirements.

Meeting Time: M, period 8 (3:00 PM -3:50 PM)

Location: Weimer Hall 1094

Instructor: Jack Mecholsky, Rhines 100D, 846-3306, jmech@ufl.edu

Course Topics

- Teaching Assistant Training
- Professional Ethics
- Proposal Examination
- Identifying a research topic
- Researching a research topic
- Construction of a research proposal- overview and background
- Construction of a research proposal- design of experiments
- Construction of a research proposal- technical writing
- Preparing a research presentation
- Presenting a research presentation
- Oral Examination Questioning
- Defending a research proposal

Grading (S/U): Attendance (required): 10%
Written proposal: 30%
Research presentation: 30%
Oral defense: 20%
Examination questions: 10%
Final grades will be assigned according to the following scale: (S>75%) (U<75%)

Schedule
Week 1   Orientation/Overview; choosing a research topic

Week 2   Labor Day- no class
Week 3   Professional Development Discussion
Week 4   Proposal subject title (due); creating proposal abstract
Week 5   Proposal abstracts – 300-word limit (due)
Week 6   Technical writing best practices
Week 7   1st draft written proposal – 1000-word limit (due)
Week 8   Oral presentation best practices
Week 9   1st draft oral presentation – Slide template (due); group review
Week 10   Teaching Assistant best practices
Week 11   Oral examinations best practices
Week 12   Written proposal – 3000-word limit (due)
Week 13   2nd draft oral presentation – Slide storyboard, all slides (due)
Week 14   Oral Presentations (all presentations due)
Week 14   Oral Presentations; Examination questions (due)

Honesty Policy – All students admitted to the University of Florida have signed a statement of academic honesty committing themselves to be honest in all academic work and understanding that failure to comply with this commitment will result in disciplinary action. This statement is a reminder to uphold your obligation as a UF student and to be honest in all work submitted and exams taken in this course and all others.

Accommodation for Students with Disabilities – Students Requesting classroom accommodation must first register with the Dean of Students Office. That office will provide the student with documentation that he/she must provide to the course instructor when requesting accommodation. .https://disability.ufl.edu/get-started/

UF Health and Wellness – Resources are available on-campus for students having personal problems or lacking clear career and academic goals. The resources include:

-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. https://umatter.ufl.edu/

- University Counseling and Wellness Center, 301 Peabody Hall, 392-1575, Personal and Career Counseling. https://counseling.ufl.edu/

- Student Health Care Center, 392-1161, Personal and Counseling. https://shcc.ufl.edu/

- Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling.

- University Police Department: Visit UF Police Department website https://police.ufl.edu/ 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; https://ufhealth.org/emergency-room-trauma-center

Software Use – All faculty, staff and student 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.

Course Evaluation- 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/

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. https://career.ufl.edu/

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources. https://uflib.ufl.edu/find/ask/

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring. https://teachingcenter.ufl.edu/

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. https://writing.ufl.edu/writing-studio/

Student Complaints On-Campus: Visit the Student Honor Code and Student Conduct Code webpage for more information. https://sccr.dso.ufl.edu/policies/student-honor-%20code-student-conduct-code/

On-Line Students Complaints: View the Distance Learning Student Complaint Process. https://distance.ufl.edu/getting-help/student-complaint-process/