

**EMA 6938 Section 04CG**  
*Research Proposal Preparation*  
**Fall 2013 Syllabus**

1. Course Description: Strategies and sound practices in proposal research, creation, and defense. (*Note: As this is a special topics class, the course description does not appear in the course catalogue.*)
2. Prerequisite: Graduate status.
3. Course Objectives: To demonstrate the expectations for successful completion of the Ph.D qualifying exam within the MSE department.
4. Contribution of course to meeting the professional component: This course provides 1 credits towards MSE degree requirements.
5. Instructor:
  - Dr. Scott Perry
  - Office: Rhines 206,
  - Phn: 846-3333
  - E-Mail: [ssp@ufl.edu](mailto:ssp@ufl.edu)
  - Course website: <https://lss.at.ufl.edu/> (login with student id)
  - Office Hours: By appointment.
6. Teaching Assistant: N/A
7. Meeting Time: Period 8, 3:00p m – 3:50 pm, W
8. Class schedule: Weekly meeting/presentations (see outline below)
9. Location: LIT 113
10. Material and Supply Fee: N/A
11. Text: N/A
12. Recommended reading: To be assigned.
13. Course Outline:
  - Aug. 21 Introduction
  - Aug. 28 Identifying a research topic
  - Sept. 4 Researching a research topic
  - Sept. 11 Construction of a research proposal- overview and background
  - Sept. 18 Construction of a research proposal- design of experiments,  
(proposal outlines due)
  - Sept. 25 Construction of a research proposal- technical writing
  - Oct. 2 Preparing a research presentation, (all proposals due)
  - Oct. 9 Presenting a research presentation
  - Oct. 16 Defending a research proposal
  - Oct. 23 Presentation #1, (all presentations due)
  - Oct. 30 Presentation #2
  - Nov. 6 Presentation #3
  - Nov. 13 Presentation #4
  - Nov. 20 Presentation #5
  - Nov. 27 UF Holiday (no class)
  - Dec. 4 Presentation #6
14. Attendance and Expectations:
  - Class attendance is required. Arrival on time is expected.
  - Please turn off all cell phones upon entering class.
15. Grading: The course grading will be based upon the following components:
  - Attendance: 10%
  - Written proposal: 30%
  - Research presentation: 30%
  - Oral defense: 20%
  - Examination questions: 10%

## 16. Grading Policies

- Class participation will constitute contributions of meaningful/relevant comments or questions. This portion of the grade will be evaluated on a weekly basis. Excused absences will not negatively impact the net participation score.
- There are no exams for this course. Course grades will be determined entirely on the basis of completed assignments and participation.
- Final grades will be assigned according to the following scale: Less than 60 = E; 60-62.99 = D-; 63-65.99 = D; 66-68.99 = D+; 69-71.99 = C-; 72-74.99=C; 75-77.99 = C+; 78-80.99 = B-; 81-83.99=B; 84-86.99 = B+; 87-89.99 = A-; 90-100=A.

17. Make-up Policy – Make-ups will be arranged on a case-by-case basis. In general, acceptable reasons for excused absence include illness, serious family emergencies, special curricular requirements, military obligation, court-imposed legal obligations, religious holidays and participation in official university activities such as music performances, athletic competition or debate.
18. 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.
19. 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.
20. UF Counseling Services – Resources are available on-campus for students having personal problems or lacking clear career and academic goals. The resources include:
21. UF Counseling & Wellness Center, 3190 Radio Rd, 392-1575, psychological and psychiatric services.
22. Career Resource Center, Reitz Union, 392-1601, career and job search services.
23. 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.