

Department Name and Number _____

Recommended SCNS Course Identification			
Prefix ___ ___ ___	Level ___	Course Number ___ ___ ___	Lab Code ___
Full Course Title _____			
Transcript Title (please limit to 21 characters) _____			

Effective Term and Year _____	Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no
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Amount of Credit ___	Contact Hour: Base ___ or Headcount ___	S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no
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Repeatable Credit <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, ___ total repeatable credit allowed
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Variable Credit <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, ___ minimum and ___ maximum credits per semester
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Course Description (50 words or less)

Prerequisites	Co-requisites
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Degree Type (mark all that apply) <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional <input type="checkbox"/> Other _____

Category of Instruction <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

Rationale and place in curriculum

Department Contact	Name	Phone	Email
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College Contact	Name	Phone	Email
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HSC 4912: Health Education and Behavior Undergraduate Research

Pre-requisites and Co-requisites

None

Instructor Information

Name

Office location

Telephone number

Email address

Office hours

Graduate or Post-doctoral Student Research Mentor (where applicable)

Name

Office location

Telephone number

Email address

Office hours

Course Description

This course provides HEB undergraduates the opportunity to engage in supervised research. For this purpose, research is defined as an independent or team participatory experience that provide students an opportunity to systematically investigate an existing or emerging health problem and to communicate the results of their work to others. Projects may involve inquiry, design, investigation, discovery, or application, depending on the health problem and mentor. The student will usually assist one or more faculty members with a research project by helping to prepare the study and contributing in a meaningful way in meeting the objectives of the study. The student may also work with graduate students who are performing research supervised by a research faculty member. Undergraduates pursuing a research project (including a literature review paper) in the Department of Health Education & Behavior must enroll in HSC 4912.

Course Objectives

By the completion of this course students will have met one or more of the following objectives:

- Completes the National Institutes of Health's [NIH] online training program, Protecting Human Research Participant.
- Selects and defines a important research problem.
- Demonstrates appropriate use of scientific resources – including databases, electronic journals, library resources, etc.
- Demonstrates research methods appropriate for investigating select health problems.
- Demonstrates proper use and implementation of scientific inquiry related to research questions.
- Demonstrates appropriate scientific writing skills.
- Demonstrates appropriate interpersonal and communication skills.
- Acts responsible and ethical principles when conducting research.

The student will fully participate in the research process with a desirable outcome of a final written report that synthesizes research activities undertaken during the semester. A brief oral presentation may also be required depending on the faculty mentor's policies for students involved with supervised research.

Textbooks/Required Materials

There is no required text in this course. However, required readings may be assigned. Depending on the instructor or the project or both, students may be required to purchase reference texts, software, and supplies and other materials required for their role in the research.

Attendance Policy

Students are expected to exercise autonomy in their work, and to complete tasks with relatively little direct oversight from their research advisor. The student should dedicate a minimum number of hours on their project that is consistent with the total credit hours sought for the experience. Besides the minimum expectations outlined in the Assessment Section of the syllabus, the faculty advisor may have additional expectations for participation (attendance at group meetings, individual meetings, etc.).

The Undergraduate Research course is taken for variable credits depending on the length and intensity of research involvement, which is agreed upon by the student and faculty mentor prior to registration. Options for registration, considering credit hours earned and expected workload follow:

0 Credit Hours: Students can enroll in this course for 0 credit hours. The 0 credit option would be appropriate for students who are approaching a maximum number of credit hours toward their degree or who are unable to cover the cost of tuition for these credits. Students registering for 0 credit hours should carefully discuss (with their faculty advisor) the time expectations for completion of the requirements of the class. The expectations should be clearly articulated on the Undergraduate Research Form (attached).

1-3 Credit Hours: Students are expected to devote an equivalent of three hours a week of work for each credit in which they are enrolled. Students should carefully discuss (with their faculty advisor) the time expectations for completion of the requirements for this course. The expectations should be clearly articulated on the Undergraduate Research Form (attached).

Policies for allowable absences and make-up work follow the university attendance policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Assessment

Assessment procedures will vary depending on the instructor or the research project or both. However, ALL expectations (i.e., attendance, readings, assignments, etc.) including assessment procedures must be established by the research advisor and student prior to the student's enrollment in the research course. The agreed-upon expectations will be reflected on the *Undergraduate Research Form* signed by both the student and research advisor prior to the student's enrollment in the course.

A final grade of satisfactory (S) or unsatisfactory (U) will be assigned for this course. The student will not receive a letter grade. A grade of S will be assigned if the student achieves at least 70% of the available points or equivalent by the end of the semester. For more information on grades and grading policies, please visit:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

Absences and Make-up Work

Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at:

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

Counseling and Student Health: Students occasionally have personal issues that arise in the course of pursuing higher education or that 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.

Academic Integrity Policy

All students registered at the University of Florida have agreed to comply with the following statement:

"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

In addition, the following pledge is either required or implied on all work submitted for credit:

"On my honor I have neither given nor received unauthorized aid in doing this assignment."

Because of the self-guided nature of the research endeavor, the research student must take measures to ensure that she or he follows the highest ethical behavior, especially regarding collecting, recording, and reporting of data. If you have any questions regarding ethical conduct in your research, first consult your research advisor.

If you witness any instances of academic dishonesty in this class, please notify the instructor or contact the Student Honor Court (392-1631) or Cheating Hotline (392-6999). For additional information on Academic Honesty, please refer to the University of Florida Academic Honesty Guidelines at:
<http://www.dso.ufl.edu/judicial/procedures/academicguide.html>.

Accommodation for Students with Disabilities

Students who will require an accommodation for a disability must contact the Dean of Students Office of Disability Resources in Peabody 202 (phone: 352-392-1261). Additional information is available at the University of Florida Disability Resources website: <http://www.dso.ufl.edu/drp/services/>. In keeping with UF policy, the student, not the instructor, is responsible for arranging accommodations when needed. Once notification is complete, the Office of Disability Resources will work with the instructor to accommodate the student.

**DEPARTMENT OF HEALTH EDUCATION & BEHAVIOR
UNIVERSITY OF FLORIDA UNDERGRADUATE RESEARCH APPLICATION**

All undergraduate students pursuing research with a faculty member at the University of Florida are required to enroll in 0-3 credit hours of HEB Undergraduate Research (HSC 4912) under the section number of the student's degree program.

Once this application is completed, the student should present it to her/his academic advisor prior to enrolling in HSC 4912.

Student Information (to be completed by the student applicant):

Date: _____

Name (last, first, middle initial):		UFID Number:
Local Street Address:		
City, State, Zip Code		Phone Number:
Major:	Current Class/College:	Expected Graduation Date:
Gatorlink E-mail Address:		

BRIEF DESCRIPTION OF RESEARCH PROJECT:

I have prepared the research description above in consultation with my research advisor. I have read the responsibilities of the student included on this application, and agree to undertake these responsibilities.

Student's Signature: _____

Faculty Advisor Information (to be completed by Faculty Advisor):

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

Graduate Student/Post-Doctoral Mentor (if applicable):

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

What are your expectations for the student's attendance in this project (e.g., estimated hours/week in your laboratory, in seminars, group meetings, etc.)?

I approve of the research description submitted by the student applicant. I have read the responsibilities of the research advisor (see next page) and agree to undertake these responsibilities. **Faculty Advisor's Signature:**

RESPONSIBILITIES OF THE STUDENT

1. Work actively doing research and participating in other related activities for a minimum of 3 hours each week for every credit hour enrolled in the course.
2. Keep clear accurate records of your work.
3. Conduct research in a responsible and ethical manner. Follow the UF Honor Code at all times.
4. Follow all safety protocols and ask questions about safety protocols before performing any procedure about which you are unsure.
5. Ask for assistance when you need it.
6. Keep your faculty research advisor / mentor informed of your results.
7. If required, learn to work on a team while also pursuing independent research on your project.
8. Write and submit a research report following the guidelines and expectations of your faculty advisor and/or mentor.
9. Present your research findings in an oral presentation.
10. Strive to go beyond the minimum expectations of preparing a literature review and project plan, performing the research, and writing a final report, as appropriate and specified by your advisor. Seek opportunities for sharing your work with the scientific community through conference presentations, or writing and submitting papers for publication in refereed journals.

RESPONSIBILITIES OF THE FACULTY ADVISOR AND STUDENT MENTOR

1. Provide support and supervision of the student (either directly or by referring her/him to someone else, e.g., graduate student or postdoctoral mentor).
2. Meet regularly with the student to review her/his progress and to provide guidance in moving forward in her/his project.
3. Arrange for all safety training that is appropriate for the student to ensure her/his safety.
4. Help the student understand the broader context in which her/his research project fits and understand the basis for methods and procedures used.
5. Provide a mid-semester evaluation of the student's performance, accompanied by recommendations for improving performance for the remainder of the semester.
6. Establish reasonable deadlines and provide feedback relative to the all expectations.
7. Assign the student's final grade.
8. Encourage the student to go beyond the minimum expectations of preparing a literature review and project plan, performing the research, and writing a final report.

All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

Syllabus MUST contain the following information:

- Instructor contact information (and TA if applicable)
- Course objectives and/or goals
- A topical outline (at least tentative) of subjects to be covered
- Required and recommended textbooks
- Methods by which students will be evaluated and their grades determined
- Policy related to class attendance
- Policy related to make-up exams or other work
- Statement related to accommodations for students with disabilities
- Information on current UF grading policies for assigning grade points

It is recommended that syllabi contain the following information:

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF's honesty policy
4. Contact information for university counseling and mental health services

The University's complete Syllabus Policy can be found at:

<http://www.aa.ufl.edu/policy/SyllabiPolicy.pdf>