

The Research Process: Planning to Publication, ENY 6932  
Fall 2019

1. Course prefix and number, course title, number of credits, meeting days and times, prerequisites: ENY 6932, “The Research Process: Planning to Publication”, 1 credit, S/U graded, Wednesdays, Period: 4 (10:40 – 11:30 a.m.), Entomology & Nematology Room 1027 (Zoom available)
2. Instructor’s name and contact information including office location, telephone number, email address and office hours; include similar TA contact information if applicable.

Dr. Norman C. Leppla  
University of Florida, IFAS  
Entomology and Nematology Department  
Room 3005  
1881 Natural Area Drive  
P.O. Box 110620  
Gainesville, FL 32611-0620  
352-273-3951 (office)  
352-273-3901 (department)  
[ncleppla@ufl.edu](mailto:ncleppla@ufl.edu)  
<http://ipm.ifas.ufl.edu>

Office hours: 9-3, M-F

3. Course description. This should match the description in the catalog.

This course will be a guided discussion on how to design a research project and publish the results. It will provide guidance in organizing a research project that has a clear purpose, measurable objectives, and well-organized methods. The project must be feasible and have realistic outcomes in mind at the beginning. The following will be covered: outlining a research proposal; conducting a literature review; organizing and writing methods and materials, results and discussion sections of a research project; organizing and writing a scientific paper from a thesis or dissertation, selecting an appropriate journal; handling authorship, credit, and intellectual property; responding appropriately to peer reviews; and revising and resubmitting a manuscript. This course also will provide the knowledge to critically analyze research publications.

4. Course learning objectives. Course objectives should indicate what the student will be able to do when they have completed the course. See the guidance document at <http://cals.ufl.edu/faculty-staff/docs/cc/forms/learningObjectives.pdf>.
- Design a research proposal based on a specific purpose
  - Outline a research project in appropriate detail
  - Conduct a comprehensive literature review
  - Organize and write coherent proposal sections

- Organize and write a publishable scientific paper
- Select an appropriate journal and respond to peer reviews
- Analyze published research papers

5. A weekly course schedule of topics and assignments.

<b>Dates</b>	<b>Topics and Assignments</b>
#1 August 21	Rationale for seminar, research purpose (need), designing a research proposal, read Appendix D in the Entomology and Nematology Graduate Handbook before class
#2 August 28	How to design a research project based on the purpose, feasibility, research questions become measurable objectives, objective statements, read example research paper before class
#3 September 4	How to outline a research project, writing a short and descriptive title, study example outline provided before class
#4 September 11	How to conduct a literature review based on the objectives, organization and mechanics of a literature review (beyond Google Scholar),
#5 September 18	How to use reference software (guest discussion leader)
#6 September 25	How to organize and write a methods and materials section (What did you do to answer the questions?), specimens, detailed procedures,
#7 October 2	How to use statistics (guest discussion leader)
#8 October 9	How to organize and write a results section, use of tables and figures, purpose of statistics (variation, decision making), study an example paper provided before class
#9 October 16	How to organize and write a discussion section, return to the purpose and objectives, outcomes and applications for the results, logic models
#10 October 23	Review how to develop a research proposal
	How to organize and write a scientific paper (a paper is not a thesis!), eliminating unneeded material, use of direct scientific language, analyze a manuscript provided before class
#11 November 30	How to select an appropriate journal, interpreting instructions to authors, paper submission process
#12 November 6	How to handle authorship, credit, intellectual property
#13 November 13	How to respond to peer reviews (Reviews aren't personal, and your words aren't sacred!), revising and resubmitting a paper
#14 November 20	Analysis of a research paper, is it well-organized, do the methods indicate how the results were achieved, question the results and interpretations, read example paper provided before class
#15 December 4	Analysis of a research paper, question the results and interpretations, read example paper provided before class

#16 December 11	Wrap-up discussion on how to design a research project and publish the results, additional resources, course evaluations
-----------------	--

6. Critical dates. Include dates for exams, due dates for assignments, etc. N/A
7. A list of all required and recommended textbooks. Graduate courses should include a reading list of current literature along with classic references or texts where applicable. N/A
8. Methods by which students will be evaluated and their grade determined. A grading scale may be done by total points or percentage of total points but should clearly show the required performance for each letter grade. Plus (+) and minus (-) grades may be used but are not required. There is no standard grading scale (e.g., level of performance for an A grade) in CALS or at UF.

Students on campus and at research and education centers will earn a satisfactory grade by attending and actively participating in the discussions. Attendance will be noted at the beginning of each class.

9. Information on current UF grading policies for assigning grade points. A standard statement is provided below.

Grades and Grade Points For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

A statement related to class attendance and options for making up exams and other work. A standard statement is provided below.

Attendance 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>.

10. A statement informing students of the online course evaluation process. Instructors may want to identify a class period when students will be given time to complete the course evaluation in class on their laptop, tablet or smartphone. A standard statement is provided below.

Online Course Evaluation Process Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

11. A statement regarding academic honesty. A standard statement is provided below.

Academic Honesty As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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 assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

12. A statement regarding software use. A standard statement is provided below.

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.

13. A statement related to accommodations for students with disabilities. A standard statement is provided below.

14. Services for Students with Disabilities: The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation 0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

15. A statement related to resources for students. A standard statement is provided below. Campus Helping Resources Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, [www.counseling.ufl.edu](http://www.counseling.ufl.edu) Counseling Services Groups and Workshops Outreach and Consultation Self-Help Library Wellness Coaching

- U Matter We Care, [www.umatter.ufl.edu/](http://www.umatter.ufl.edu/)
- Career Connections Center, First Floor JWRU, 392-1601, <https://career.ufl.edu/>.

#### 15. Student Complaints:

- Residential Course: <https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/>.
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>

#### Additional information

Instructors may choose to clarify in their syllabus their teaching philosophy, expectations for classroom behavior, utilization of e-learning, and other information that will help students succeed in the course.

This seminar on designing and publishing research is being offered primarily because students constantly seek advice on how to produce an acceptable research proposal. Decisions about why research is initiated and how it is organized must be learned. Guidance from an experienced faculty member is required for this learning and the instructor is highly qualified to help, having authored, co-authored or edited hundreds of publications and currently serves as a subject editor of two international scientific journals. The course syllabus is based on questions he constantly receives from students and scientists who needlessly struggle with designing and publishing their research.