

University of Florida
College of Public Health & Health Professions Syllabus

PHC 7902 Scientific Writing for Peer Reviewed Publications for Population Science

(1 credit hour)

Semester: Spring

Delivery Format: Online via Zoom

Course Website: <https://ufl.instructure.com/courses>

Instructor Name: Linda B. Cottler, PhD, MPH, FACE

Room Number: CTB 4218

Phone Number: (352) 294-5947

Email Address: lbcottler@ufl.edu

Office Hours: By appointment; email Zoë Martusewicz at zoejo109@ufl.edu to schedule.

Preferred Course Communications (e.g. email, office phone): UFL Email

Prerequisites: Must be enrolled in a graduate program within the University of Florida

PURPOSE AND OUTCOME

Course Overview

The goals of this Epidemiology Writing Circle are to:

- 1) improve student's own academic writing style
- 2) write, complete, and submit papers – with at least one as a first author
- 3) be able to edit others' manuscripts, regardless of topic area

This course will prepare students to perform peer-review, to think critically on the spot and in real-time, and to write better. In class discussion sessions, students will review others' work. Feedback will be given by student peers and course master.

Course Objectives

As a result of this course, students will:

- 1) Learn to write better scientific articles for publication.
- 2) Critically review scientific literature, analyze and summarize strengths and weaknesses, and make recommendations for improvement.
- 3) Submit at least 1 article as 1st author.

Instructional Methods- Fully online (synchronous)

What is expected of you?

You are expected to actively engage in the course throughout the semester. You must come to class prepared by having a paper that you will be able to first author, that your mentor agrees can be first authored and that can be completed in the spring semester. This cannot be a paper that you are nearly finished writing, or that is in revision mode. It should be a paper that you are just engaging in now. If you are not prepared to analyze your data, or first author a paper, you will not be able to complete the assignment. You are also expected to actively participate in the online class to foster a rich course experience for you and your peers that facilitates overall mastery of the course objectives.

DESCRIPTION OF COURSE CONTENT

Course Schedule

Week	Date	Time	Topic(s)
1	January 11, 2021	NO CLASS	N/A
2	January 18, 2021	NO CLASS -MLK Holiday	N/A
3	January 25, 2021	Class time 5:00–7:00 pm	Journal Titles, Key Words, Methods (45 minutes)
4	February 1, 2021	Class time 5:00–7:00 pm	Results (30 minutes)
5	February 8, 2021	NO CLASS	N/A
6	February 15, 2021	Class time 5:00–7:00 pm	Introduction (30 minutes)
7	February 22, 2021	Class time 5:00–7:00 pm	Review Papers
8	March 2, 2021	NO CLASS	N/A
9	March 8, 2021	Class time 5:00–7:00 pm	Discussion (30 minutes)
10	March 15, 2021	NO CLASS	N/A
11	March 22, 2021	Class time 5:00–7:00 pm	Media Attention-Response to Reviewers (30 minutes)
12	March 29, 2021	Class time 5:00–6:00 pm	Common Mistakes Overall (30 minutes)
13	April 5, 2021	Class time 5:00–6:00 pm	Common Mistakes Overall (15 minutes)
14	April 12, 2021	Class time 5:00–6:00 pm	Wrap-up (15 minutes)
15	April 19, 2021	NO CLASS	N/A

Because of Dr. Cottler’s schedule, it is possible classes may have to be rescheduled. Student schedules will be accommodated.

Course Materials and Technology

Course information and grades (and potentially some readings) will be available on [Canvas](#). You must have a Gatorlink account to log on. To use the system, please make sure to:

- Disable pop-up blockers. Canvas takes advantage of pop-up windows to deliver content.
- Verify that the Java system on your computer is from Sun Microsystems. Canvas does not use Java from Microsoft. Without Java, certain tools in Canvas will not function correctly. You can do a check on your Java status from the main page under “Canvas Resources.”
- Have Adobe Acrobat Reader installed.

Textbook

There is no required textbook for this course.

Course Requirements

Each student will be required to:

- Bring a first authored paper they are working on to each class.
- Take turns presenting parts of their paper to the whole class (Intro/Methods/Results/Discussion—depending on what part of the paper students are working on).
- Offer editing feedback, conceptual feedback and ideas for improving others’ papers/concepts.
- Make sure that you have your mentor’s approval to write this paper. You will be asked at the first meeting if you have this approval.

For technical support for this class, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- [Help Desk](#)

ACADEMIC REQUIREMENTS AND GRADING

Assignments

Grading

Students are required to present their work at each class. The overall grade will be based on whether a first authored paper is submitted (90%), and the instructor's assessment of student contributions to their peers (10%). Students must turn in proof of manuscript submission for at least one first authored publication during the semester for a grade. Grades will not be assigned unless proof of submission is provided. Failure to submit a first authored paper will result in an incomplete grade but an incomplete grade will not be given unless the student requests it. Students are also required to provide assistance to their peers in writing each week. This will occur on Zoom.

Requirement	Due date	% of final grade
Instructor Assessment of student contribution to peers	By end of the semester	10%
Submitting 1 manuscript as first author	By end of semester	90%
Total:		100%

Point system used (i.e., how do course points translate into letter grades).

Percentage Earned	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	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E

Please be aware that a C- is not an acceptable grade for graduate students. The GPA for graduate students must be 3.0 based on 5000 level courses and above to graduate. A grade of C counts toward a graduate degree only if based on credits in courses numbered 5000 or higher that have been earned with a B+ or higher.

Letter Grade	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

Policy Related to Make up Exams or Other Work

Students are expected to attend and be prepared to participate in all class sessions. Personal issues with respect to class attendance or fulfillment of course requirements will be handled on an individual basis. Unexcused absences will affect students' contribution to their peers.

Policy Related to Required Class Attendance

Absences must be conveyed to Dr. Cottler in advance, or on the day of the absence for illness, via email. Excused absences must be consistent with university policies in the [Graduate Catalog](#).

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

Please be considerate during class by:

- Minding your cell phone usage
- Keeping your camera on
- Muting when not speaking

Communication Guidelines

Let Dr. Cottler know of any issues as soon as possible.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. 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 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 additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Citations and Plagiarism

The two key purposes of citation are to: 1) give appropriate credit to the authors of information, research findings, and/or ideas (and avoid plagiarism), and 2) facilitate access by your readers to the sources you use in your research.

Quotations: When directly quoting an outside source, the borrowed text, regardless of the amount, must be surrounded by quotation marks or block quoted. Quoted text over two lines in length should be single-spaced and indented beyond the normal margins. Every quote must include a source—the author, title, volume, page numbers, etc.—whether an internal reference, footnote, or endnote is used in conjunction with a bibliography page.

Paraphrasing or Citing an Idea: When summarizing an outside source in your own words or citing another person’s ideas, quotation marks are not necessary, but the source must be included. This includes, but is not confined to, personal communications from other students, faculty members, experts in the field, summarized ideas from published or unpublished resource, and primary methods derived from published or unpublished sources. Use the general concept of “when in doubt – cite.”

Plagiarism is a serious violation of the academic honesty policy of the College. If a student plagiarizes others’ material or ideas, he or she may receive an “E” in the course. The faculty member may also recommend further sanctions to the Dean, per College disciplinary action policy. Generally speaking, the three keys of acceptable citation practice are: 1) thoroughness, 2) accuracy, and 3) consistency. In other words, be sure to fully cite all sources used (thoroughness), be accurate in the citation information provided, and be consistent in the citation style you adopt. All references should include the following elements: 1) last names along with first and middle initials; 2) full title of reference; 3) name of journal or book; 4) publication city, publisher, volume, and date; and 5) page numbers referenced. When citing information from the Internet, include the www address at the end, with the “access date” (i.e., when you obtained the information), just as you would list the document number and date for all public documents. When citing ideas or words from an individual that are not published, you can write “personal communication” along with the person’s name and date of communication.

Online Faculty Course Evaluation Process

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/>.

Online Synchronous Sessions

This class session will not be audio visually recorded.

Policy Related to Guests Attending Class

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy:

<http://facstaff.php.ufl.edu/services/resourceguide/getstarted.htm>

SUPPORT SERVICES

Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, it is strongly recommended you register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class or as soon as you believe you might be eligible for accommodations. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please do this as soon as possible after you receive the letter. Students with disabilities should follow this procedure as early as possible in the semester. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- 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. 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: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:

Alachua County Crisis Center:

(352) 264-6789

<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>

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.

Inclusive Learning Environment

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, *"The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act."* If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please contact your instructor (Dr. Cottler) or refer to the Office of [Multicultural & Diversity Affairs website](#).
