University of Florida
College of Public Health & Health Professions (PHHP) Syllabus
Course Number HSC 4969: PHHP Honors Program Seminar (2 credit hours)
Spring: 2025
Delivery Format: In-Person

Instructor Name: Dr. Alana Rawlinson, Ph.D.
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      Office Hours: Wednesdays from 8:30 to 9:30 AM in HPNP 3155 or on zoom

Teaching Assistant: Armaan Shetty, MS
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      TA Office Hours: TBA

Course Room Number: Communicore-017
Course Day/Time: Wednesday, Periods 3 and 4 (9:35 AM to 11:30 AM)
      Preferred Course Communications (e.g. email, office phone): email preferred, canvas message

Prerequisites: Acceptance into PHHP Honors Program, PHHP majors only, department permission

PURPOSE AND OUTCOME

Course Overview
This course is designed to introduce students to the philosophy and implementation of scientific work, including an introduction to faculty research, professional development support, and research presentation skills. Provides the opportunity to explore and discuss potential honors thesis topics.

Relation to Program Outcomes
This course is a prerequisite to HSC 4970 Public Health and Health Professions Senior Honors Thesis Course. This course will aid in the development of skills that are central to professional development, the scientific inquiry, and research development and presentation.

Course Objectives and/or Goals
Upon completion of this course, students will be able to:
1. Describe the PHHP Honors sequence and the responsibilities of honors students in the College of Public Health and Health Professions.
2. Describe research opportunities in the College of Public Health and Health Professions.
3. Demonstrate skills in professional communication by identifying and contacting faculty about research opportunities and honors thesis mentorship.
4. Critically evaluate research to identify a relevant topic area for further study.
5. Demonstrate knowledge of and the ability to properly use APA writing style.
6. Create an annotated bibliography that will demonstrate an understanding of a topic area that may serve as the basis of the student's honors project.
7. Develop and conduct a scholarly research presentation.
8. Critically evaluate and provide written feedback on research presentations to their peers.

Instructional Methods: Lectures, guest speakers, small group discussions and in-class activities will be used to accomplish the course's objectives. Attendance and active participation in class sessions is required.

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Week	Date(s)	Topic(s)	Assignments
1	1/15	Review of the Honors Program Sequence Introduction to PHHP Honors Seminar Departmental Research Liaisons	
2	1/22	CV Development Professionalism Applying to work with faculty Departmental Research Liaisons	**DUE:** Survey about Student's Research 2 Descriptions of Faculty Research
3	1/29	Current Honors Student Open House Departmental Research Liaisons In-Class Assignment #1	**DUE:** 2 Applications to Lab (Canvas) 2 Draft Emails to Faculty (Canvas) 1 Hard Copy of CV – bring draft to class
4	2/5	Conducting a literature search Critical review of the literature Discover Prior Thesis Examples Departmental Research Liaisons	**DUE:** Finalized CV (Canvas)
5	2/12	APA Style & Writing Style HIPAA & Privacy IRB	**DUE:** Confirmation of Emails to Faculty (Canvas)
6	2/19	Annotated Bibliography In-Class Assignment #2	**DUE:** Published Honors Thesis Reflections (Canvas) Mentee 101 Training Module
7	2/26	Poster Development	**DUE:** HIPAA & Privacy – Research Training (PRV800) https://privacy.ufl.edu/training/ (Submit certificate to Canvas)
8	3/5	Presentation Skills In-Class Assignment #3	**DUE:** 1 Hard Copy of Poster, Draft – bring to class 1 Annotated Bibliography (Canvas)
9	3/12	Student Presentations	**DUE:** Form A: HSC 4969 Initial Agreement (Canvas) Final Copy of Poster (Canvas) Student Presentation Notes
10	3/19	No Class- Spring Break	
11	3/26	Student Presentations	**DUE:** Student Presentation Notes
12	4/2	Student Presentations	**DUE:** Student Presentation Notes
13	4/9	Student Presentations	**DUE:** Form B: HSC 4970 Honors Project Agreement 4 additional Annotated Bibliographies (Canvas) Student Presentation Notes
14	4/16	Student Presentations	**DUE:** Student Presentation Notes Extra Credit (optional- due 4/18)
15	4/23	Student Presentations	**DUE:** Student Presentation Notes Form (Canvas)

Course Materials, Technology, & Resources
Required Text: American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC:

Recommended Text: Strunk, W., & White, E.B. (1999). *The elements of style* (4th ed.). New York: Pearson Longman

Online APA Style Resources
 Basics of APA Style Tutorial (7th Edition): https://extras.apa.org/apastyle/basics-7e/?_ga=2.108922753.2028905358.1640104667-1342613641.1600284459#/
 American Psychological Association's Inclusive Language Guidelines: https://www.apa.org/about/apa/equity-diversity-inclusion/language-guide.pdf
 Nova Southeastern University APA Guide: http://sherman.library.nova.edu/sites/apa

Additional IRB information available:
 Collaborative Institutional Training Initiative (CITI): https://www.citiprogram.org/
 Reading and References for IRB presentation: http://irb.ufl.edu/irb01/irb-01/required-reading.html
 Variety of web resources providing background information on (a) the historical events that helped shape human research ethics and protections, (b) federal regulations, and (c) more modern articles demonstrating that ongoing protection is needed.

For technical support for this class, please contact the UF Help Desk at:
 Learning-support@ufl.edu
 (352) 392-HELP - select option 2

Other helpful resources:
 PHHP Honors Program: https://undergrad.phhp.ufl.edu/opportunities/honors-program/
 University Scholars Program: https://cur.aa.ufl.edu/programs-university-research-scholars-program/ and https://undergrad.phhp.ufl.edu/opportunities/university-scholars-program/
 Center for Undergraduate Research https://cur.aa.ufl.edu/
  Peer Advisors with Walk in Hours
  Research Workshops
  Location: Room 202 Newell Hall 1700 Stadium Road
 Career Connections Center: https://career.ufl.edu/
  Location: Level One J. Wayne Reitz Union
  Drop-in Hours: 1:00AM – 4:00PM
 Health Science Center Library:
  Library Liaison for HSC 4969 Honors Seminar: Ariel Pomputius
  Libraries Guides for HSC 4969: Honors Seminar: http://guides.uflib.ufl.edu/HSC4969

ACADEMIC REQUIREMENTS AND GRADING
Assignments
- *Brief Survey about Student's Research* – 30 points
 Students will complete a brief survey of their research experience. The survey link is available on the Canvas website for the course. Information about students' research interests and prior experience will be used to help match students into Honors research labs.

- *Description of Faculty Research* – 25 points for each of 2 descriptions (Total = 50 points)
 To help facilitate the process of identifying a research mentor and a topic area for the literature review, students will complete a ½ - 1-page double-spaced description of research for 2 faculty members. Each description will include information about the faculty member, their research, and points of interest for the student (e.g., *what about this faculty's research does the student find interesting?*). All PHHP faculty members are listed on the College's website, by department (https://phhp.ufl.edu/departments-programs/) and by research center (https://phhp.ufl.edu/research/research-centers-and-institutes/)

- *Draft Email to Faculty-* 15 points per Email draft (Total = 30 points)
  Students will draft emails to faculty to inquire about scheduling a meeting to discuss potential lab involvement. These unsent emails will be uploaded to Canvas for the instructors to provide feedback prior to sending to PHHP faculty.

- *Application to Research Lab* – 25 points for each of 2 applications (Total = 50 points)
  Students will also complete 2 applications to work with research faculty. The applications will provide potential research mentors with some information about students' research interests and research experience. The application can be located on Canvas. Students will submit 2 completed applications to Canvas.

- *Curriculum Vitae* – 60 points
  Students will develop their curriculum vitae (CV). The development process will include an initial draft of the CV (hard copy brought to class). After receiving peer and instructor feedback on their CVs, students will edit and finalize. Finalized CVs will be submitted to Canvas and submitted to research faculty as part of an application process.

- *Confirmation of Email to Faculty* - 30 points for each of 2 emails (Total = 60 points)
  Students are encouraged to identify a mentor as soon as possible to ensure they have adequate time to complete their literature review and presentation. Therefore, students will identify and email at least 2 faculty members they are interested in working with to ask about scheduling a meeting to discuss potential research opportunities. Emails to faculty will include a copy of the student's finalized CV and finalized application. Students will submit to Canvas at least 2 emails sent to faculty.

- *In-Class Assignments* – 25 points for each of 3 class assignments (Total = 75 points)
  Students will complete 3 class assignments during the semester. In-class assignments will be used to reinforce class content. Assignment details will be provided by the course Instructor or TA.

- *Published Honors Thesis Reflections-* 30 points for each of 2 reflections (Total = 60 Points)
  Using guidance from librarian guest lecture and LibGuide materials, students will search UF's Institutional Repository for two published PHHP Honors Theses in their research area and provide a reflection for each thesis about their understanding of the study methods and writing style.

- *Mentee 101 Training Module (25 points)*
  The Mentee 101 Training Module is a resource provided by UF's Center for Undergraduate Research. Per the website, "Mentee 101 is a training module designed for all undergraduate students in all disciplines who would like to learn how to have a successful undergraduate research experience. This module will help you make the most of your research mentor relationship." Students should provide a time stamped screen capture of their training completion as well as a PDF of their training certificate, which is estimated to take 30 minutes. The online training can be completed at the following link: https://cur-elearning.center.ufl.edu/

- *Student Poster–* 60 points
  Students will create a poster presentation of a peer-reviewed research article relevant to their honors thesis. **This research article must be a different article than articles selected for any other class assignment (e.g., Annotated Bibliography and Final Presentation).** Research posters will be created using PowerPoint. Please see Canvas for the required poster formatting and grading rubric. Posters will be submitted as a PDF to Canvas.

- *Student Final Presentation* – 200 points
  Students will deliver a 10-12 minute presentation as their Final Assignment. The presentation, delivered via multiple PowerPoint or Canva slides, will cover a peer-reviewed research article relevant to their honors thesis. Points will be administered for appropriate presentation length, professional attire, presentation of material, and verbal and nonverbal presentation skills. PowerPoint document should include the following sections: Title, Introduction, Study Aims/Hypotheses, Methods, Results, Discussion, Relevance to Honors Thesis, and References. **This research article must be a different article than**

articles selected for any other class assignment (e.g., Annotated Bibliography and Student Poster). Please see posted Rubric for expectations.

- *Student Presentation Notes* – 30 points per 6 of 7 presentation dates (Total = 180 points)
  During the final weeks of this course, each student will deliver a 10-minute presentation relevant to their anticipated thesis topic. The class will be provided with a Qualtrics link/QR code by the course Instructor or TA and students will provide feedback to each peer presenter. Feedback should be constructive and include a description of strengths and suggestions for strengthening the presentation. The purpose of peer feedback is to promote good science, therefore overly negative and critical feedback will not receive credit. At the end of each presentation, students will have the opportunity to ask the presenter questions. Students are expected to use their notes to formulate questions for each presenter. Student Presentation Notes are due by the end of class at 11:30 AM, on the day of the presentation. Student Presentation Notes will be available for presenters at the following class period. There are 7 presentation dates; thus, 1 set of feedback dates can be dropped with no penalty.

- *Annotated Bibliography* - 15 points per 5 articles (Total = 75 points)
  Students will submit an annotated bibliography of research relevant to their anticipated honors thesis. Students will submit an APA formatted summary of **1** relevant article during week 8 and will incorporate instructor feedback in submitting **4** additional summaries during week 13. **Research articles selected for this assignment must be different from articles selected for any other class assignment (e.g., Student Poster and Final Presentation).**

- *Level 1: HIPAA & Privacy – Research online training (certificate)* - 10 points
  In class, issues pertaining to the ethical conduct of research with human participants including HIPAA and the Institutional Review Board, will be discussed. Students will complete the online training for HIPAA & Privacy-Research (PRV 800). The training can be found online at https://privacy.ufl.edu/training/. After completing the training, students will receive a certificate of completion. The certificate of completion should be submitted to Canvas.

- *Signed Form A: HSC 4969 Initial Agreement Form* - 10 points
  After identifying a research mentor, students will meet with the faculty who will be mentoring their honors project and together they will sign Form A: Honors Project Initial Agreement Form to determine the anticipated registered credit hours each semester. A copy of Form A can be found on Canvas. The signed/completed form should be submitted to Canvas.

- *Signed Form B: HSC 4970 Honors Project Agreement Form* – 25 points
  After identifying a research project/topic, students and their faculty mentor will complete Form B: The HSC 4970 Honors Project Agreement Form to list the thesis title, study aims, and study objectives and to confirm IRB/IACUC approval. A copy of the form can be found on Canvas. The completed form should be submitted to Canvas.

- *Extra Credit* – 15 points maximum:
  Students may choose to participate in extra credit. Each extra credit activity is worth up to 5 points each. Students may earn up to 15 points in extra credit, but total class points will not exceed 1000 points.
    - Students will work with the Career Connections Center (CCC) to refine their curriculum vitae (CV). Students will take a copy of their current CV or resume a CCC and have their CCC counselor sign and date the document (if meeting in person). If meeting with the career counselor virtually, students will submit email proof of attendance from the career counselor (scheduling email is not sufficient, must be proof of attendance).
    - Attend PHHP Faculty research presentation. Write a brief half page evaluation of a faculty's presentation. Students will submit to Canvas their evaluation of the faculty's poster along with a photo of the presenting faculty and their presentation (either in person photo or screen capture of presentation)
    - Attend a UF Center for Undergraduate Research Event, including a research workshop, Tiny Talk or Research Symposium. Write a half-page evaluation/reflection about the experience and submit photographic proof of attendance to Canvas. https://cur.aa.ufl.edu/events/

- Attend PHHP Days **(4/14/25 and 4/15/25)**. Write a brief half page evaluation of a peer student's poster presentation. HSC4969 students will submit their evaluation of their peer's poster along with a photo of the presenting student and their poster to Canvas.
- **All extra credit is due by 4/18/25**

Grading

Requirement	Points
In-Class Assignments	75 points (25 points x 3 assignments)
Student Presentation Notes	180 points (30 points x 6 of 7 dates)
Draft Email to Faculty	30 points (15 points x 2 emails)
Brief Survey about Student's Research	30 points
Description of Faculty Research	50 points (25 points x 2 descriptions)
Application to Research Lab	50 points (25 points x 2 applications)
Curriculum Vitae	60 points
Confirmation of Email to faculty	60 points (30 points x 2 emails)
Published Honors Thesis Reflections	60 points (30 points x 2 reflections)
Mentee 101 Training Module	25 points
Student Poster	60 points
Student Final Presentation	200 points
Annotated Bibliography	75 points
HIPAA & Privacy Training	10 points
Signed Form A	10 points
Signed Form B	25 points
Total Points	**1000 points**

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

Points earned	930-1000	900-929	870-899	830-869	800-829	770-799	700-769	670-699	630-669	600-629	0
Letter Grade	A	A-	B+	B	B-	C+	C	D+	D	D-	E

Letter Grade	A	A-	B+	B	B-	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	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at: http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Exam Policy: For your final exam you will be required to do an in-class presentation.

Policy Related to Late Assignments: Late Canvas assignments resulting from an unexcused absence will receive a one-letter grade deduction for each day that it is late. Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to

them. The ticket number will document the time and date of the problem. You MUST email the instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Class Attendance
Attendance is expected as a part of the student's professional training. Students are expected to arrive for class on time and to remain for the full class period. **Students who must miss class because of a documented conflicting <u>professional</u> commitment must make prior arrangements with the instructor. Students should provide medical or professional documentation (e.g., doctor's note or UF-sanctioned professional event) for missed classes for the absence to be considered excused.** Students needing to miss class or arrive late/leave early should make prior arrangements with the instructor via email.

Policy Related to Graded In-Class Assignments
Students who must miss an in-class assignment because of a conflicting professional commitment (i.e., a UF-sanctioned academic event) or due to a medical reason must make prior arrangements with the instructor and provide documentation of the reason (e.g., a UF-sanctioned academic event or doctor's note) for the absence in order to receive the opportunity to make up the in-class assignment with the TA. Students may make up in-class assignments for unexcused and/or undocumented reasons for 50% credit, provided that they have contacted the professor and TA in advance of the in-class assignment.

All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior
Laptops: Laptops may be used in class for taking notes or for viewing or presenting relevant course material. The use of laptops during class for any other reason (including checking and responding to emails) is not permitted.

Cell Phones: The use of cell phones during class is not permitted. Cell phones should be turned off or put on silent mode during class and should be put away during the class period. Urgent matters that require phone access/monitoring should be discussed with the Course Instructor or TA prior to class.

Other Electronic Devices: Other electronic devices such as I-Pads or recording devices are not permitted in class.

Food/Beverages: To the extent permitted by facility rules and restrictions, you may bring food and/or beverages to class as long as it does not interfere with your ability to work and/or participate in class and as long as it does not interfere with or your classmates' ability to work and participate in class. You will be expected to clean-up after yourself and dispose of all trash before leaving the classroom.

Communication Guidelines
It is expected that email communications and behavior with course faculty and other students enrolled in the course will be professional and respectful. Likewise, it is not appropriate to post information from class discussion regarding other students in the course on the internet in any fashion. It is also not appropriate to make negative statements regarding a student's skills to other students in the course. Concerns about another student should be directed to the Course Instructor.

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 for additional details:
https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

Statement regarding the use of generative AI, ChatGPT, and similar tools
The use of ChatGPT or other AI language learning models on any assignments in this course is prohibited and considered a violation of UF Regulations 4.040 Student Honor Code and Student Conduct Code. At the instructor's discretion, text may be submitted to plagiarism checkers and AI detection tools to monitor compliance with this rule. UF Integrated Risk Management – CHATGPT Privacy, Factual Accuracy and Usage Guidelines.

Please note that **under all circumstances you must not post research, clinical or educational data to** AI language models; doing so could be a potential violation of IRB, professional ethics, HIPAA and FERPA rules (subject to fines and penalties). No restricted data (see full definition here) should be entered into third-party AI systems. The entry of sensitive data (e.g., unpublished research results) should be avoided without explicit approval of the lab PI (in addition to any individual study PIs).
https://citt.ufl.edu/services/learning-innovation--technology/artificial-intelligence/chatgpt/

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 or in their Canvas course menu under GatorEvals. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

SUPPORT SERVICES
Accommodations for Students with Disabilities
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Local Wellness Resources
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. Online and in person assistance is available.
- PHHP UPTURN (Unified Pathways to Support Wellness- UF). https://undergrad.phhp.ufl.edu/upturn/
  - Our program's mission is to promote the health and wellness of PHHP students. We strive to support students in being your healthiest selves, so you can better manage academic, social, emotional and health-related stress and adjust to life's demands and difficulties in a healthy and adaptive way.
  - The UPTurn program offers students a 45-minute consultative visit with a program advisor. At this visit, our advisors will curate an individualized plan for obtaining support and resources based upon the student's concerns, stresses and goals. Students are then eligible for up to 4 follow-up visits to review progress toward goals.

- Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.
- 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 meet with the instructor and/or TA. Instructors have helped many students through stressful situations impacting their academic performance. You are not alone so please ask for assistance.

COURSE UPDATES
Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.

REQUESTS FOR LETTERS OF RECOMMENDATION
As the Honors Program Director, Dr. Rawlinson receives many requests for letters of recommendation. As such, she has guidelines to ensure that a strong letter can be written on the student's behalf.
- Must provide minimum 1 month notice before application is due
- 1 semester in class must be complete to allow sufficient time to get to know the student
- Must be responsive and communicative throughout the semester
- ACTIVE participation in class, timely arrivals and good attendance
- Attend minimum of 2 office hours/individual meetings to get to know the student on an individual level, and discuss the student's short and long term goals
- If the student and Dr. Rawlinson agree that a strong letter can be written, Dr. Rawlinson will follow up with questions to answer and materials (e.g., CV, signed FERPA release) to send.