HCS 7999 – Graduate Research MS

Term Spring 2021

Meeting Dates and Location: Meetings with research advisor are by arrangement. Individual study is based on student's schedule.

Course Format:

Independent Study – Hybrid (5%-50% online as appropriate for research project)

Instructor: Variable

      Name: HCS Faculty advisor

      Office, Laboratory, Greenhouse, Field, and Zoom locations

Credit Hours: 1 - 18 credits, course is repeatable

Prerequisites: MS Graduate student standing in Horticulture and Crop Science or permission of the instructor.

Course Description

Research for thesis purposes for students pursuing a MS degree. MS thesis research in Horticulture and Crop Science may take place in in laboratory, greenhouse, and/or field resources at The Ohio State University in Columbus, Wooster, and outlying branch farms.

Goals

1. Demonstrate scientific competence in horticultural and/or agronomic sciences
2. Use appropriate form of communication effectively at a professional level
3. Manage projects, personnel and time effectively

Learning Outcomes

By the end of the semester, students will gain experience/expertise in being able to:

1.1 Develop original, sound scientific experiments

1.2 Analyze and interpret the results of experiments

1.3 Critique scientific information (such as the literature review section (or chapter introductions) of thesis)

1.4 Integrate and apply knowledge from various sources (such as during research conduct, or during oral defense exam).

2.1 Demonstrate competency in proposal writing

2.2 Present experimental results in oral or poster form to a diverse audience (such as presentation of thesis research to peer audience, or oral defense of research)

2.3 Demonstrate competency at reporting experimental results in writing

3.1 Manage program details

3.2 Prepare and complete graduate program documents in a timely manner

Course technology

For help with your password, university e-mail, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at OCIO Help Hours, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** (http://ocio.osu.edu/selfservice)
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills for hybrid courses

- Basic computer and web-browsing skills
- Scheduling Zoom meetings, and basic screen sharing/white board use, and break-out room use.
- Proficiency in use of Buckeyebox and/or accepted cloud storage resources for data sharing and editing.

Technology skills necessary for this specific course

- Zoom text, audio, and video chat
- Recording a slide presentation with audio narration
- Recording, editing, and uploading video

Required equipment and software

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection.
- Webcam: built-in or external webcam, fully installed and tested.
- Microphone: built-in laptop or tablet mic or external microphone.
- Analytic and data visualization software as appropriate for dissertation research.

Evaluation

The course is designated S/U. A satisfactory (S) grade shall be determined as satisfactory progress towards 75% of semester-specific tasks, as agreed between the Adviser and student (including verbal discussion and a written summary), at the beginning of each semester.

How your grade is calculated

Before engaging in the individual study, the student and instructor will meet to discuss the proposed work and timeline, appropriate number of credit hours, desired goals and outcomes, and the means of evaluation and assessment. A document/written agreement will be developed to provide the student and instructor with clear guidance regarding expectations, including attendance, timeline and deadlines. Both the student and instructor should sign and keep a copy of the document for their own records.

Course Topics

Through this course, students will focus on:
- Scientific writing (proposals, manuscripts, and/or thesis preparation)
- Conduct of field and/or laboratory experimentation.
- Sample and data analysis - research
- Professional communication (verbal, presentation skills, and/or written)

COURSE POLICIES

Faculty feedback and response time

- **Feedback:** For large writing projects, you can generally expect feedback within **7 days**.

- **In person feedback:** Group or one-on-one meetings will generally be held on at least a bi-weekly basis and provide the opportunity for progress updates and immediate feedback.

- **E-mail:** I will reply to e-mails within **24 hours on instruction days as defined by the academic calendar [https://registrar.osu.edu/staff/bigcal.asp].**

Attendance Policy

Expectations of number of hours a week spent on research activities will vary depending on the number of credit hours that the student is enrolled.

Scheduled meetings and other live sessions

All live, scheduled events for the course, are required. If you are required to discuss an assignment, experiment, analysis, or research paper please contact directly to schedule time outside my regularly scheduled office hours. Please let me know of medical or other situations that might require a meeting to be rescheduled.

Discussion and communication guidelines

Respectful, thoughtful, professional communication is expected. Some suggested guidelines follow:

Writing style

Write using accepted grammar, spelling, and punctuation in a professional setting. Informality (including an occasional emoticon) is fine for non-academic topics.

Tone and civility

Strive to maintain a supportive learning community where everyone feels safe and where people can disagree amicably.

Citing your sources

During academic discussions, whether written or verbal, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title, author, publisher and page numbers. For online sources, include a link.)

Backing up your work

Consider composing your academic posts in a word processor, where you can save your work, and then copying into the electronic discussion forums (including, but not limited to e-mail, Carmen, or other communication tools). Regular back-up of research data using Buckeyebox or other accepted cloud storage is expected.

E-Mail Etiquette

Professional relationships should be maintained when using e-mail for a class. Below are guidelines from Bloomsbury's guide on email etiquette that should be followed. Electronic communication that is considered inappropriate may not receive a response. Professionally appropriate e-mail will receive a response in a timely manner, though an immediate reply should not be expected. If you require an immediate response, consider using in person scheduled time.

DO

- Include a descriptive statement in the subject line.

- Use proper salutations when beginning an e-mail.

- Be concise in the body of the e-mail, use complete sentences and proper grammar.

- Use an appropriate closure at the end of each e-mail followed by your first and last name.

- If replying to an e-mail, reference the original e-mail and its content.

- Be selective of your choice of words. Emotions are difficult to convey in text and without the benefit of facial expressions your sentiment can be lost in the words you choose to write.

DON'T

- Use all capital letters; this conveys a tone of ANGER.

- Use e-mail as a format to criticize other individuals.

- Ask for your grade via e-mail. Grades will not be discussed by e-mail. If you need to discuss a graded item make an appointment to do so in my office.

- E-mail to inquire when grades will be posted. We will work toward submitting grades promptly, however, recognize that grading assignments and exams requires considerable time to ensure uniformity and fairness.

- Send an e-mail out of frustration or anger. Learn to save the e-mail as a draft and review at a later time when emotions are not directing the content.

Written projects

Your writing assignments, including discussion posts, should be your own original work. In formal projects, you should follow **[**MLA**/**APA**]** style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in-- but no one else should revise or rewrite your work.

Reusing past work

In general, you are prohibited in University courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you have explored in previous courses, please discuss the situation with me.

Falsifying research or results

All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.

Collaboration and informal peer-review

The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged. If you are unsure about a particular situation, please feel free just to ask ahead of time.

UNIVERSITY POLICIES **see: https://ugeducation.osu.edu/faculty-and-staff-resources for current versions**

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct at Student Life http://studentconduct.osu.edu.

Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages (COAM Home)

- *Ten Suggestions for Preserving Academic Integrity (Ten Suggestions)*

- *Eight Cardinal Rules of Academic Integrity* (www.northwestern.edu/uacc/8cards.htm)

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Intellectual Property (covered by copyright) includes Course materials (Text, Audio, Video, Multimedia, Sims, Apps, etc.), and Student Generated materials

Disability Services

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions),

please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Requesting accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at 614-292-3307 or ods@osu.edu to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.

Go to Office of Student Life - Disability Services for more information.

Accessibility of course technology

This hybrid course may require use of learning management systems, cloud storage, video conference software and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Carmen (Canvas) accessibility

o   Zoom access [https://resourcecenter.odee.osu.edu/carmenzoom/accessibility-carmenzoom]

- Streaming audio and video

- Synchronous course tools

- Definition OSU

- Overview of Accessibility at OSU

- If you require specific software for the course list or provide a link to the software's accessibility privacy statements

  - Adobe Connect (Carmen Connect) Accessibility Adobe Privacy Policy
  - MediaSite Accessibility Statement
  - Microsoft Office Accessibility Microsoft Office 365 Privacy

Diversity

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

UNIVERSITY RESOURCES - see: **https://ugeducation.osu.edu/faculty-and-staff-resources** for current versions

Counseling and Consultation Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Title IX:

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Grievances

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

University Escort Service (Columbus campus only)

A safe ride is a service provided to university students who would like safe transportation across campus. Any university student, faculty, or staff member may request a safe ride. Hours: 7pm to 3am; phone: 614-292-3322.

Off Campus Field Experiences:

Off-Campus Field Experiences may be necessary for completion of thesis research in certain cases. If applicable, guidelines and assessment of Field work, Internships, Visits for course projects/assessments will be determined and agreed upon by the student and instructor (see "How your grade is calculated").