



SYLLABUS

ENR 4890H

Honors Colloquium
Fall 2020

COURSE OVERVIEW

Instructors

Instructor: Dr. Lauren M. Pintor
Email address: pintor.6@osu.edu
Office Hours: By Appointment

Course Location & Meeting Times

Classroom: 245 Kottman or in Tent on eastside of Kottman Hall

Time: Tuesday's from 3:00 – 3:55pm

Note: Please check your email before class to see if location of our meeting/class will be different than 245. We will likely meet at this time via Zoom at times &/or outside of Kottman during good weather.

Course description

The overall goal of this course is to develop the skills and provide the structure to prepare a competitive research proposal in the natural and social sciences. Successful completion of this course is required for graduating with Honors Research Distinction from the School of Environment & Natural Resources.

Course learning outcomes

By the end of this course, students should successfully be able to:

- 1) Develop and refine a research question, hypotheses and objectives for their honors research thesis.
- 2) Present and discuss their proposed research project to peers and faculty.

- 3) Develop a competitive research proposal in fulfillment of the ENR Honors Program requirements.

COURSE MATERIALS AND TECHNOLOGIES

Textbooks

REQUIRED

- No textbook is required, but readings may be assigned throughout the course and will be available through Carmen. Readings will be announced both in class and on Carmen.
- Slides with either full or partial notes from lecture presentations will also be available on Carmen. If you miss a class for which only partial lecture notes are provided, it will be your responsibility to get the notes generated during the class from a fellow classmate.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/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 NEEDED

- Basic computer and web-browsing skills
- Navigating CarmenCanvas

REQUIRED EQUIPMENT & SOFTWARE

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection

- Zoom text, audio, and video chat
- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found <https://ocio.osu.edu/kb04733>.

Carmen Access

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click "Enter a Passcode" and then click the "Text me new codes" button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and the IT support staff will work out a solution with you

GRADING AND FACULTY RESPONSE

How your grade is calculated

The grading for this course is satisfactory/unsatisfactory. Completion of all assignments listed below and no unexcused absences are required to achieve a satisfactory grade.

Annotated Bibliography

Each student will conduct a literature search on the topic of their honors thesis. Students will then write a structured annotated bibliography on a minimum of 10 peer-reviewed sources (e.g. primary literature) that are most relevant to the student's research question. More details will be given during class, but briefly, the goals of the literature search and annotated bibliography are: 1) to provide structure behind a review of the literature on student's honors thesis topics, and 2) to critique and illustrate the quality of the source.

Proposal Presentation

Each student will be required to present their proposed research to students and faculty. These will be short presentations that will be 7-10 minutes long, with 3-5 minutes for questions and discussion from the audience.

Research Proposal

Each student will write and submit a research proposal. The proposal format will be reviewed in detail during the course, but briefly, the proposal will reflect similar proposal requirements for as some of the undergraduate research competitions on campus (e.g. OARDC Undergraduate Seeds Grant Competition). The proposal should be 5-pages, single-spaced (12-point font) and contain the following components:

- 1) Introduction/Background
- 2) Rationale & Significance of Work
- 3) Approach
- 4) References (not part of 5-page limit)
- 5) Schedule of Activities (not part of 5-page limit)
- 6) Location, Facilities & Equipment required (not part of 5-page limit)
- 7) Budget & Budget Narrative (not part of 5-page limit)

Participation & Attendance

Students are expected to attend class each week. Additionally, each student will lead an informal, in class discussion of their current research question, hypotheses and objectives associated with their honors thesis. These will be short discussions that will be 15 minutes long and are meant for you to get feedback from their peers about their questions, hypotheses & objectives.

FACULTY FEEDBACK AND RESPONSE TIME

I am providing the following list to give you an idea of our intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

GRADING AND FEEDBACK

For large weekly assignments, you can generally expect feedback within **7-10 days**.

EMAIL

We will reply to emails within **24 hours on school days**. All email communications should be made using your OSU address (i.e. name.#@buckeyemail.osu.edu). Please start the title of your email with "ENR 4890H". This will help me to prioritize your email.

DISCUSSION BOARD

We will check and reply to messages in the discussion boards every **24 hours on school days**.

ATTENDANCE & PARTICIPATION

Consistent, weekly participation and engagement with the material will help you to succeed in the class.

Discussion and communication guidelines

The following are expectations for how we should communicate as a class. Above all, please remember to be respectful, professional and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a formal paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor (e.g. Microsoft Word), where you can save your work, and then copying into the Carmen discussion.

E-mail Etiquette

Below I have included guidelines from Bloomsbury's guide on email etiquette that you should follow when drafting your e-mail. I will not respond to e-mails that I consider inappropriate.

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.

OTHER COURSE POLICIES

Academic integrity policy

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 we suspect that a student has committed academic misconduct in this course, we are 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 us.

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.

Statement on title IX

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at equity.osu.edu,
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or Email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

This course adheres to The Principles of Community adopted by the College of Food, Agricultural, and Environmental Sciences. These principles are located on the Carmen site for this course; and can also be found at <https://go.osu.edu/principlesofcommunity>. For additional information on Diversity, Equity, and Inclusion in CFAES, contact the CFAES Office for Diversity, Equity, and Inclusion (<https://equityandinclusion.cfaes.ohio-state.edu/>). If you have been a victim of or a witness to a bias incident, you can report it online and anonymously (if you choose) at <https://studentlife.osu.edu/bias/report-a-bias-incident.aspx>.

Counseling & Consultation Services/Mental Health

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 Counseling and Consultation Services (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 Prevention Hotline at 1-(800)-273-TALK or at suicidepreventionlifeline.org.

David Wirt, wirt.9@osu.edu, is the CFAES embedded mental health counselor. He is available for new consultations and to establish routine care. To schedule with David, please call 614-292-5766. Students should mention their affiliation with CFAES when setting up a phone screening.

Safe & Healthy Buckeyes

Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (<https://safeandhealthy.osu.edu>), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses.”

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. 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.

Go to <http://ods.osu.edu> for more information.

****COURSE SCHEDULE (SUBJECT TO CHANGE)**

Week	Date	Topic
1	25-Aug	Course Introduction
2	1-Sep	Concept Map
3	8-Sep	From Research Topic to Research Question...
4	15-Sep	Conducting a Literature Review
5	22-Sep	Reading and Evaluating the Peer Reviewed Literature
6	29-Sep	<i>Annotated Bibliography Due</i>
7	6-Oct	Student-Led Discussion of Research Questions
8	13-Oct	Student-Led Discussion of Research Questions
9	20-Oct	Student-Led Discussion of Research Questions
10	27-Oct	OARDC Seeds Proposal RFP & Guidelines
11	3-Nov	From Annotated Bibliography to Proposal Introduction
12	10-Nov	Proposal Methods Development
13	17-Nov	Developing a Budget
14	24-Nov	<i>Proposal Presentations</i>
15	1-Dec	<i>Proposal Presentations</i>
<i>Finals Week, Final Proposal Due Wednesday, December 9, 2020</i>		