

Proposal for Non-Lecture Coursework

Department of Health Education and Behavior

University of Florida

August 1, 2011

Students Cannot Register for Non-Lecture Coursework without First Completing This Proposal

NOTE: Use this form for **HSC** 4904, 4905, 4910, 6850, 6904, 6905, 6910, 6940, 6971, 7904, 7905; and for **HLP** 7979 and 7980. Do *not* use this form for **HSC** 4870 and 4876.

INSTRUCTIONS TO COMPLETE PROPOSAL

1. You obtain approval – in advance – from your advisor or major professor to ensure that the course and course credit will count in your program of study.
2. You provide all of the information requested on this form. (Keyboard the information, or write neatly.)
3. You sign and date the form.
4. Your academic advisor or major professor signs and dates the form.
5. Your faculty sponsor signs and dates the form. Your faculty sponsor must directly supervise your work. (Your advisor, major professor, or other DHEB faculty member can serve as faculty sponsor.)
6. You submit the completed form with 3 signatures to the Undergraduate or Graduate Program office.
7. The Undergraduate or Graduate Program Coordinator will approve or deny the proposal.
8. You submit your final report to your faculty sponsor at least 7 days before the last day of classes for the term.
9. Your faculty sponsor submits your final grade to the Undergraduate or Graduate Program Office.

STUDENT INFORMATION

Name: _____ UFID: _____ - _____ Class: _____

Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Email Address: _____

REGISTRATION INFORMATION

Course: _____ Section Number: _____ Credits: _____

Semester / Year: _____ Final Report Due Date: _____

NOTE: Before signing the proposal, the student and faculty sponsor discuss whether or not to develop presentations, publications, and funding requests from the project (yes or no). If “yes” then the student and faculty sponsor complete a copy of **Guidelines for Faculty–Student Collaboration** (*Addendum* pages 3-4 of this form) available from the appropriate program office.

PROJECT DESCRIPTION (*Complete page 2 of this form.*)

PROJECT APPROVALS

1. Student Signature / Date

3. Faculty Sponsor Signature / Date

2. Academic Advisor Signature / Date

4. Undergraduate/Graduate Coordinator Signature / Date

Distribution: *Original* – Department Non-Lecture Coursework file; *Copies* – Student, Student Academic File, Academic Advisor, Faculty Sponsor

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DESCRIPTION OF PROPOSED PROJECT

1. **Title** of the project (cannot exceed 21 letters and spaces)

2. **Faculty Sponsor** for the project
(Provide name, campus mailing address, telephone number and extension, and email address.)

3. **Clock Hours** estimated to complete the project (1 credit hour = approximately 40 clock hours of activity.)

4. **Funding Source** for the project, if applicable

5. **IRB Approval** for the project, if applicable (Attach a copy of your IRB request or IRB approval to this form. An IRB approval must be submitted before you will be registered for a course, if applicable.)

6. **Purpose** of the project

7. **Procedures** involved in the project

8. **Evaluation** methods used to determine project outcomes or results

9. **Final Report** submitted to Faculty Sponsor (Provide details on content and format.)

10. **Final Report Due Date** to Faculty Sponsor (Indicate the month/day/year.)

Addendum

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GUIDELINES FOR FACULTY-STUDENT COLLABORATION

Approved by the Faculty October 29, 1993

These guidelines 1) facilitate professional dissemination of results from faculty-student collaborative work, primarily through presentations at professional meetings and publications in professional journals; 2) develop a process to ensure fair and equitable acknowledgement of contributions made by project participants; and 3) accomplish this goal through professional ethical principles. These guidelines pertain to situations in which students work under faculty supervision within courses for which they receive credit (i.e., independent study, supervised research, and thesis and dissertation research) as well as to projects on which faculty and students collaborate voluntarily outside of formal coursework.

1. Students retain primary ownership of work for which they bear primary responsibility. Primary responsibility for a project generally results when one initiates, plans, conducts, and writes the report of project results.
2. As primary authors of project results:
 - a. Students' names should be listed first on disseminated reports, such as professional presentations and publications.
 - b. With advice from their supervisor, students should determine whether, and the order in which, faculty collaborators are listed in disseminated reports to reflect all project contributors in a just manner. Determinations should be based on significance of the contribution faculty make to the project including, but not limited to, their role in its design, completion, and writing. The faculty role should involve a substantive effort, beyond simple editorial comments and minor changes.
3. Even when students retain primary ownership, faculty retain the option to publish or present students' work (with the student still listed first) if (a) the student takes no action within a reasonable time period (approximately six months), and (b) the student gives written approval to the faculty member.
4. All parties to a collaborative project should sign a *Memorandum of Understanding* reflecting their agreement based on these guidelines. The memorandum should delineate terms under which the faculty member may initiate presentation and/or publication of the project (see #3).

In case of a dispute between or among any participants in a collaborative project concerning any aspect of dissemination of results, the matter should be presented to the Graduate Advisory Committee for resolution and, if not resolved, to the Department Chair.

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MEMORANDUM OF UNDERSTANDING

Sample Outline

This document describes terms under which Student X and Faculty Y agree to work collaboratively on the project described below. A signature and date indicate voluntary acceptance of the following terms.

1. Project participants include Student X (UFID: _____) and Faculty Y.
2. The collaboration shall occur in the context of "HSC 7904 – Advanced Readings in Health Science Education." Student X shall enroll in HSC 7904, section 0000, for 3 semester hours of credit, Fall Semester 20__.
3. Under the direction of Faculty Y, Student X shall conduct a literature review and related research to (1) identify existing K-12 violence prevention curricula; (2) prepare a written report of approximately (_____) words in journal article format describing, comparing, and contrasting the curricula; (3) compile a listing of resources for information and assistance on violence prevention.
4. Project results shall be submitted for presentation at (Conference) and/or for publication in (Journal).
5. Student X accepts responsibility for successful completion of the project as described in #3 above, including submission of the work for presentation and/or publication as described in #4 above. Faculty Y accepts responsibility for providing guidance to Student X throughout the planning, conduct, and successful completion of the project. Student X shall prepare and submit the presentation proposal, with assistance from Faculty Y. If accepted, Student X shall deliver the presentation if circumstances and funding permit. If not, Faculty Y retains the option to present. Student X shall prepare and submit the article manuscript, with assistance from Faculty Y.
6. Student X shall be listed as first presenter and/or first author. Faculty Y shall be listed as second presenter and/or second author. If Student X does not submit a presentation proposal and/or article manuscript by (date), Faculty Y retains the option to prepare and submit a presentation proposal and/or article manuscript. If Faculty Y exercises this option, Student X still shall be listed as first presenter and first author. This signed memorandum constitutes written approval from Student X, should Faculty Y elect to exercise the option.

Accepted:

Student Signature / Date

Faculty Member Signature / Date