

## Engineering PhD Fellowship Preparation

EGN 4940 & EGN 6937

Lecture Times: Period E1 (5:10 pm)

*Location:* Zoom

*Academic Term:* Fall 2020

### *Instructor:*

**Dr. David Mazyck**

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### *Course overview:*

With an understanding of fellowships and grants, students will be better able to generate funding for their doctoral studies. With an understanding of the importance of selecting an adviser, students will be better able to ensure they have the proper mentoring in order to complete a doctoral program. With an understanding of peer reviewed literature and how to get published, students will be better able to get published in order to pave a path for an academic career. All of these components contribute to the success of students completing a doctoral program, thus increasing the retention rate and decreasing the attrition rate of the university.

### *Course Description*

Course focuses on two major requirements for NSF Fellowships, Personal Essay and Research Statement.

Credits: 1.

### *Course Pre-Requisites / Co-Requisites*

Must be a senior undergraduate student or first year graduate student.

### *Course Objectives*

1. To develop in students an understanding of the fellowship and grant process
2. To develop the capability and confidence in students to develop outstanding components of fellowships and grants; such as personal statement, previous research, and proposed research.
3. To develop an understanding of crucial components to obtaining a PhD, including the selection of an adviser, the importance of mentoring, peer reviewed literature and how to get published.

### *Attendance Policy, Class Expectations, and Make-Up Policy*

Students are encouraged to attend all classes. There are no exams. Grades are based on writing materials and presentations.

### *Assessment Methods:*

Each major component of the fellowship application will be required for a grade, as well as participation in the peer review process. These components will be assigned throughout the course, and will be collected, peer reviewed, and graded. A three-minute presentation on the student's overall application will be required at the end of the course. This presentation will subsequently prepare students for the three-minute thesis (3M) competition offered through the Graduate School. Late homework will be accepted with a 50% penalty if it is submitted between 10:30 am the day it is due and the beginning of the next class period. No credit will be given if it is submitted more than one class period late. Allowances will be made for health issue and family emergencies.

### Special Notice:

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

### Course Schedule

Lecture	Topic
Week 1	Introduction to Course, Funding Options and Fellowships
Week 2	Preparing the Personal Statement
Week 3	Preparing the Previous Research Statement
Week 4	Developing a Cohesive Story
Week 5	Preparing the Proposed Plan of Study/Research
Week 6	Letters of Recommendation and peer review of Personal Statement
Week 7	Peer review of Previous Research Statement
Week 8	Peer review of Proposed Plan of Study/Research
Week 9-11	Second round of Peer Reviews and Revisions
Week 12	Advisor Selection
Week 13	Tips for Excelling in Research
Week 14	Journal Articles
Week 15	Mentoring

### Evaluation of Grades

Assignment	Percentage of Final Grade
Personal Statement	20%
Previous Research	20%
Proposed Research	20%
Participation in Peer Review	20%
Three Minute Presentation	20%
	<b>100%</b>

### Grading Policy

Percent	Grade	Grade Points
94.0 - 100	A	4.00
90.0 - 93.9	A-	3.67
86.7 - 89.9	B+	3.33
83.4 - 86.6	B	3.00
80.0 - 83.3	B-	2.67
76.7 - 79.9	C+	2.33

73.4 - 76.6	C	2.00
70.0 - 73.3	C-	1.67
60.0 - 69.9	D+	1.33
0 - 59.9	E	0.00

### ***Students Requiring Accommodations***

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### ***Course Evaluation***

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

### ***University Honesty Policy***

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.” The Honor Code (<https://www.dso.ufl.edu/scrr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### ***Commitment to a Safe and Inclusive Learning Environment***

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

- Your academic advisor or Graduate Program Coordinator
- Robin Bielling, Director of Human Resources, 352-392-0903, [rbielling@eng.ufl.edu](mailto:rbielling@eng.ufl.edu)
- Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, [taylor@eng.ufl.edu](mailto:taylor@eng.ufl.edu)
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, [nishida@eng.ufl.edu](mailto:nishida@eng.ufl.edu)

### ***Software Use***

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### ***Student Privacy***

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

## ***Campus Resources:***

### ***Health and Wellness***

#### **U Matter, We Care:**

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](mailto: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.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

#### **Sexual Discrimination, Harassment, Assault, or Violence**

If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the **Office of Title IX Compliance**, located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, [title-ix@ufl.edu](mailto:title-ix@ufl.edu)

#### **Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

### ***Academic Resources***

**E-learning technical support**, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).  
<https://lss.at.ufl.edu/help.shtml>.

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling.  
<https://www.crc.ufl.edu/>.

**Library Support**, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.  
<https://teachingcenter.ufl.edu/>.

**Writing Studio, 302 Tigert Hall, 846-1138.** Help brainstorming, formatting, and writing papers.  
<https://writing.ufl.edu/writing-studio/>.

**Student Complaints Campus:** [https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf).

**On-Line Students Complaints:** <http://www.distance.ufl.edu/student-complaint-process>.