

## **Research to Practice Experience in Engineering Education**

EGS 6949 Section XXXX

**Class Periods:** Varies

**Location:** Varies

**Academic Term:** Spring 2023

### **Instructor:**

TBD

### **Teaching Assistant/Peer Mentor/Supervised Teaching Student:**

None

### **Course Description**

Practical work experience in engineering education under pre-approved supervision.

### **Credits**

1-3 Credit Hours: Students are expected to devote an equivalent of three hours a week of course work in this class for each credit in which they are enrolled. Students can enroll in a total of 3 credit hours of this course during their graduate study at UF. Students should check with their department on the impact of excess surcharges and whether the credits will count toward their degree. Students should carefully discuss with their practicum mentor the time expectations for completion of the requirements of the class and these expectations should be clearly articulated on the Practicum Form.

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

EGS 6XXX, Preparation for Engineering Education Research to Practice Experience

### **Course Objectives**

After completion of this course, the student will be able to

- Produce an accurate record of work performed during the research to practice experience
- Apply engineering education knowledge to a practical problem
- Produce a report
- Work in a team environment, if relevant to the project
- Display responsible, safe, and ethical behavior in a professional environment

### **Materials and Supply Fees**

List if applicable

### **Required Textbooks and Software**

None

### **Recommended Materials**

- None

### **Course Schedule**

*The course schedule will depend on the specific practicum experience. The typical time per topic will vary depending on the practicum, and may include*

- Overview of project
- Safety training (if applicable)
- Discussions with project teams
- Background research, review of documents, white papers, reports, etc.
- Planning, designing, and reviewing the planned work
- Executing the plans
- Documenting progress

- Further team discussions to discuss results
- Final report writing and presentation

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

Participation is a crucial part of a practicum. Excused absences must be in compliance with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation.

***Evaluation of Grades***

Work for this course will be done under the direct supervision of a Research to Practice Experience Mentor. The mentor will provide input to the course instructor on the student’s work. The course instructor will determine the grades. Expectations are to be established by the Research to Practice Experience Mentor and student in advance of the student’s enrollment in this course. The agreed-upon expectations will be reflected on the Research to Practice Experience Form signed by both the student and mentor prior to the student’s enrollment in the class. The following is a minimum set of expectations for every student enrolled in this class for credit: i.) perform a background literature search and review, ii.) develop a project plan, iii.) perform the work appropriate to the project, iv.) write and present a research report. All four of these minimum expectations as well as additional expectations (e.g., attendance at team meetings, presentations, etc.) are to be clearly established and articulated to the student by the mentor prior to commencement of the experience.

The following are the specific deliverables that will be used for grading.

**Final Report: 70%**

The student will prepare a final report that reflects the work done during the experience. The mentor will provide clear expectations of the desired format, content, and deadlines of the final report. At a minimum the report must include the objectives for the experience, a literature review, a description of the project plan, and a summary of the work completed. The mentor will provide feedback on the report, which the course instructor may consider in grading the final report.

**Final Presentation: 20%**

The student will give a presentation on their experience. The presentation will contain the same elements as the final report. The mentor will provide feedback on the presentation, which the course instructor may consider in grading the final presentation.

**Attendance: 10%**

The mentor will provide input to the course instructor on the extent to which the student met attendance expectations. The instructor will use that information to provide a grade for attendance.

***Grading Policy***

Percent	Grade
80 - 100	S
0-79.9	U

More information on UF grading policy may be found at:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades>

***Students Requiring Accommodations***

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.

## **International Student Requirements**

F-1 international students must be registered full time (9 credits in fall and spring semesters, each) in order to fulfill registration requirements of their visa. In addition, international students may take a maximum of 3 credits of 100% online credits per semester.

F-1 international Students: please read the following pertaining to:

- [MAINTAINING F-1 STATUS](#)
- [REGISTRATION REQUIREMENTS](#)
- [EMPLOYMENT or TRAINING](#)

International students have special requirements for EGS6949, Research to Practice Experience in Engineering Education. Please contact your international student advisor in the UFIC prior to engaging in any field experiences, training activities, employment, volunteering, etc. Field experiences/training activities may include and are not limited to: alternate work/study, internships, externships, shadowing, cooperative education, practicums, clerkships, clinicals, rotations, etc., whether required or optional, paid or unpaid/volunteer, part-time or full-time, on-campus or off-campus, on-site or remote.

If you hold an F-1 visa, you may be required to apply for [Curricular Practical Training \(CPT\)](#) in order to engage in any field experiences, training activities, employment, etc. Click on [CPT](#) to read the detailed information. If eligible, failure to apply for and obtain CPT authorization from your [F-1 International Student Advisor](#) to engage in the field experience/training activity or employment prior to starting the field experience/training activity or employment may result in a violation of your F-1 visa status. Should you have any questions, you may attend your [F-1 International Student Advisor's Virtual Office Hours](#) (VOH) to discuss eligibility and any questions you may have. Having your offer or placement letter during VOH will greatly help in your F-1 Advisor's ability to assist you.

F-2 visa holders may not engage in any field experiences, training activities, or employment. If you hold a J-1 or J-2 visa, please contact your [J Advisor](#) regarding obtaining authorization to engage in any field experiences, training activities, or employment. If you hold any other immigration status, please contact an immigration attorney to determine eligibility to register for EGS6949.

All F-1 students must apply for CPT authorization after registering for EGS6949. Evidence of authorization to take EGS6949 must be provided to the EED graduate staff advisor by the start of the semester in which EGS6949 is intended to be taken. Failure to provide that authorization will result in EGS6949 being dropped from the student's schedule. Note that approval may take 4-6 weeks, so course registration and application for CPT authorization should be done as soon as advance registration opens.

If the experience will occur at UF (hired and paid by UF), and up to 20 hours per week maximum, the student may not need CPT unless they are engaged in other work which is already 20 hours per week or when also engaged in the practicum, and it exceeds 20 hours per week total. Some examples of these can be if you are working on a campus GatorDining job of 15 hours/week and on-campus UF practicum of 10 hours/week = 25 hours/ week, which will require CPT authorization. If the experience occurs outside of UF in an external site, these external field experiences will require CPT application and approval prior to engaging in said experience/practicum.

## ***Course Evaluation***

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, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-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://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-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: <https://registrar.ufl.edu/ferpa.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://care.dso.ufl.edu>.

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