



GEOL 4049 & 4055: Undergraduate Research I & II Syllabus Spring 2020*

**Preliminary syllabus – Could be amended based on recommendations from the faculty.*

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I. Important Deadlines (Subject to Revision):

Thursday, 20 February 2020	Proposals due to Department (by 12 noon)
Monday, 24 February 2020	Faculty Evaluations emailed to students
Thursday, 27 February 2020	Proposal Presentations (schedule TBD)
Wednesday, 8 April 2020	Progress Update
Thursday, 23 April 2020	Last day to drop course
Thursday, 30 April 2020	Final draft due to Advisor
Wednesday, 6 May 2020	Final draft back to the student from the Advisor
Wednesday, 13 May 2020	Final copy due to Department (by 4:30 pm)
Monday, 18 and Tuesday, 19 May 2020	Oral Presentations

II. Proposal Deadline: Thursday, 20 February 2020

Instructions:

- 1) A digital file of the proposal, written in English, must be submitted by the students to **Google Drive** before 12 pm (noon).
- 2) Your proposal must be entirely contained in one PDF file (no extra files are allowed).
- 3) The Folder and File should be labeled as: “**studentlastnamePROP.pdf**”. DO NOT label your digital Folder and File “topico.”
- 4) Procedure in Google Drive:
 - a. Download the Google Drive app if you do not have it.
 - b. Create a Folder in your Google Drive **named** with your **last name** first and then your **first name**. *You will use this folder ALL semester.*
 - c. Insert your proposal pdf file labeled as: “**studentlastnamePROP.pdf**” in your folder **named** with your **last name** first and then your **first name**. Since you will use this same folder ALL semester all the documents you add during the semester need to be named correctly so the faculty do not confuse the different documents in your folder.
 - d. Share your folder **named** with your **last name** first and then your **first name** with Lizzette A. Rodriguez <lizzette.rodriguez1@upr.edu>.

III. Proposal evaluation by the Dept. of Geology faculty

- 1) The proposals will be evaluated by the faculty and given a grade, which will count towards 10%

of the final undergraduate research grade. Results of the faculty evaluation will be e-mailed to the students by Monday, 24 February 2020. These evaluations will include comments and revisions suggested by the faculty, which the students need to consider when they prepare their final reports.

- 2) An average grade of less than 70% will result in the student having to present their project to the faculty. Students who are required to give an oral presentation of their project proposal will do so on **Thursday, 27 February 2020** (10:30 am).
- 3) Students who do not present as required (as certified by the Undergraduate Research Coordinator), or whose proposal does not receive a pass grade after presentation, will be advised to withdraw. Students who do not withdraw will be given a final grade of F in the course.
- 4) Students who hand in the proposal after the deadline (*Thursday, 20 February 2020*) will be penalized with a one-letter grade reduction of their final grade.
- 5) Students who are still without a proposal by the proposal presentation deadline (*Thursday, 27 February 2020*) will be advised to withdraw or given a final grade of F in the course.

IV. Progress Report

The students must produce a progress report and send it **to their advisor by Wednesday, 8 April 2020**. The progress report will be delivered ONLY to the student advisor and will be evaluated ONLY by the student advisor (no need to send the progress report to the coordinator by Google Drive). Your advisor will give you the guidelines on the format and length of the progress report. Students with little progress or with special problems affecting their progress should state so in the progress report, describe the status of their project, and explain how they intend to accomplish the remainder of their proposed work within the available time. It is the advisor's responsibility to evaluate the student's progress and problems prior to the partial drop date on *Thursday, 23 April 2020*, and to advise the student accordingly. If the students do not submit a progress report to their advisors, they will have their final grade in the course reduced by one letter grade.

V. Final Report

- 1) A draft of your final report in English must be submitted by email to the student's faculty advisor before **4:30 PM on Thursday, 30 April 2020**. Students who fail to submit the final report draft are subject to having their final grade in the course reduced by one letter grade.
- 2) The advisor-reviewed final report will be returned to the student by the advisor before **4:30 PM on Wednesday, 6 May 2020**.
- 3) A digital copy of the final report, written in English, with the revisions required by the advisor, must be submitted to the topico coordinator to **Google Drive on Wednesday, 13 May 2020 by 4:30 pm**. The time and date of submission of the final report will be recorded.
- 4) The final written report must be entirely contained in one PDF file (no extra files are allowed).
- 5) The digital file should be labeled as: "**studentlastnameFINAL.pdf**". DO NOT label your digital file "topico."

Procedure in Google Drive:

Insert your proposal pdf file labeled as: "**studentlastnameFINAL.pdf**" in the folder that you created to submit your proposal *named* with your **last name** first and then your **first name**. Since you will use this same folder ALL semester all the documents you add during the semester need to be named correctly so the faculty do not confuse the different documents in your folder.

- 6) Reports submitted after the required time and date will be penalized by having the final grade

reduced by one-letter grade.

- 7) Reports submitted on the day of their presentation will be penalized by a two-letter grade reduction of the final grade.
- 8) No reports will be accepted after the date of the assigned presentation: a final grade of F will be given in this circumstance, unless an incomplete is requested (see section VII-3).

VI. Oral Presentations

The oral presentation of the student's work will be on **Monday, 18 and Tuesday, 19 May 2020**. The time of the presentation will be assigned to the students, ~1 week in advance, by the Undergraduate Research Coordinator. The students will have 20 minutes for the presentation and they will be questioned for 10 minutes by the faculty. Timing will be enforced, after the 20 minutes the students will be asked to stop if they have not finished and after the 10 minutes of questions the professors will be asked to stop.

VII. Final Grade

- 1) Final grades for the course are determined by the faculty based on the written proposal (10%), the final written report (40%), the oral presentation (including the answering of questions in a proper way showing adequate knowledge of the theme presented) (40%), and an additional input from the advisor based on student merit (10%). The advisor will assign the student merit grade based on the amount of working hours invested and the quality of the work produced by the student during the "corrections" process. Students that do not work consistently in the project during the semester will get a low merit grade and students that produce poor drafts of proposals, progress report and final written reports that require substantial corrections by the professor will get a low merit grade.
- 2) This grade may be subject to change as indicated in previous sections (proposal, interim report and final report requirements).
- 3) PLAGIARISM is strictly prohibited in all the parts of the course (proposal, interim report, and final report). If plagiarism is identified, it will be penalized according to the evaluation of the faculty and the student's advisor. We advise you to take advantage of the program *Turnitin* (<https://libguides.uprm.edu/Academic-Integrity>), which is the plagiarism tool available at UPRM. The system will be used to assess the work for originality. Similar systems are now also used in professional journals.
- 4) Grades of Incomplete:
 - a. A student may request a grade of incomplete for the semester if the project is not completed, because of circumstances beyond the control of the student. The decision to request an incomplete should be discussed between the advisor and the student.
 - i. A student could be considered for a grade of I-C only if the student submits a final report and gives an oral presentation, which will both include the preliminary results and interpretations. A grade of I-C will allow a student in GEOL 4049 (Topico I) to register on GEOL 4055 (Topico II).
 - ii. A student that does not submit a final report and does not give an oral presentation will need to submit a written request for the incomplete (letter submitted by e-mail to the Topico coordinator), and if approved, will be given a grade of I-F.
 - iii. If the student does not later complete the project, the grade will be final.
 - b. Additional to the circumstances related to the completion of the project, students will receive an incomplete grade below I-A (I-B, I-C, I-D, I-F) if:
 - i. They do not return all departmental or advisor material on loan to the student (e.g.,

- topographic and geologic maps, books, etc.) by the time of the final oral presentation.
- ii. They used the facilities, materials, instruments, or equipment of the department but did not clean up all areas used and returned everything to their place by the time of the final oral presentation.

*The incomplete grade will be removed once these situations are resolved.

VIII. Work Schedule and Supervision

The number of credits for this course is 2 per semester. This is equivalent to a minimum of 6 hours work per week on the project for the entire semester. To be successful you need to start work early on your project and keep working continuously 6 hours per week in your project during the whole semester. The work is supposed to be supervised undergraduate research. The student is expected to make arrangements to discuss the project and its progress and/or difficulties with the advisor at regular, mutually-agreed times throughout the semester. The student is also encouraged to consult with other faculty members regarding his/her project.

Final Note: Computer related malfunctions are not acceptable excuses for late submittal of the proposal, the interim report, and the final report. You must back-up your files frequently.

IX. According to Law 51

Law 51: The Comprehensive Educational Services Act for People with disabilities states that after identifying with the instructor and the institution, the student with disabilities will receive reasonable accommodation in their courses and evaluations. For more information contact the Department of Counseling and Psychological services at the Office of the Dean of Students (Office DE 21) or call 787-265-3864 or 787-832-4040 x 3772, 2040 and 3864.

X. Sexual Harassment: Certification 130-2014-2015 states:

Sexual harassment in the workplace and in the study environment is an illegal and discriminatory act and is against the best interests of the University of Puerto Rico. All persons who understand they have been subject to acts of sexual harassment at the University of Puerto Rico may file a complaint and request that the institution investigate, where necessary, and assume the corresponding action by the university authorities. If the complainant is a student, he or she must refer his or her complaint to the Office of the Student Ombudsperson or that of the Dean of Students.

XI. Certification 06-43 of the Academic Senate states:

"The academic guidelines for offering online courses," defines:
Traditional face-to-face courses are those that have less than 25% of the course's regular contact hours via the Internet. Therefore, a three-credit course will be considered "face to face" if, of the 45 hours of regular contact, 11 or less are taught via the Internet.

According to certification 16-43 of the Academic Senate, a course may include up to 25% of its total contact hours via the Internet. The objective of this is so that all professors have this alternative in the case of any unscheduled eventuality.