



# **HHNS\*6910 Basic Research Techniques and Processes**

Winter 2023

Section(s): C01

Department of Human Health and Nutritional Sciences

Credit Weight: 0.50

Version 1.00 - January 09, 2023

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## **1 Course Details**

### **1.1 Calendar Description**

Working with a faculty advisor, students will gain experience in basic aspects of scientific research. This will be accomplished through experience of one or more components of the scientific method in a laboratory setting. Objective outcomes will be evaluated and will include documentation of the experience in a written report.

**Restrictions:** Restricted to HHNS MSc coursework/project students.

### **1.2 Course Description**

Under the supervision of a faculty advisor, students will gain experience in basic aspects of scientific research. This will be accomplished through experience of one or more components of the scientific method in a laboratory setting.

### **1.3 Timetable**

This class does not formally meet.

Students will coordinate, individually, with faculty who are advising them in this course.

If you have any questions or concerns throughout the semester, please contact the course coordinator.

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by

email.

Lastly, students who have not submitted their vaccination status to the university portal or have not received an exemption (with regular testing) to be on campus are not eligible to register in any course with a required in-person component or assessment.

## 1.4 Final Exam

There is no final written exam.

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# 2 Instructional Support

## 2.1 Instructional Support Team

<b>Course Co-ordinator:</b>	Justine Keathley
<b>Email:</b>	jkeathle@uoguelph.ca
<b>Telephone:</b>	+1-519-824-4120 x56751
<b>Office:</b>	ANNU 330B

<b>Office Hours:</b>	Appointments can be scheduled as necessary through email.
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## 3 Learning Resources

There are no formal learning resources.

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# 4 Learning Outcomes

## 4.1 Course Learning Outcomes

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

1. Have an expanded understanding of a specific research process.
  2. Have improved scientific writing skills.
  3. Have improved oral communication skills.
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# 5 Teaching and Learning Activities

This course is completed by independent study under the advisement of a faculty advisor.

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## 6 Assessments

### 6.1 Assessment Details

#### Early Progress Report (20%)

**Date:** Fri, Feb 3, 11:59 PM, Arranged directly with your advisor

**Learning Outcome:** 1

The Early Progress Report is intended as a touch-point to ensure students are advancing as expected in terms of their level of motivation, independence, and research progress, and that they are on track to achieve the overall learning outcomes. Students and advisors, together, should consider the format that works best for this assessment, given the field of study. For example, while the Early Progress Report may take the format of a brief written report/summary, it may alternatively be based on an oral discussion with the advisor or draw on a combination of written and oral reporting. So long as the expectation is clear to students by January 21st, diversity and flexibility in the assessment format for the Early Progress Report is welcome, e.g. written progress report, oral progress update, student performance running a lab meeting, written research plan for the semester, draft/outline of the final research paper. Students will receive a grade and meaningful feedback on their progress directly from their faculty advisor no later than March 10th, 2023 (i.e. the 40th class day).

#### Written Report (40%)

**Due:** Mon, Apr 17, 11:59 PM, By email to your advisor

**Learning Outcome:** 1, 2

The purpose of the written report is to document and communicate your research experience as it occurred throughout the semester. Since the specific experiences will vary, the precise format of the written report should be finalized between the student and their faculty advisor.

#### Oral Presentation (18%)

**Date:** Remotely - during the final exam period. Date to be confirmed.

**Learning Outcome:** 1, 3

All students registered for this course will gather at the end of the semester to present their oral presentations. The scheduling of the oral presentations will be during the final exam period with the precise date to be determined each semester. The format of the oral presentations will be a 15 minute time slot per student that will include a few minutes for questions. The presentation will be graded by the course coordinator or designate.

#### Effort/Progress throughout semester (20%)

**Learning Outcome:** 1

The criteria for evaluation of effort/progress throughout the semester may include but is not limited to activities such as independent thought, discipline, problem solving skills, organization, productivity, ability to plan, ethics and safety. Emphasis will be placed on whether students incorporate feedback received as part of the Progress Report

assessment.

### **Participation in Research Showcase - Asking Questions (2%)**

**Date:** Remotely - during the final exam period. Date to be confirmed.

**Learning Outcome:** 1, 2

Asking good questions is a skill that takes practice. The purpose of sharing student HHNS6910/20/30 presentations each semester is partly to allow for this. Students are expected to view the presentations of their peers. However, to incentivize active engagement, 2% of the final grade will be awarded by the course coordinator or designate to students for asking at least 3 meaningful and relevant questions of other students in the program during the research showcase at the end of the semester.

## **7 Department of Human Health and Nutritional Sciences Statements**

### **7.1 Academic Advisors**

If you are concerned about any aspect of your academic program:

- Make an appointment with a program counsellor in your degree program. [B.Sc. Academic Advising](#) or [Program Counsellors](#)

### **7.2 Academic Support**

If you are struggling to succeed academically:

- Learning Commons: There are numerous academic resources offered by the Learning Commons including, Supported Learning Groups for a variety of courses, workshops related to time management, taking multiple choice exams, and general study skills. You can also set up individualized appointments with a learning specialist.  
<http://www.learningcommons.uoguelph.ca/>
- Science Commons: Located in the library, the Science Commons provides support for physics, mathematic/statistics, and chemistry. Details on their hours of operations can be found at: <http://www.lib.uoguelph.ca/get-assistance/studying/chemistry-physics-help> and <http://www.lib.uoguelph.ca/get-assistance/studying/math-stats-help>

### **7.3 Wellness**

If you are struggling with personal or health issues:

- Counselling services offers individualized appointments to help students work through

personal struggles that may be impacting their academic performance.

<https://www.uoguelph.ca/counselling/>

- Student Health Services is located on campus and is available to provide medical attention. <https://www.uoguelph.ca/studenthealthservices/clinic>
- For support related to stress and anxiety, besides Health Services and Counselling Services, Kathy Somers runs training workshops and one-on-one sessions related to stress management and high performance situations.

<http://www.selfregulationskills.ca/>

## 7.4 Personal information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) <http://www.e-laws.gov.on.ca/index.html>. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes.

For more information regarding the Collection, Use and Disclosure of Personal Information policies please see the Undergraduate Calendar.

(<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/intro/index.shtml>)

## 7.5 Course Offering Information Disclaimer

Please note that course delivery format (face-to-face vs online) is subject to change up to the first-class day depending on requirements placed on the University and its employees by public health bodies, and local, provincial and federal governments. Any changes to course format prior to the first class will be posted on WebAdvisor/Student Planning as they become available.

# 8 University Statements

## 8.1 Email Communication

As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

## 8.2 When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions  
<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

### 8.3 Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses  
<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Graduate Calendar - Registration Changes  
<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses  
<https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml>

### 8.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

### 8.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

For Guelph students, information can be found on the SAS website  
<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website  
<https://www.ridgetownc.com/services/accessibilityservices.cfm>

## 8.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community-faculty, staff, and students-to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Graduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

## 8.7 Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

## 8.8 Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars

<https://www.uoguelph.ca/academics/calendars>

## 8.9 Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such

changes will be announced via CourseLink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

## **8.10 Illness**

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g.. final exam or major assignment).

## **8.11 Covid-19 Safety Protocols**

For information on current safety protocols, follow these links:

- <https://news.uoguelph.ca/return-to-campus/return-to-campus/how-u-of-g-is-preparing-for-your-safe-return/>
- <https://news.uoguelph.ca/return-to-campus/spaces/#ClassroomSpaces>

Please note, these guidelines may be updated as required in response to evolving University, Public Health or government directives.

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