George Mason University
College of Education and Human Development
Exercise, Fitness & Health Promotion

EFHP 690.003 – Scientific Communications Seminar
3 Credits, Spring 2020

Faculty

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Prerequisites/Corequisites

Graduate standing or permission of the instructor

University Catalog Course Description

Studies and applies written and verbal communication skills in reading, analyzing, writing, and distributing scientific information in Applied Kinesiology.

Course Overview

In this course students learn the skills required for scientific communications. Students will review scientific information presented in professional and popular media. Students will also develop a scientific communication proposal that will include describing the significance   ability to communicate will be evaluated using in a variety of formats as they present information. Additionally, students will explore various career opportunities available and identify skills, knowledge and abilities employers are currently seeking. Professional communication skills will be developed by a number of in-class and out-of-class activities.

Course Delivery Method

This course will be delivered online (76% or more) using an asynchronous format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on Tuesday, January 21, 2020.

Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:
https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers

  To get a list of supported operation systems on different devices see:
https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems

- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate web tool.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:
  - Adobe Acrobat Reader: https://get.adobe.com/reader/
  - Windows Media Player:
https://support.microsoft.com/en-us/help/14209/get-windows-media-player
  - Apple Quick Time Player: www.apple.com/quicktime/download/

Expectations

- Course Week:
Because asynchronous courses do not have a "fixed" meeting day, our week will start on Monday, and finish on Sunday.
- Log-in Frequency:
Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least [3] times per week.
- Participation:
Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- Technical Competence:

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Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.

- Technical Issues:
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.

- Workload:
Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.

- Instructor Support:
Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

- Netiquette:
The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words*. Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

- Accommodations:
Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

Learner Outcomes or Objectives

This course is designed to enable students to do the following:

1. Review and evaluate the quality of scientific literature
2. Present scientific information using professional written and verbal communication formats
3. Evaluate personal strengths and weaknesses in light of demands and expectations of employment in the various positions in the field
4. Explore career opportunities in the professional field.
5. Develop professional and inter-personal skills desired by employers

Professional Standards

Not Applicable.

Required Texts

Not Applicable.

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

- **Assignments and/or Examinations**
  - **Resume / Cover Letter**
    - Create a resume and cover letter. If you already have a resume use this assignment as an opportunity to update and improve it. Reviewing the Resume Contents sections that describe and give examples of an Objective, Education, Experience, etc. will help you create the rough draft of your resume.
  - **PICO Infographic**
    - Create a PICO question based on your area of interest and conduct a search for relevant research. Based on your findings, create and share an infographic which highlights key points for medical professionals.
  - **Professional Mentor/Expert Interview**
    - Identify and interview an individual in your area of interest who has "hiring authority". You will need to develop a list of potential interview questions as well as provide a written self-reflection of what you learned from your experience.
  - **Discussion Postings**
    - Students are expected to post at least twice per week in response to the instructor's discussion item or brief assignment. Please note that sessions for which major assignments are due will generally not have an associated discussion topic. Postings should reflect students' best efforts to incorporate course material, but are graded on an all-or-none basis – if you submit your best effort, you will receive full credit. Responses to postings from other students should be on topic, respectful, and helpful to other students' learning. Spamming the discussion board with social chatter is specifically discouraged. Students are encouraged to read all postings. **Postings should be made before Midnight on Sunday.**
  - **Professional Reflection**
    - Write a 1-page reflection on your professional strengths and weaknesses. For each weakness develop a plan to improve. Include short-, medium- and long-term career goals.
  - **Critical Appraisal of Research**
    - Throughout the semester students and guests may present a variety of articles and/or topics to the class. For some of these articles / topics you will be asked to submit a 1-page critique.

- **Other Requirements**
  - **Attendance**
    - Since online courses are different you will need to determine the amount of time to devote to this course. This course is not self-paced and is not easier than if you were to take the course in person. The common view-point regarding class commitment is that for every 1-hour you spend in class, you should spend 1-hour out of class. Therefore, for this online course, students should be expected to devote at minimum 4-hours per week. The instructor recognizes that certain situations arise such as illnesses, family events and other academic/athletic events. For unexpected events, such as extended illness, family death, athletic/academic event, and others, students should contact the instructor as soon as possible. For known upcoming conflicts, students must contact the instructor at least one week in advance. It is the student's obligation to pursue any make-up work.

  - **Academic Load**
    - Although many students must work to meet living expenses, employment and personal responsibilities are not acceptable reasons for late arrivals, missed classes, or incomplete assignments. Employment must not take priority over academic responsibilities. For additional information on this subject, please see the GMU Academic Catalog (http://catalog.gmu.edu/content.php?catoid=5&navoid=104#Registration_attendance). Students failing to observe these guidelines should expect no special consideration for academic problems arising from the pressures of employment.

  - **Honor Code**
    - Students are held to the standards of the George Mason University Honor Code (see http://honorcode.gmu.edu for details). Violations, including cheating and plagiarism, will be reported to the Honor Committee. Student assignments may be put through plagiarism detecting software.

  - **Written Assignments**
    - All assignments must be typed in Microsoft Word, and formatted as follows (*unless otherwise specified*): double spaced, 12 point Times New Roman font, 1 inch margins, your name and title in the running header at top left had corner, continuous line numbers on left margin, and page numbers centered in footer. Failure to comply with any or all parts of this format will result in an unacceptable assignment, which corresponds to zero (0) points.
    - Pay close attention to spelling and grammar as these will count towards your grade on written assignments. American Medical Association Manual (AMA) of Style (10th edition) format must be used for all written work in this class

(e.g., in referencing, creation of tables, and formatting headers for paper sections).

- Assignments must be turned in on Blackboard/MyMason Portal by the beginning of class on the specified date due (*unless otherwise specified*). No late assignments will be accepted. It is recommended that students keep copies of all submitted work.

- **E-mail Correspondence**
  - Only messages that originate from a George Mason University address will be accepted. ***Emails with no text in the body will not be acknowledged.*** *Note:* All email will be responded to in the order in which it is received. Students should allow 48 hours for a response.

- **Grading**

Assignments	Total Points	Course Objectives
Resume / Cover Letter	10 pts	3, 4 & 5
PICO Infographic	15 pts	1, 2, 3, 4 & 5
Professional Interview	20 pts	3, 4 & 5
Discussion Postings	20 pts	3, 4 & 5
Professional Reflection	15 pts	3, 4 & 5
Article / Topic Critiques	20 pts	1 & 2
Total	100 pts	

Grade	Points	Quality Points	Grade	Percentage	Quality Points
A	93	4.00	B-	80	2.67*
A-	90	3.67	C	73	2.00
B+	87	3.33	F	<73	0.00
B	83	3.00			

Professional Dispositions

See https://cehd.gmu.edu/students/polices-procedures/

Class Schedule

Week / Date	Topic	Chapter/Assignment Due
1 / Jan 21	Welcome Back!	**Discussion #1/Syllabus Quiz**
2 / Jan 27	Resumes & Cover Letters	**Resume & Cover Letters- Draft (Feb 3) Discussion #2**
3 / Feb 3	Life after Graduation/Job Interview	**Resume & Cover Letters- Final Due (Feb 10) Discussion #3**
4 / Feb 10	Job Interview/PICO Review/ Critical Appraisal of Research	**PICO Question- Draft (Feb 17)**
5 / Feb 17	What Employers Want/Developing Your Why	**Discussion #4**
6 / Feb 24	Professional Debate #1/ Using Research in Clinical Practice	**PICO Infographic- Final (Mar 3) Discussion #5**
7 / Mar 2	The Mentor Relationship	**CAR #1/ Professional Interviewee Sheet Due (Mar 10)**
8 / Mar 9	*SPRING BREAK*	
9 / Mar 16	Conflict Management/Resolution Part 1	**Discussion #6**
10 / Mar 23	Conflict Management/Resolution Part 2	**CAR #2 (Mar 31) Discussion #7**
11 / Mar 30	Professional Debate #2	**Professional Interview Due (Apr 7) Discussion #8**
12 / Apr 6	Professional Responsibilities	**CAR #3 (Apr 14)**
13 / Apr 13	Using Data to Prove Your Worth	**Discussion #9**
14 / Apr 20	TBD	**Professional Reflection (Apr 28) Discussion #10**
15 / Apr 27	TBD	**CAR #4 (May 5)**
16 / May 4	Course Wrap Up	

Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: http://cehd.gmu.edu/values/.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see https://catalog.gmu.edu/policies/honor-code-system/).

- Students must follow the university policy for Responsible Use of Computing (see https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/).

- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.

- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see https://ds.gmu.edu/).

- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or https://cehd.gmu.edu/aero/tk20. Questions or concerns regarding use of Blackboard should be directed to https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/.

- For information on student support resources on campus, see https://ctfe.gmu.edu/teaching/student-support-resources-on-campus

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

As a faculty member, I am designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

For additional information on the College of Education and Human Development, please visit our website https://cehd.gmu.edu/students/ .