

NGR XXXX: **Responsible Conduct of Research**

Semester Year

On-Line

Faculty Contact Information: (Do not include in the file syllabus)

Credit Hours and Prerequisites

Credit Hours: 3

Prerequisites: None

Co-Requisite: None

Meeting Time: (Do not include in the file syllabus)

Meeting Location: (Do not include in the file syllabus)

Course Description

This responsible conduct of research course is designed to familiarize students with several issues related to the ethical conduct of scientific research. The students are advised of their societal responsibilities as members of the scientific research community. These include integrity, honesty, objectivity, and excellence. Priority will be given to those issues covered in the federal definition of "scientific misconduct" and the NIH's model curriculum on RCR. These issues include data fabrication, falsification, plagiarism; responsible authorship and publication; mentorship practices; conflicts of interest; research misconduct, data management. Also, broader ethical issues in scientific research will be touched upon, for example, as relates to changes in the way science is funded and structured and evolving social views regarding researchers' responsibilities to both humans and animals involved in research. The course uses lectures, current literature, required text readings, online resources and discussion, and CITI training.

Course Objectives

Upon completion of the course, the student will be able to:

1. Interpret and apply US policies and regulations regarding scientific research, including federal definitions, their limitations, and their development
2. Facilitate research integrity, professionalism, and the ability to identify ethical issues in scientific research
3. Identify and assess resources at Florida State University and beyond for topics and issues related to the responsible conduct of research
4. Produce materials for submission to the Institutional Review Board in preparation for their dissertation research.

Course Materials

Required Textbook:

Shamoo, A. & Resnik, D. (2015). Responsible Conduct of Research. (3rd Ed). Oxford University Press.

Florida State University Office of Human Subjects Protection Investigators Manual.
<https://www.research.fsu.edu/media/5463/hrp-103-investigator-manual.pdf>

Recommended Texts: None

Other Required Reading: None

Websites:

FSU Research Administration Management Portal. <https://ramp.research.fsu.edu/>

Collaborative Institutional Training Initiative (CITI). <https://www.research.fsu.edu/research-offices/ohsp/investigator-resources/citi-training-requirements/>

Student Responsibilities

- Students should log on to Canvas at least every other day to check for course updates.
- Students are expected to keep up with the class, engage with the course material, and submit assignments by the due dates.
- Assignments, quizzes, and exams are expected to be products of individual students per the FSU Academic Honor Policy Links to an external site. Students should not discuss any of the questions with each other before or during the actual assignments, activities, quizzes, or exams without instructor approval.
- To receive maximum points for questions, students need to follow the instructions carefully, follow word limits as instructed, and use spell and grammar checking.
- To be successful in this course, students need to complete all required assignments and tests.

Course Content:

Instructional strategies may include reading guides, lecture/discussion, group work, audiovisuals, interactive case studies, quizzes, and critical reasoning exercises.

Course Calendar

Week	Date	Topic/Content	Readings	Assignments Due
Week 1		Science, healthcare and their joint role in society (Synchronous meeting via video conferencing technology)	Shamoo & Resnik, Chapter-1	Discussion Board Post
Week 2		Research misconduct (Asynchronous)	Shamoo & Resnik, Chapter-2	Discussion Board Post
Week 3		Conflicts of interest in research (Asynchronous)	Shamoo & Resnik, Chapter-9	Discussion Board Post
Week 4		Ethical guidance for collaborative research in underserved settings (Asynchronous)	Shamoo & Resnik, Chapter-5	Discussion Board Post
Week 5		The history and modern oversight of human subject research		Discussion Board Post

		(Asynchronous)		
Week 6		Integrity in scientific research	Shamoo & Resnik, Chapter-12	Discussion Board Post
		(Asynchronous)		
Week 7		Ethical issues in data management	Shamoo & Resnik, Chapter-3	Discussion Board Post
		(Asynchronous)		
Week 8		Authorship in publications and creative works	Shamoo & Resnik, Chapter-6, 7, 8	Discussion Board Post
		(Asynchronous)		
Week 9		Preparation of applications to human subject committees	Shamoo & Resnik, Chapter-11	Discussion Board Post
		(Asynchronous)		
Week 10		Psychosocial measures and their implications for human subject protection		Discussion Board Post
		(Asynchronous)		
Week 11		Ethical practices when performing clinical trials		Discussion Board Post
		(Asynchronous)		
Week 12		The implications of FDA regulated devices in human subjects research	FSU Human Subjects Handbook	Discussion Board Post Completion of CITI training
		(Asynchronous)		
Week 13		Addressing ethical violations of approved study protocols	FSU Human Subjects Handbook	Discussion Board Post IRB Draft Application Due
		(Asynchronous)		
Week 14		Student presentations		
		(Synchronous meeting via video conferencing technology)		

*****Calendar Subject to Change*****

Description of Assignments:

1. Course engagement: Students will receive credit for accessing and participating in all asynchronous modules and synchronous meetings via web conferencing.
2. Weekly discussion board posts: Students will be required to post their own reflections regarding the weekly topic and make at least two responses to the posts of their colleagues.
3. Completion of CITI training: Students will be required to complete the social sciences modules for CITI training as required by the FSU Institutional Review Board.

4. Preparation of IRB materials based on a scholarly article: Students will be assigned a scholarly article reporting the results of a study pertinent to their area of inquiry. The student will then reverse engineer a complete IRB application using the reference study.
5. Mock IRB meeting and presentation and critique of a fellow student's IRB protocol: Students will be assigned another student's mock IRB application. They will review this application and compile written remarks regarding the study. They will then present and make recommendations at the final class meeting which will encompass a mock IRB meeting.

Grading Policy

Course Grades are determined by:

Assignment:	Percentage
Course engagement	10%
Weekly discussion board posts	20%
Completion of CITI training	10%
Preparation of IRB materials based on a scholarly article	30%
Mock IRB meeting and presentation and critique of a fellow student's IRB protocol	30%

Grading Scheme

Grade	Range
A	90 -100%
B	80-89.9%
C	70-79.9%
D	60-69.9
F	<60

Discussion Rubric:

Your participation will be graded on a ten point scale as follows.

A Discussion (9-10 points) – participated 3 times, minimum of 4-5 posts

A-level postings:

- Are made in a timely fashion, giving others an opportunity to respond.
- Are thoughtful and analyze the content or question asked.
- Make connections to the course content and/or other experiences.
- Extend discussions already taking place or pose new possibilities or opinions not previously voiced.
- Are from participants aware of the needs of the community, motivate group discussion, and present a creative approach to the topic.

*If these criteria are met but the 100-200 word count is not met, the score will drop two points.

B Discussion (8-9 points) – participated 2 times, minimum of 3-4 posts

B-level postings:

- Are made in a timely fashion, giving others an opportunity to respond.
- Are thoughtful and analyze the content or question asked.
- Make connections to the course content and/or other experiences, but connections are unclear, not firmly established or are not obvious.
- Contain novel ideas, connections, and/or real-world application but lack depth, detail and/or explanation.
- Are from participants who interact freely and occasionally attempt to motivate discussion.

*If these criteria are met but the 100-200 word count is not met, the score will drop two points.

C Discussion (7-8 points) – participated 2 time, minimum of 3 posts

C-level postings:

- Are usually, but not always, made in a timely fashion.
- Are generally accurate, but the information delivered is limited.
- Make vague or incomplete connections between class content and posting by other students.
- Summarize what other students have posted and contain few novel ideas.
- Show marginal effort to become involved with group.

*If these criteria are met but the 100-200 word count is not met, the score will drop two points.

D Discussion (6-7 points) – participated 1 time, minimum 2 posts

D level postings:

- Are not made in timely fashion, if at all.
- Are superficial, lacking in analysis or critique.
- Contribute few novel ideas, connections, or applications.
- May veer off topic.
- Show little effort to participate in learning community as it develops.

*If these criteria are met but the 100-200 word count is not met, the score will drop two points.

F Discussion (0 points).

- Participant was rude or abusive to other course participants. In this case, the number and quality of other posts is irrelevant.

Rubric for Mock IRB Presentation

Category	Scoring Criteria	Total Points	Score
Organization (15 points)	The presentation is well structured	5	
	Information includes all pertinent aspects of the study protocol	5	
	Presentation includes strengths and weaknesses of the protocol	5	
Content (45 points)	Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation.	5	
	Technical terms are well-defined in language appropriate for the target audience.	5	
	Presentation contains accurate information.	10	
	Material included is relevant to the overall purpose.	10	
	Appropriate amount of material is prepared, and points made reflect well their relative importance.	10	
	There is an obvious conclusion summarizing the presentation.	5	

Presentation (40 points)	Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.).	5	
	Speaker uses a clear, audible voice.	5	
	Delivery is poised, controlled, and smooth.	5	
	Good language skills and pronunciation are used.	5	
	Visual aids are well prepared, informative, effective, and not distracting.	5	
	Length of presentation is within the assigned time limits.	5	
	Information was well communicated.	10	
Score	Total Points	100	

Proctored Exams:

Information for taking proctored online exams can be found on the [Distance Learning website](#). [Links to an external site.](#) and in the [Honorlock Resources for Students reference \(Links to an external site.\)](#). There is currently no need to pay a fee, select a proctor, or make an exam appointment. All unit exams will be on Canvas and proctored via Honorlock.

Technology Requirements

Course content is accessible through Canvas. Students will need to be able to view videos, write and upload assignments, post to discussion boards, and take assessments. Students should have access to high-speed internet and updated software. Mobile devices may be used to view course content, upload assignments, and take assessments as determined by the instructor. To view the most current technology requirements, visit the FSU Canvas support site.

Canvas Support

Need help with Canvas? Contact FSU Canvas Support:

Email: canvas@fsu.edu

Phone: (850) 644-8004

Website: support.canvas.fsu.edu

Hours: 8am to 5pm, Monday – Friday

Course Policies:

COMMUNICATIONS/NETIQUETTE

*****Most information related to this course will be communicated via Canvas announcements. Please check course site routinely.*****

For Zoom Lectures/Meetings:

- Make sure that your camera is turned on and that your face is in full view of the camera
- Do not lay in or sit on your bed. Please sit at a table or desk.
- Do not sit in full view of bathroom/mirrors.
- Remind roommates and family camera is on.
- Shirt and pants are NOT optional. Dress like you are having a face to face class.
- Turn off the TV/music if in the same room.
- Have treats/snacks for dogs/children
- Log in 5 min early.
- Have charger in same room.
- Pencil drums and pen clicking are distracting
- Mute yourself if you are not talking
- If using headphones, make sure they work prior to the call
- Please eat and cook breakfast before the call

For Discussions:

- Please use polite, respectful behavior when posting your responses to prompts in the Discussion Boards.
- Be mindful of how you express your emotions and humor and be sensitive to cultural and ability differences of your online peers.
- Keep postings to the point, and make sure your comments are relevant to the topic of discussion.
- Avoid messages such as, "Wow," "Way to go," or "Ditto" and aim for comments that validate other members' ideas through careful explanation of why.
- When replying, give a short description in the subject line of what you are replying to, and use correct punctuation and spelling throughout your post.

For Email Communication:

- The official method of communication for this course is our FSU e-mail accounts.
- To stay informed and aware, students are required to set up and maintain the account and check it *AT LEAST* three times per week.
- If you choose to have your official FSU account forwarded to another e-mail account, you are still held responsible for all information distributed by the University to your FSU account.
- For email, please respond to your instructor's and peers' messages within a 24-hour period.
- Use a brief description in the subject line that outlines the topic of discussion.
- Avoid using slang or profane words.
- Use your instructor's correct title he or she prefers for communication.
- Avoid using emoticons, such as smiley faces, and maintain a professional demeanor.
- Sign your email messages using your full name.
- AVOID USING ALL CAPS. This makes the message visually difficult to read and is perceived by the reader as "shouting."
- Use correct spelling, grammar, and punctuation, just as you would for any communication.
- Ask yourself whether you would be comfortable if someone other than the intended receiver were to read your message. Remember, email is not a completely secure form of communication.
- Refrain from "flaming," which is expressing a strongly held opinion without tact or regard for others. Don't assume that recipients will know the intent of the message (e.g., "just kidding"). It reads differently when it's in print (electronic or not).
- Report any inappropriate communication considered to be of a serious nature to your instructor, as it may be a violation of University policy.
- Treat others with respect by making messages clear and succinct.

Text Communication:

- Text is not the preferred method of communication; however, in certain circumstances it is appropriate. Such as:
- Emergencies (illness, car accident, etc.) in which you need to reach us immediately (NOT a missed assignment)
- Dropped from a Zoom meeting due to internet connectivity issues, computer problems, etc.
- Before you text think, does my faculty member need to know this RIGHT NOW?

Class Participation, Lateness, and Absence Policy:

- Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities.
- These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse.
- Consideration will also be given to students whose dependent children experience serious illness.
- There are no points associated with attendance in lecture; however, it is an inherent expectation that you will attend class and be an active participant. A random number sequence will be displayed 2-3 times every lecture and students are responsible for individually and privately replying with the displayed number each time.

Policy for Missed Tests:

- Dates are clearly posted for all tests.
- If a student is ill or has a serious problem that prevents him/her from completing the test on the assigned day and time it is given, the student must contact your professor as soon as possible to discuss an alternate plan.
- The faculty of NUR 4445 reserve the right to administer the missed examination in a format different from that given to the cohort (including, but not limited to, oral examination, short answer, and essay).
- Make-up exams will only be given with excused absences in accordance with the university attendance policy

Policy for Missed Homework/Quizzes:

- Due dates are clearly posted for all assignments and quizzes.
- Students who miss the due date for a graded assignment/quiz and do not have an approved university attendance absence will receive a grade of zero.
- Students with incomplete assignments at the end of the course will be given the earned final grade. It is the student's responsibility to complete the work within parameters set by their approved university excuse.

Policy on Responding to Students:

- Email responses typically within 24 to 48 hours.
- Graded assignments typically returned within 2 weeks after due date.

College of Nursing Policies

Professional Critical Behavior Policy:

The College of Nursing strictly adheres to the Florida State University Academic Honor Code as stated and as delineated in the FSU General Bulletin. In addition, the following apply in the College of Nursing: The CON Academic Honesty Policy (S-10), the Substance Abuse Policy (S-5) and the Mandatory Clinical Behaviors Policy (U-15). Each policy can be found on the Canvas site for the College of Nursing's Undergraduate Program under Student Policies and within the 2016-2017 Undergraduate Student Handbook.

Academic Penalties:

In the FSU College of Nursing, students violating the Academic Honor Policy in any assignment, test, etc. will receive a minimum penalty of a grade of zero (0) for the assignment in question. The violation will be reported to the Dean and the University Judicial Officer, and the student may receive an "F" for the course at the option of the instructor.

All College of Nursing Student Policies:

<https://nursing.fsu.edu/programs/student-policies>

University Policies

University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy). The Florida State University Academic Honor Policy can be found at

<http://fda.fsu.edu/Academics/Academic-Honor-Policy>

Academic Success

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the Department of Student Support and Transitions to learn more

Americans with Disabilities Act

Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of Accessibility Services; and (2) request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and (3) meet (in person, via phone, email, skype, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations. This syllabus and other class materials are available in alternative format upon request. For the latest version of this statement and more information about services available to FSU students with

disabilities, contact the: Office of Accessibility Services

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

oas@fsu.edu

<https://dsst.fsu.edu/oas>

Confidential campus resources

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program

University Center A,

Room 4100, (850) 644-7161,

Available 24/7/365,

University Counseling Center,

Askew Student Life Center,

2ndFloor,

942 Learning Way

University Health Services

Health and Wellness Center,

(850) 644-6230

<https://uhs.fsu.edu/>

Office Hours: M-F 8-5
<https://dsst.fsu.edu/vap>

(850) 644-8255
<https://counseling.fsu.edu/>

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.