

**GRAD 59000-031 (CRN16651): Research Data Management and Record Keeping**  
**Syllabus – First 8 Weeks**  
**Fall 2023 – Friday @ 9:30-11:20 AM WILM 3138 (Aug 21-Oct 17, 2023)**

Instructor: James L Mohler

Office: YONG 170/Zoom

Contact information: e-mail: [jlmohler@purdue.edu](mailto:jlmohler@purdue.edu); phone: 496-6071 cell: 242-5160

Course description: This course is designed to provide an overview of rapidly evolving federal sponsor data management requirements as well as general strategies and tactics used by outstanding faculty from across the university. This course will provide practical advice on tangible/physical data, intangible data, and management of physical apparatus and equipment. Specific topical areas will be covered by a range of faculty.

Course goals:

1. To provide an overview of the NSF and NIH data management plan requirements.
2. To provide tactics and strategy for managing research data in a variety of fields.

Approach: The course uses a seminar/guest lecture approach with assignments focusing on students adapting strategies and techniques they learn in the classroom for use in their own research and career.

Student evaluation: The final grade will be determined as follows:

Class attendance (weeks 2, 3, 4, 5, 6, 7, 8)	140 points (7 @ 20 points each)
Weekly Takeaway Assignments	70 points (7 @ 10 points each)
Final summary assignment	50 points
Total	260 points

There will be NO examinations.

Attendance policy: **Regular attendance at class sessions is critical and required.** During every class, student attendance will be recorded and points toward the final grade will be accrued. If you are unable to attend, you will need to work with the instructor to make up the attendance (email: [jlmohler@purdue.edu](mailto:jlmohler@purdue.edu)).

Final letter grades will be assigned as follows:

<u>Points</u>	<u>Grade</u>
260-234 (100-90%)	A
233-208 (89-80%)	B
207-182 (79-70%)	C
181-156 (69-60%)	D
155 or below (below 60%)	F

Weekly Writing Assignments are open-book. Students who are unable to complete a Weekly Writing Assignment by the date due, for any reason, **MUST** contact the instructor in advance of the scheduled completion date to determine how the assignment will be made up. **Late assignments are assessed a 10% penalty per day it is late.**

#### Student Conduct and University Policies

- No swearing, or derogatory comments about, or towards, any member of the class will be tolerated in any class period.
- Students are expected to arrive on time for all class sessions.
- Standards set by Purdue University as outlined in the Student Handbook and the University Regulations will be observed in this course. Students are expected to be present at each and every meeting of the class. In the event that a student must miss a class period, they must inform the supervising instructor of the course of their absence and **NOT** a teaching assistant (TA). Should the student not be able to reach the instructor, they are to leave a message for him/her at their office with the secretary. Should circumstances not allow this, the student may contact the Dean of Students Office and explain their emergency. The Dean's office will then pass the word along to each of the student's professors for them. Upon your return to Purdue, contact the supervising instructor as soon as possible in order to plan for work, handouts, quizzes, or tests that they may have missed. The supervising instructor has the final word on what work, etc. students may be allowed to make up. Every student has the right to appeal to the university any decision made by their supervising instructor.
- Standards set by Purdue University as outlined in the Student Handbook and the University Regulations will be observed in this course. Any student found participating in cheating, plagiarism, copying material from another person's disk, using illegal cribs or other materials during a written examination, lying to course instructors and lab assistants about his or her own work, stealing tests, quizzes, or answer keys, and any such activities will be considered in conflict with the printed academic honesty guidelines as set out by Purdue University and the School of Technology. In such cases the matter will be reported to the Office of the Dean and the appropriate Purdue University administration officers for consideration and possible disciplinary action.
- Students who have special needs, i.e. hearing or visually challenged, etc., or in need of tutoring, etc., may contact the Dean of Students Office located in Schleman Hall, Room 207, 494-1747 for further assistance.

Academic Dishonesty and the Purdue Honor Pledge: Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, and knowingly furnishing false information to the University are examples of dishonesty." [Part 5, Section III-B-2-a, University Regulations] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972]

By enrolling and participating in this course, you affirm that “As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.”

Major campus emergencies: In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor’s control. Information about changes in this course may be obtained from the GRAD 61200 homepage in Brightspace.

Diversity: Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Executive Memorandum No. D-1, which provides specific contractual rights and remedies. Any student who believes they have been discriminated against may visit <http://www.purdue.edu/report-hate/> to submit a complaint to the Office of Institutional Equity. Information may be reported anonymously.

CAPS Information: Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at (765)494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or through its counselors physically located in the Purdue University Student Health Center (PUSH) during business hours.

Copyright of Course Materials: The instructor reserves all rights to all the materials from this course allowable under U.S. Copyright law. Students are granted release to personally use materials provided in the course for their own personal learning. No individual is permitted to sell or otherwise barter notes, either to other students or to any commercial concern, for a course without the express written permission of the course instructor.