

**Georgia Tech Responsible Conduct of Research (RCR) Academic Policies:  
In-House Training Approach Guide for 2019-20**

The following items should be described in an in-house RCR training proposal for master's or doctoral students:

- The name of the graduate school/program and of the RCR contact person.
- The name of the primary instructor(s) and relevant contact information.
- The name and course number that will cover the RCR topic areas (**If a course with a special topics number is included, it should be converted to a course with a permanent, unique course number as soon as possible. This helps to ensure that students are tracked properly. Including "RCR" or equivalent in the course name would be helpful as well.**)
- A copy of the course syllabus.
- A description of the requirements for the course in addition to attendance (e.g., students must write a paper, create a presentation, etc. in order to pass the course).
- If approved, when the course will be offered for the first time in this approved form, and when the course typically will be offered during the year (fall, spring, both, summer, etc.).
- How the course fits into the graduate curriculum (e.g., it is required for all new MS or PhD students).

**For Master's RCR Courses**

- The attendance policy in the course (**all students in the course are required to be in attendance for at least 4 hours of class that covers the RCR topic areas**).
- Which of the RCR topic areas will be covered (there must be at least four of them); the topic areas are listed here: <http://www.rcr.gatech.edu/topics/>.

**For Doctoral RCR Courses**

- The attendance policy in the course (**all students in the course are required to be in attendance for at least 8 hours of class that covers the RCR topic areas**).
- Whether the proposed approach will cover all eleven RCR topic areas and if not, an explanation for why one or more topic areas have been excluded; the topic areas are listed here: <http://www.rcr.gatech.edu/topics/>.

Submit the relevant information to [Borenstein@gatech.edu](mailto:Borenstein@gatech.edu) and [Judy.Willis@gatech.edu](mailto:Judy.Willis@gatech.edu) no later than **Thursday November 1, 2018** in order for your program's petition to be considered for the 2019-20 academic year.