

**M17-5140-01: Postdoctoral MTPCI Research Seminar
Fall 2016 Syllabus**

Coursemasters

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Course Description

An important learning experience in research is the presentation and critical discussion of research designs, methodologies, and projects at various points in their evolution. Each scholar will formally present his or her own research in progress once per year for feedback by peers and faculty from multiple disciplines. These interdisciplinary presentations will focus on the research methodology and design, specific aims, and presentation style. The seminar will provide scholars with an opportunity to network with peers, faculty and mentors to discuss research questions and identify potential strategies to overcome challenges in their research. The second Tuesday of each month, scholars will attend Career Development Seminar presentations by experts from Washington University and other organizations to gain critical skills fundamental for clinical research. Past topics have included budgeting, grant management, data management, best practices for mentoring and NIH Training Grants, among many other topics.

Audience: Postdoctoral MTPCI Scholars, MSCI Scholars

Learning Objectives:

- Demonstrate and refine critical skills for clinical and translational research including study design, data analysis, understanding ethical and legal issues related to research, and scientific communication.
- Develop skills for critical review and critique of clinical and translational research including preparing scholars to participate in study section reviews for NIH and other funding bodies.
- Effectively communicate suggestions for improving and refining clinical research study design, data analysis and data management to peers.
- Enhance oral and visual presentation skills for an interdisciplinary audience.

Course Requirements:

- **Meet the minimum attendance policy, as defined below**
- **Participate in all MTPCI Seminars attended**
- **Present research in progress once during the academic year, following the guidelines outlined in the Speaker Requirements section of this syllabus**
- **Complete evaluations for all Seminars attended**

Speaker Schedule

The speaker schedule is developed prior to the start of the semester with considerations for the last time a scholar presented and reasonable expectations for research progress. The speaker schedule may be changed throughout the semester. If a scholar identifies a conflict with his/her scheduled presentation date, he/she should contact other scholars to trade dates. Scholars should ensure that the traded date will not affect his/her mentors' abilities to attend seminar. Once a trade is made, please contact [Julie Headrick](mailto:jheadric@wustl.edu), jheadric@wustl.edu or [Jennifer Mosher](mailto:mosherj@wustl.edu), mosherj@wustl.edu to officially change the schedule.

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Speaker Requirements

All speakers will receive presentation instructions approximately two weeks before their scheduled presentation. Scholars should prepare a 20 minute presentation with 5-10 minutes focused on the specific aims and significance and 10-15 minutes focused on the clinical research design and approach. The CRTC will send each mentor an invitation to attend their scholar's presentation. However, scholars should also invite their mentors to attend their presentations as soon as they receive their schedule.

One Week Prior to the Presentation: the scholar must email the following to the CRTC (contact [Julie Headrick, jheadric@wustl.edu](mailto:jheadric@wustl.edu)) no later than 3:00 PM:

- Project title
- Brief summary of the talk
- If the scholar is the sole presenter, a double-spaced summary of their specific research aims (No more than 2 pages – front and back of a single page).
 - Prior to writing the Specific Aims page, scholars should review Specific Aims resources from Northwestern University. (Aims Pages, Part 1 & 2 at <http://www.northwestern.edu/climb/resources/written-communication/index.html>)
- At least one question they would like addressed by the audience (speakers are welcome to develop more than one)

For the Presentation:

- Slides must be sent to CRTC Staff (contact [Julie Headrick, jheadric@wustl.edu](mailto:jheadric@wustl.edu)) on the Tuesday before the presentation. Scholars may continue to edit their slides after submitting them to Julie, but will be responsible for bringing their USB flash drive to the seminar. Scholars who make edits to their slides after sending them to Julie should arrive at least 5 minutes early.
- Scholars must update their financial disclosures on the CME website (<https://cme.wustl.edu/>) before presenting.
- Slides must include a dated financial disclosure slide, placed after the title slide. Scholars must also make a verbal announcement of any financial disclosures during the presentation. Scholars with financial disclosures must have their slides reviewed by the faculty facilitator before presenting to resolve any potential conflicts of interest and will be asked to submit their slides to Julie Headrick at least one week in advance.
- Scholars must include a grant acknowledgement slide that cites the appropriate grant.
- Scholars will complete and return a media consent form. Scholars can choose whether or not they would like the recording of their presentation to be posted on Blackboard. However, the form must be completed to indicate media preferences. This form should be returned to [Julie Headrick, jheadric@wustl.edu](mailto:jheadric@wustl.edu), no later than the day before the presentation.

After the Presentation:

- The small group evaluation forms completed during the seminar will be shared with the presenting scholar and course leaders. They will also be shared with the primary mentor unless otherwise specified by the scholar at the time of the presentation.
- Speakers are strongly encouraged to discuss the comments and evaluation forms with their mentorship committees during the required bi-annual meetings.

Format for Sessions with One Presentation:

4:00-4:05 Announcements

4:05-4:25 Scholar Presentations

One scholar will complete a 20 minute presentation, including 5-10 minutes focused on specific aims and significance and 10-15 minutes focused on the clinical research design and approach. Audience members are advised to make notes for the upcoming discussions on provided evaluation forms.

4:25-4:45 Small Group Discussions

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Once the scholar presentation is complete, the scholar audience will meet in small groups for discussion. Scholars will be assigned to either: a) a significance group, b) an approach group or c) the specific aims group.

- Each group will be facilitated by a KL2 Scholar or faculty member and will have 20 minutes to discuss the presentation, focusing on the topic assigned to their group.
- The presenter will be available to answer questions during the small group discussions.
- All questions proposed by the presenter for feedback will be assigned to small groups by the faculty facilitator based on the assigned area of focus.
- Significance and Approach Groups: will elect a representative to compile the results of their discussion on one evaluation form as well as to present their feedback to the large group at the end of the session. Each group's evaluation will be provided to the presenter.
- Specific Aims Group: will be expected to review the specific aims page on Blackboard prior to the scholar presentation, and will document written feedback during seminar to be provided for the presenter and his or her mentor.
 - Scholars should review Specific Aims resources from Northwestern University prior to class (Aims Pages, Part 1 & 2 at <http://www.northwestern.edu/climb/resources/written-communication/index.html>)
- Scholars are encouraged to sit with their groups during the presentation to maximize discussion time and minimize disruptions when transitioning from presentations to group discussions.

4:45-5:00 Share Results of Small Group Discussions

Elected representatives for each small group will present a summary of their group's discussion. The presenting scholar and his/her mentors will have an opportunity to respond and answer questions.

Format for Sessions with Two Speakers:

4:00-4:20 Scholar #1 Presentation

One scholar will present their research focusing on the Specific Aims, significance, and approach as outlined in the one-speaker format.

4:20-4:30 Scholar #1 Discussion/Question & Answer Session

Faculty and K scholars will facilitate a large group discussion and question and answer session. During this time, the audience should provide feedback in response to all questions proposed by the presenter. Each audience member should also complete a written evaluation form.

(repeat for Speaker #2)

4:30-4:50 Scholar #2 Presentation

4:50-5:00 Scholar #2 Discussion/Question & Answer Session

*With the permission of the directors, advanced scholars have the alternate option of presenting a manuscript or grant to the scholar audience for feedback. The manuscript or grant to be presented must be provided to the CRTC staff two weeks prior to the presentation date. The manuscript/grant will then be distributed prior to class by CRTC staff to the students to read the documents to be discussed. Scholars will complete a 15 minute presentation of their manuscript/grant briefly covering the background, methods, results, and conclusion. Once the scholar presentation is complete the scholar audience will provide feedback on the grant/manuscript to the presenter who will have the opportunity to respond and answer questions.

Grading

Grades for the course will be on a pass/fail basis and will be based on attendance and participation. Scholars who do not fulfill the minimum course requirements, including attendance of 50% in person and 75% overall attendance rates will not pass the course. Scholars in danger of not passing the course should meet with the coursemasters prior to the end of the semester.

Attendance

Scholars must participate in at least 75% of the seminars. At a minimum, scholars are required to physically attend 50% of the seminars each semester, supplemented with an additional 25% of the seminars viewed and evaluated online.

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Failure to physically attend 50% of the seminars will result in a failing grade. Students are responsible for checking their attendance record on Blackboard to ensure they comply with the course policies. If you think there is an error on Blackboard, please contact the CRTC staff.

Most seminars are recorded, and the audio recording/slide capture is available on Blackboard under the Course Information tab. Speakers are encouraged to watch their own presentations in order to improve presentation skills for future talks. In order to count a video recording toward your attendance, the required evaluations include a critique of the speakers' specific aims and the completion of the standard presentation evaluation form used at all sessions. Scholars should send completed specific aims critiques and video evaluations to [Julie Headrick, jheadric@wustl.edu](mailto:jheadric@wustl.edu) prior to the last day of class. Seminar videos, evaluations, and specific aims pages can be found on Blackboard (<https://bb.wustl.edu/webapps/login/>).

Tardiness Policy

Career Development Seminars begin at 3:30 PM and regular weekly MTPCI Seminars begin promptly at 4:00 PM. Late scholars should use the door furthest from the sign-in table to avoid disrupting the speaker. Students late to class should also look for seating in the front of the room. This will eliminate any unnecessary disruption to the speaker and to the rest of the scholars. Please refer to the seminar schedule for a complete listing of dates and times for the entire academic year.

Participation

This course relies on the active participation of students. Students will formally present their research once per academic year. Scholars are also expected to critique other students' research projects each week, contributing through active participation in small group discussions, completion of feedback forms, and providing comments and advice.

Personal Device Policy

The use of handheld devices and laptops is expressly prohibited during seminar. Pagers should be set to vibrate to avoid disruption during presentations. If you are paged, please leave the room to answer phone calls and pages to be respectful of presenters.

Religious holidays

The Program and your instructors respect your right to observe religious holidays. If the class schedule presents problems for you with attendance or your scholar presentation, notify the CRTC staff.

Accommodations

If you are requesting any accommodations for this class, please contact the coursemasters promptly. *Washington University is committed to providing accommodations and/or services to students with documented disabilities. Students who are seeking support for a disability or a suspected disability should contact Disability Resources at 935-4153. Disability Resources is responsible for approving all disability-related accommodations for WU students, and students are responsible for providing faculty members with formal documentation of their approved accommodations at least two weeks prior to using those accommodations. The coursemasters will accept Disability Resources VISA forms by email and personal delivery. If you have already been approved for accommodations, the coursemasters request that you provide the CRTC with a copy of your VISA within the first two weeks of the semester.*