COURSE DESCRIPTION: This course is designed to have the PhD students, postdoctoral and clinical fellows participate in respectful, scholarly discourse in a safe academic learning community.

CREDIT HOURS 1.0

PREREQUISITES OR CONCURRENT ENROLLMENT REQUIREMENTS: Restricted to PhD students and postdoctoral fellows. Signature required.

Winter 2017, Marquam Hill

FACULTY INFORMATION
At least one faculty member from each track (BCB and CI) will attend as facilitators each term.

Name: David Dorr
Email: dorrd@ohsu.edu

Name: Blake Lesselroth
Email: Blake.Lesselroth@va.gov

Name: Guanming Wu
Email: wug@ohsu.edu

FELLOW Coordinator
Eric Leung
Email: leunge@ohsu.edu

GENERAL COURSE MEETING DAY AND TIME
Thursdays, 12:45-1:45, BICC 124

COURSE OBJECTIVES, COMPETENCIES, OR OUTCOMES
1. Able to give an organized presentation with concise, clear goals (minimum of one presentation per academic year).
2. Able to moderate a peer presentation (serve as moderator at least one session per academic year).
3. Able to effectively communicate scientific theory methods and findings.
4. Able to provide helpful critique and feedback (required to give feedback at each session).
5. Able to participate in scholarly, small group discussion.
REQUIRED TEXTS OR READINGS
1. Readings as assigned by presenters. Required readings should be provided at least one week prior.

PARTICIPATION/ATTENDANCE REQUIREMENTS

Attendance will be assessed by submission of a brief evaluation to Sakai. At the end of each session, students will complete a brief evaluation of the session that includes three components: strengths of presentation, areas for improvement and something that you learned from the session. Presenters will receive the feedback.

PARTICIPANT GUIDELINES

1. We have changed the format of the course to create more engaging sessions. For this reason, we ask that laptops not be used during the sessions.
2. A moderator will be assigned for each presentation who is responsible for guiding discussion of the topic.
3. Participate in the discussion each week.
4. Complete a brief evaluation of the presentation each week: 1) strengths of the talk, 2) areas for improvement and 3) something you learned.
5. Plan to attend in person unless you arrange ahead of time with the coordinator e.g., are at a conference.

PRESENTER GUIDELINES

1. Invite your mentor to attend your presentation. If the mentor is not able to attend, present to your mentor prior to presenting at the PhD/Postdoctoral meeting.
2. Provide 10 minutes of background information that the audience will need to know to fully understand the presentation. This might include defining terms, showing key equations, presenting underlying relationships. If helpful, send out background materials to the class a week before.
3. Before you begin the presentation, tell your audience what you hope to obtain from the session. For example, you have an upcoming conference presentation and want feedback on how to shorten your talk; you are drafting a K award and want feedback on your planned aims and methods.
4. Be prepared and respectful of your colleagues’ time. If you are presenting a research idea for discussion, it should be clearly thought out and outlined.

GRADING POLICY
Grading for this course is pass/fail. Students must attend and complete evaluations for 80% of the sessions.

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner. Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation
criteria, expected time needed to grade individual student examinations and type of feedback they will provide.

Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

1) The Department¹ /Program Coordinator² will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.
2) If the grade is still overdue by the end of next week, the Department¹ /Program Coordinator² will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.
3) If, after an additional week the grade is still outstanding, the student or Department¹ /Program Coordinator² may petition the Office of Graduate students for final resolution.

¹ For courses that are run by a specific department.
² For the conjoined courses (course number is preceded by CON_ that are run by Graduate Studies.

COPYRIGHT INFORMATION
Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

To comply with the fair use fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time as you will have no further access to your courses.

DMICE COMMUNICATION POLICY
1. If the syllabus directs the student to contact the coordinator before contacting the instructor, the student should do so. Otherwise, the student should contact the instructor and allow 2 business days (not including weekends) for a response.
2. If the student does not receive a response from the instructor within 2 business days, s/he should contact the coordinator (if there is one). When contacting the coordinator s/he should cc the instructor and Diane Doctor at doctord@ohsu.edu.
3. If a student does not receive a response from the coordinator within 1 business day (not including weekends), s/he should contact Diane Doctor at doctord@ohsu.edu and cc the instructor and the coordinator.
4. If Diane does not reply within 1 business day (not including weekends), the student should contact Andrea Ilg at ilgan@ohsu.edu.
5. Students having difficulties with Sakai should contact the Sakai Help Desk at sakai@ohsu.edu or at (877) 972-5249. Sakai help is available M-F from 8am to 9 pm and weekends from Noon to 5pm. Do not contact the instructor.

SYLLABUS CHANGES AND RETENTION
This syllabus is not to be considered a contract between the student and the School of Medicine. It is recognized that changes may be made as the need arises. Students are responsible for keeping a copy of the course syllabus for their records.
SYLLABUS STATEMENT REGARDING DISABILITY SERVICES
OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008. If you have a disability or think you may have a disability (physical, sensory, chronic health, psychological or learning) please contact the Office for Student Access at (503) 494-0082 or studentaccess@ohsu.edu to discuss eligibility for academic accommodations. Information is also available at www.ohsu.edu/student-access. Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.

COMMITMENT TO EQUITY AND INCLUSION
Oregon Health & Science University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity, disability or any other protected status please contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator at 503-494-0258 or titleix@ohsu.edu

ACADEMIC HONESTY
Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1# for information on code of conduct for OHSU and http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/index.cfm for more information on citing sources and recognizing plagiarism.

In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin to compare a student’s submitted work against multiple sources.

To protect student privacy in this process, it will be necessary to remove all personal information, i.e. student name, email address, student u-number, or any other personal information, from documents BEFORE submission.

USE OF SAKAI
This course will have an online component, which can be accessed through Sakai, OHSU’s online course management system. For any technical questions or if you need help logging in, please contact the Sakai Help Desk.

Hours: Sakai Help Desk is available Mon – Fri, 8 am – 9 pm and weekends 12 pm – 5 pm, Pacific Time.
Contact Information:
(Toll-free) 877-972-5249  
(Web) http://atech.ohsu.edu/help  
(Email) sakai@ohsu.edu

**COURSE OUTLINE/CALENDAR**  
Complete instructions including required date of completion for each assignment is posted on Sakai learning portal. Please check regularly for updates as Sakai will have the most up to date information as this schedule will likely change over the term.

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<tr>
<th>Week</th>
<th>Presenter(s)</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Lesselroth/Wu</td>
<td>Introduce new faculty, reflection on pre/post-doc and faculty expectations.</td>
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<td>Jan 12</td>
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<td>Feb 16</td>
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**INCLEMENT WEATHER POLICY**  
When the weather forecaster is calling for ice or snow, call the OHSU Alert Line, 503 494-9021, for information regarding weather conditions that may affect operations at OHSU. This hot line will offer specific recorded messages for road conditions on OHSU’s Marquam Hill and West campuses (option 1), and for patients (option 2), students (option 3) and employees (option 4).

If extreme weather conditions present potentially unsafe situations, the provost of the university may choose to delay or cancel classes, or alter office and research activities. If classes are canceled or delayed, residents and students who have patient care responsibilities must meet those obligations.

For more information, please view the website http://www.ohsu.edu/xd/about/visiting/weather/index.cfm or call the above hotline.