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**PHA 6894 Introduction to Graduate Studies**  
**Class times: WEDNESDAY 130-3 (once per month)**

**Fall 2020 to Summer 2021**  
**1 Credit Hours (2021 Summer)**

**Course Coordinator:** Maureen Keller-Wood Ph.D.  
kellerwd@cop.ufl.edu  
(Office: HPNP4332 A)  
**Office Hours:** Following class, Wednesday 3-4 pm

**Graduate Assistant:** Amy Alleyne  
[amyalleyne@cop.ufl.edu](mailto:amyalleyne@cop.ufl.edu)

**Course faculty:** as listed for each session

*Course Pre-Requisites / Co-Requisites: none*

**Course Description:**

**Course Objectives**

- The purpose of this course is to provide foundational knowledge for graduate studies, forming a basis for further proficiency in each of the areas covered in the course.

*At the completion of the course, the student will have the ability to:*

- *Understand the role of mentorship and committees in graduate education.*
- *Be able to use the library resources to find and access appropriate scientific literature.*
- *Understand the importance of ethics, and the various ethical principles required in the conduct of research.*
- *Be able to contribute to development of a IRB or IACUC proposal.*
- *Be able to effectively present their research in the venues required of first and second year graduate students: journal clubs, committee meetings, and in abstracts.*
- *Be able to explain the basic components of a grant and the review process.*
- *Be able to prepare a personal statement and biosketch.*

**Materials and Supply Fees:** none

**Required Textbooks and Software**

There is no required textbook. However, readings may be provided by faculty for each session, including journal articles, book chapters and other materials relevant to that topic.

## COURSE SCHEDULE

Date	Topics	Led by:
9/2	<p><b>Advising, mentoring, committees</b></p> <p>How do I navigate college policies and make all this work for me?</p> <ul style="list-style-type: none"> <li>• IDPs</li> <li>• Mentor –mentee relationships</li> <li>• Role of the committee and committee meetings</li> <li>• Annual evaluations</li> <li>• Milestones</li> </ul>	<p><i>Maureen Keller-Wood, PhD</i>  <i>Professor</i>  <i>Dept of Pharmacodynamics</i>  <a href="mailto:kellerwd@cop.ufl.edu">kellerwd@cop.ufl.edu</a></p> <p><i>Motomori Lewis</i>  <i>POP graduate student</i>  <a href="mailto:motomorilewis@ufl.edu">motomorilewis@ufl.edu</a></p>
9/23	<p><b>Library Resources</b></p> <ul style="list-style-type: none"> <li>• Creating an Answerable Research Question</li> <li>• Developing Searchable Concepts</li> <li>• Selecting appropriate Databases</li> <li>• Using Controlled Vocabulary (PubMed's MeSH and Embase's Emtree Terms)</li> <li>• Searching PubMed and Embase</li> <li>• Refining the Search Questions</li> <li>• Databases</li> </ul>	<p><i>Lauren Adkins, MLIS</i>  <i>Asst University Librarian</i>  <i>COP Library Liaison</i>  <a href="mailto:lauren.adkins@ufl.edu">lauren.adkins@ufl.edu</a></p> <p><i>Daniel Schultz</i>  <i>MC graduate student</i>  <a href="mailto:dschultz13@ufl.edu">dschultz13@ufl.edu</a></p>
10/14	<p><b>How to present at Journal club</b></p> <ul style="list-style-type: none"> <li>• Pointers on how to read the literature</li> <li>• Tips on choosing a good paper</li> <li>• Tips on organizing and presenting</li> <li>• What to do and what not to do</li> <li>• How to answer questions</li> </ul>	<p><i>Joanna Peris, PhD.</i>  <i>Associate Professor</i>  <i>Dept of Pharmacodynamics</i>  <a href="mailto:peris@cop.ufl.edu">peris@cop.ufl.edu</a></p> <p><i>Amie Goodin, PhD</i>  <i>Assistant Professor</i>  <i>Pharmaceutical Outcomes and Policy</i>  <a href="mailto:amie.goodin@cop.ufl.edu">amie.goodin@cop.ufl.edu</a></p> <p><i>Kelton Schleyer</i>  <i>MC graduate student</i>  <a href="mailto:kschleyer@ufl.edu">kschleyer@ufl.edu</a></p>
11/18	<p><b>Introduction to Research Ethics-I:</b></p> <ul style="list-style-type: none"> <li>• Scientific integrity</li> <li>• Maintaining notebooks</li> </ul>	<p><i>Cassandra C. Farley</i>  <i>Associate Director</i>  <i>UF Research Integrity</i>  <i>Research Integrity Officer</i>  <a href="mailto:cfarley@ufl.edu">cfarley@ufl.edu</a></p> <p><i>Garret Rubin</i>  <i>MC graduate student</i>  <a href="mailto:garretr@ufl.edu">garretr@ufl.edu</a></p>

<p><b>12/9</b></p>	<p><b>Introduction to Research Ethics-II</b></p> <ul style="list-style-type: none"> <li>• Ethics of working with human or animal subjects</li> <li>• UF compliance requirements</li> <li>• Student role in IRB or IACUC process</li> </ul>	<p><i>Ben Burkley</i>  <i>Regular Research Manager</i>  <i>COP Research Shared Services Center</i>  <a href="mailto:burkley@cop.ufl.edu">burkley@cop.ufl.edu</a></p> <p><i>Kaetlin Vasquez</i>  <i>Research Regulatory Manager</i>  <i>UF IACUC</i>  <a href="mailto:Kaetlin.vasquez@ufl.edu">Kaetlin.vasquez@ufl.edu</a></p> <p><i>Corey Perkins</i>  <i>PC graduate student</i>  <a href="mailto:coreyperkins@ufl.edu">coreyperkins@ufl.edu</a></p>
<p><b>1/13</b></p>	<p><b>Introduction to Research Ethics-III</b></p> <ul style="list-style-type: none"> <li>• Plagiarism</li> <li>• Authorship</li> <li>• Conflicts of interest</li> </ul>	<p><i>Richard Segal, PhD</i>  <i>Professor</i>  <i>Pharmaceutical Outcomes and Policy</i>  <a href="mailto:segal@cop.ufl.edu">segal@cop.ufl.edu</a></p> <p><i>Amy Alleyne</i>  <i>PD graduate student</i>  <a href="mailto:amyalleyne@cop.ufl.edu">amyalleyne@cop.ufl.edu</a></p>
<p><b>2/17</b></p>	<p><b>Communication and Presentation Skills-I:</b></p> <ul style="list-style-type: none"> <li>• How to write an abstract</li> <li>• Tips on a good poster presentation</li> </ul>	<p><i>Julio Duarte PharmD PhD</i>  <i>Assistant Professor</i>  <i>Pharmacotherapy and Translational Research</i>  <a href="mailto:juliod@cop.ufl.edu">juliod@cop.ufl.edu</a></p> <p><i>Will deLartigue, PhD</i>  <i>Assistant Professor</i>  <i>Pharmacodynamics</i>  <a href="mailto:GdeLartigue@cop.ufl.edu">GdeLartigue@cop.ufl.edu</a></p> <p><i>Wanhui Sheng</i>  <i>PD graduate student</i>  <a href="mailto:shengwanhui@ufl.edu">shengwanhui@ufl.edu</a></p>
<p><b>3/24</b></p>	<p><b>Communication and Presentation Skills-II:</b></p> <p>Pointers for giving:</p> <ul style="list-style-type: none"> <li>• 3 minute elevator speeches</li> <li>• 10 minute talks</li> <li>• Committee or research group talks</li> </ul>	<p><i>Juan Hincapie -Castillo, PhD</i>  <i>Assistant Professor</i>  <i>Pharmaceutical Outcomes and Policy</i>  <a href="mailto:j.hincapie@ufl.edu">j.hincapie@ufl.edu</a></p> <p><i>Chris McCurdy, PhD</i>  <i>Professor</i>  <i>Medicinal Chemistry</i>  <a href="mailto:cmccurdy@cop.ufl.edu">cmccurdy@cop.ufl.edu</a></p> <p><i>Molly McDougale</i>  <i>PD graduate student</i>  <a href="mailto:molly.mcdougale@ufl.edu">molly.mcdougale@ufl.edu</a></p>

<p><b>4/21</b></p>	<p><b>Communication and Presentation Skills-III:</b></p> <p>Manuscripts</p> <ul style="list-style-type: none"> <li>• Types of publications</li> <li>• How to get started</li> <li>• Parts of a paper</li> <li>• Endnote use</li> </ul>	<p><i>Lari Cavallari, PharmD</i> Associate Professor Pharmacotherapy and Translational Research <a href="mailto:Lcavallari@cop.ufl.edu">Lcavallari@cop.ufl.edu</a></p> <p><i>Jane Aldrich, PhD</i> Professor Medicinal Chemistry <a href="mailto:jaldrich@cop.ufl.edu">jaldrich@cop.ufl.edu</a></p> <p><i>Joshua Brown, PhD</i> Assistant Professor Pharmaceutical Outcomes and Policy <a href="mailto:joshua.brown@cop.ufl.edu">joshua.brown@cop.ufl.edu</a></p> <p><i>Brian Cicali</i> PC graduate student <a href="mailto:bcicali@ufl.edu">bcicali@ufl.edu</a></p>
<p><b>5/19</b></p>	<p><b>Grants and Funding</b></p> <ul style="list-style-type: none"> <li>• Types/ Eligibility for graduate students</li> <li>• Parts of a grant</li> <li>• Process of review</li> </ul>	<p><i>Jatinder Lamba, PhD</i> Associate Professor, Pharmacotherapy and Translational Research <a href="mailto:jlamba@cop.ufl.edu">jlamba@cop.ufl.edu</a></p> <p><i>Tom Schmittgen, PhD</i> Professor and Chair Pharmaceutics <a href="mailto:tschmittgen@cop.ufl.edu">tschmittgen@cop.ufl.edu</a></p> <p><i>Leanne Dumeny</i> PTR graduate student <a href="mailto:ldumeny@ufl.edu">ldumeny@ufl.edu</a></p>
<p><b>6/23</b></p>	<p><b>Team Skills:</b></p> <ul style="list-style-type: none"> <li>• How to work well with others</li> <li>• Leadership in your research team</li> <li>• Networking</li> </ul>	<p><i>Eric Krause, PhD</i> Associate Professor Pharmacodynamics <a href="mailto:ekrause@cop.ufl.edu">ekrause@cop.ufl.edu</a></p> <p><i>Yousong Ding, PhD</i> Associate Professor Medicinal Chemistry <a href="mailto:yding@cop.ufl.edu">yding@cop.ufl.edu</a></p> <p><i>Garret Rubin</i> MC graduate student <a href="mailto:garretr@ufl.edu">garretr@ufl.edu</a></p>

7/14	<b>Putting your best self forward</b> <ul style="list-style-type: none"> <li>• Resumes</li> <li>• Personal statements</li> <li>• Biosketches</li> <li>• CVs</li> </ul>	<p><i>Rob Huigens, PhD</i> Associate Professor Medicinal Chemistry <a href="mailto:rhuigens@cop.ufl.edu">rhuigens@cop.ufl.edu</a></p> <p><i>Mei He, PhD</i> Assistant Professor Pharmaceutics <a href="mailto:MHe@cop.ufl.edu">MHe@cop.ufl.edu</a></p> <p><i>Mohammed Gbadamosi</i> PTR graduate student <a href="mailto:mgbadamosi@ufl.edu">mgbadamosi@ufl.edu</a></p>
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### ***Attendance Policy, Class Expectations, and Make-up Policy***

- This course will meet once a month. The sessions will be designed as open discussion sessions with short presentations by the faculty facilitators and a senior graduate student.
- Students will be assigned to a learning group, and these groups will have shared pre-class and/or post -class assignments to upload into the course site. These may be readings, exercises, or a pre-class quiz to complete to prepare for the discussion of the topic or a post-session exercise using the skills discussed in the session.
- Faculty for the course will include faculty from across the College, with invited speakers from the Office of Research.
- Senior graduate students will also participate in course discussions.
- All first year College of Pharmacy graduate students are expected to attend each session. **Attendance will be taken.** Students must request excused absences from live participation in advance, unless there is a medically justified reason for the absence. Excused absences will require a make-up session and exercise.

### ***Student Evaluation & Grading***

Assessment Item	Grade Percentage
Attendance	20%
Completed IDP and shared with mentor	20%
Assignments	60%
Total	100%

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## Grading Scale

> 92.5%	A
89.5-92.4%	A-
86.5-89.4%	B+
82.5-86.4%	B
79.5-82.4%	B-
76.5-79.4%	C+
72.5-76.4%	C
69.5-72.4%	C-
66.5-69.4%	D+
62.5-66.4%	D
59.5-62.4%	D-
< 59.4%	E

More information on UF grading policy may be found at:

[UF Graduate Catalog](#)

[Grades and Grading Policies](#)

### ***Students Requiring Accommodations***

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### ***Course Evaluation***

Students are expected to provide feedback on the quality of instruction in this course by completing [online evaluations](#). Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students on the [Gator Evals page](#).

### ***University Honesty Policy***

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." [The Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### ***Software Use***

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

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## Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

### Campus Resources:

#### Health and Wellness

##### **U Matter, We Care:**

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** [counseling.ufl.edu/cwc](http://counseling.ufl.edu/cwc), and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

##### **Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), or [police.ufl.edu](http://police.ufl.edu).

#### Academic Resources

**E-learning technical support**, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling.

**Library Support**, Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

**Writing Studio**, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

**Student Complaints Campus**

**On-Line Students Complaints**