PHA 6894 Introduction to Graduate Studies
WEDNESDAY 130-300
Fall 2022 and Summer 2023
1 Credit Hour (credits in 2023 Summer)

Course Coordinator:
Maureen Keller-Wood kellerwd@cop.ufl.edu
Associate Dean for Research & Graduate Education
Office Hours: Following class, Wednesday 3-4 pm

Graduate Assistants:
Jordan Howard
Pharmacodynamics
Saikat Poddar
Medicinal Chemistry
Pilar Hernandez-Con
Pharmaceutical Outcomes and Policy
Samantha Rakela
Pharmacodynamics
Zachary Greenberg
Pharmaceutics

Course faculty:
Amie Goodin, PhD amie.goodin@cop.ufl.edu
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Associate Professor, Dept of Pharmacodynamics
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Professor, Medicinal Chemistry
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Associate Professor, Medicinal Chemistry
Rob Huigens, PhD rhuigens@cop.ufl.edu
Associate Professor, Medicinal Chemistry
Mei He, PhD MHe@cop.ufl.edu
Assistant Professor, Pharmaceutics
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.
- Understand the importance of ethics, and the various ethical principles required in the conduct of research.
- Be able to identify funding opportunities for graduate students, and explain the basic components of a grant, the review process.
- Be able to prepare a personal statement and biosketch.
- 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.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Led by:</th>
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<tbody>
<tr>
<td>8/31</td>
<td>First year essentials: year 1 milestones</td>
<td>Jordan Howard&lt;br&gt;Maureen Keller-Wood, PhD</td>
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<tr>
<td>9/7</td>
<td>How to present at journal club</td>
<td>Saikat Poddar&lt;br&gt;Amie Goodin, PhD</td>
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<tr>
<td>9/14</td>
<td>Introduction to Research Ethics-I: Scientific Integrity</td>
<td>Jordan Howard&lt;br&gt;Cassandra C. Farley&lt;br&gt;Director, UF Research Integrity</td>
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<tr>
<td>9/21</td>
<td>Introduction to Research Ethics-II Plagiarism and Authorship</td>
<td>Pilar Hernandez-Con&lt;br&gt;Richard Segal, PhD</td>
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<tr>
<td>9/28</td>
<td>UF Resources</td>
<td>Pilar Hernandez-Con</td>
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<tr>
<td>TBD (likely early sept)</td>
<td>WORKSHOPS:</td>
<td>Ben Burkley&lt;br&gt;Regulatory Research Manager COP&lt;br&gt;b <a href="mailto:Burkley@cop.ufl.edu">Burkley@cop.ufl.edu</a>&lt;br&gt;Kaetlin Vasquez&lt;br&gt;Research Regulatory Manager IACUC&lt;br&gt;<a href="mailto:Kaetlin.vasquez@ufl.edu">Kaetlin.vasquez@ufl.edu</a></td>
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<tr>
<td>12/7</td>
<td>Communication and Presentation Skills: Abstracts and Posters</td>
<td>Pilar Hernandez-Con&lt;br&gt;Julio Duarte PharmD PhD</td>
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<tr>
<td>5/3</td>
<td>Manuscripts</td>
<td>Samantha Rakela&lt;br&gt;Lari Cavallari, PharmD</td>
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<tr>
<td>5/10</td>
<td>Oral Communication and Presentation Skills:</td>
<td>Zachary Greenberg&lt;br&gt;Chris McCurdy, PhD</td>
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<tr>
<td>5/17</td>
<td>Grants and Funding: what you should know as a graduate student</td>
<td>Samantha Rakela&lt;br&gt;Zachary Greenberg&lt;br&gt;Jatinder Lamba, PhD</td>
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<tr>
<td>5/24</td>
<td>Team Skills</td>
<td>Samantha Rakela&lt;br&gt;Zachary Greenberg&lt;br&gt;Eric Krause, PhD&lt;br&gt;Youansong Ding, PhD</td>
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<tr>
<td>5/31</td>
<td>Putting your best self forward</td>
<td>Zachary Greenberg&lt;br&gt;Rob Huijens, PhD&lt;br&gt;Mei He, PhD</td>
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**Attendance Policy, Class Expectations, and Make-up Policy**

- This course will meet once a month. 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.
- 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.
- Students are expected to participate in the class discussions led by the faculty and with the participation of the more senior graduate student who will be attending each session.
- Faculty for the course will include faculty from across the College, with invited speakers from the Library and relevant research support offices in COP or the Office of Research at UF.

**Grading Scale**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>&gt; 92.5%</td>
<td>A</td>
</tr>
<tr>
<td>89.5-92.4%</td>
<td>A-</td>
</tr>
<tr>
<td>86.5-89.4%</td>
<td>B+</td>
</tr>
<tr>
<td>82.5-86.4%</td>
<td>B</td>
</tr>
<tr>
<td>79.5-82.4%</td>
<td>B-</td>
</tr>
<tr>
<td>76.5-79.4%</td>
<td>C+</td>
</tr>
<tr>
<td>72.5-76.4%</td>
<td>C</td>
</tr>
<tr>
<td>69.5-72.4%</td>
<td>C-</td>
</tr>
<tr>
<td>66.5-69.4%</td>
<td>D+</td>
</tr>
<tr>
<td>62.5-66.4%</td>
<td>D</td>
</tr>
<tr>
<td>59.5-62.4%</td>
<td>D-</td>
</tr>
<tr>
<td>&lt; 59.4%</td>
<td>E</td>
</tr>
</tbody>
</table>

**Student Evaluation & Grading**

<table>
<thead>
<tr>
<th>Assessment Item</th>
<th>Grade Percentage</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>20%</td>
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<tr>
<td>Completed IDP (to be shared with student’s mentor)</td>
<td>20%</td>
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<tr>
<td>Assignments (5 points per session)</td>
<td>60%</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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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.
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 or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: 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.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to 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