



POPM*6100 Seminar

Fall 2020

Section(s): C01

Department of Population Medicine

Credit Weight: 0.00

Version 1.00 - September 07, 2020

1 Course Details

1.1 Calendar Description

A practical course that utilizes tutorials, workshops, self and peer reviewed assessment to help participants develop skills in public speaking and presentation of scientific data. Each student presents at least one seminar on an approved subject during the departmental seminar series.

1.2 Course Description

This is a mandatory, 2-semester (F-20 and W-21) course for MSc, PhD, and DVSc students registered in the Department of Population Medicine. Enrolment is restricted to graduate students registered in the Department of Population Medicine.

This is a pass/fail course.

- MSc students are expected to have completed (passed) Seminar POPM*6100 once (VERSION A) by the completion of their program
- PhD/DVSc students are expected to have completed (passed) Seminar POPM*6100 twice (VERSION A & VERSION B) by the completion of their program

1.3 Timetable

POPM*6100 will be delivered in F2020-W2021 as a remote class with both

synchronous (live-events) sessions and **asynchronous** workshops.

Please refer to Courselink to make sure you are recorded as being in the correct version (i.e. Version A vs Version B)

SCHEDULE

POPM*6100a&b Department of Population Medicine Seminar Schedule Fall 2020-Winter 2021 A: asynchronous workshops via Courselink S: synchronous (live-event) will use MS Teams			
Class No. and Date		POPM*6100a	POPM*6100 a & b
Thursdays		Seminar Class	Department Seminar Series
1	Sept 10 th	2:30-4:20pm (A) “Welcome, Course Expectations, Introductions, and Entrance Survey” Dr. Terri O’Sullivan	
2	Sept 17 th	2:30-3:20pm (A) “Giving and receiving feedback” Dr. Terri O’Sullivan	3:30-4:20pm (S) POPM*6100b only Planning and moderating remote presentations. Organization of Department Seminar Series
3	Sept 24 th	2:30-3:20pm (A)	3:30-4:20pm (S)

		<p>“Every semester needs a plan”</p> <p>Dr. Amy Greer</p>	<p>POPm*6100b only</p> <p>*Planning meeting</p>
4	Oct 1 st	<p>2:30-3:20pm (A)</p> <p>“Effective scientific presentations – Part A”</p> <p>Dr. Terri O’Sullivan</p>	<p>3:30-4:20pm (S)</p> <p>POPm*6100a and POPm*6100b</p> <p>Seminar series #1</p>
5	Oct 8 th	<p>2:30-3:20pm (A)</p> <p>“Align your time with your priorities”</p> <p>Dr. Amy Greer</p>	<p>No Seminar</p>
6	Oct 15 th	<p>2:30-3:20pm (A)</p> <p>“Effective scientific presentations – Part B”</p> <p>Dr. Terri O’Sullivan</p>	<p>3:30-4:20pm (S)</p> <p>POPm*6100a and POPm*6100b</p> <p>Seminar series #2</p>
7	Oct 22 th	<p>2:30-3:20pm (A)</p> <p>“Critical reflection”</p> <p>Dr. Terri O’Sullivan</p>	<p>No Seminar</p>
8	Oct 29 th	<p>2:30-3:20pm (A)</p> <p>“Moderating Scientific Sessions”</p> <p>Dr. Terri O’Sullivan</p>	<p>3:30-4:20pm (S)</p> <p>POPm*6100a and POPm*6100b</p> <p>Seminar series #3</p>
9	Nov 5 th	<p>2:30-3:20pm (A)</p> <p>“Literature Search Strategies”</p>	<p>No Seminar</p>

		Guest: Jacqueline Kreller-Vanderkooy, BSc, MLIS. Learning and Curriculum Support Librarian	
10	Nov 12 th	2:30-3:20pm (S) "Research mini pitches"	3:30-4:20pm (S) POP*6100a and POP*6100b Seminar series #4
11	Nov 19 th	2:30-3:20pm (S) "Research mini pitches"	3:30-4:20pm (S) POP*6100b only Planning meeting for winter semester
	Nov 26 th	NO CLASS	NO SEMINAR
	Dec	Break	Break
Winter 2021			
12	Jan 14 th , 2021	2:30-3:20pm (A) "New Year New Habits" Dr. Amy Greer	No Seminar
13	Jan 21 st	2:30-3:20pm (A) "Scientific posters & infographics: design considerations" Dr. Terri O'Sullivan	3:30-4:20pm (S) POP*6100a and POP*6100b Seminar series #5
14	Jan 28 th	2:30-3:20pm (S)	

		"Research mini pitches"	No Seminar
15	Feb 4 th	2:30-3:20pm (S) "Research mini pitches"	3:30-4:20pm (S) POP*6100a and POP*6100b Seminar series #6
16	Feb 11 th	2:30-3:20pm (S) "Research mini pitches"	No Seminar
	Feb 18 th	Break Winter break - reading week	Break Winter break - reading week
17	Feb 25 th	2:30-3:20pm (S) "Research mini pitches"	3:30-4:20pm (S) POP*6100a and POP*6100b Seminar series #7
18	Mar 4 th	2:30-3:20pm (A) "Navigating the peer-review process" Dr. Terri O'Sullivan	No Seminar
19	Mar 11 th	2:30-3:20pm (S) "Research mini pitches"	3:30-4:20pm (S) POP*6100a and POP*6100b Seminar series #8
20	Mar 18 th	2:30-3:20pm (S) "Research mini pitches"	No Seminar

21	Mar 25 th	2:30-3:20pm (S) "Research mini pitches"	3:30-4:20pm (S) POP*6100a and POP*6100b Seminar series #9
22	Apr 1 st	2:30-3:20pm (S) "Research mini pitches"	No Seminar
22	Apr 8 th	2:30-4:20pm (A) "Class wrap-up, feedback, and exit survey" Dr. Terri O'Sullivan	

1.4 Final Exam

There are no exams for this course

2 Instructional Support

2.1 Instructional Support Team

Instructor: Terri O'Sullivan
Email: tosulliv@uoguelph.ca
Telephone: +1-519-824-4120 x54079
Office: Virtual

Instructor: Amy Greer
Email: agreer@uoguelph.ca
Telephone: +1-519-824-4120 x54070
Office: Virtual
Office Hours: Email for appointment

Course Co-ordinator: Terri O'Sullivan
Email: tosulliv@uoguelph.ca
Telephone: +1-519-824-4120 x54079
Office: Virtual
Office Hours: Email for appointment

2.2 Teaching Assistants

Teaching Assistant: Erin Rodenburg
Email: erodenbu@uoguelph.ca
Office: Virtual
Office Hours: Email for appointment

3 Learning Resources

4 Learning Outcomes

4.1 Course Learning Outcomes

By the end of this course, you should be able to:

1. **Course Objectives:**

How will you develop into a successful researcher? This course will assist learners in identifying skills and professional competencies necessary to allow them to be a more effective and successful researcher. The course provides a (virtual) forum for learners to develop communication and research skills that are aimed to compliment other graduate program learning activities. Specifically, learners are expected to engage in and practice:

1. Preparation and delivery of a professional research seminar and managing audience interaction
2. Preparation of a scientific poster
3. Develop an awareness of other research and professional skills that will facilitate a successful graduate program and employment readiness upon graduation
4. Provide and receive peer-feedback on course activities
5. Practice critical reflection
6. Contribute to the academic community of the Department of Population Medicine

The course will be comprised of several components including: remote, asynchronous sessions; remote, synchronous (live-events) seminar presentations, independent learning, small-group remote interactions, and exercises that encourage actualizing skills and critical reflection.

5 Teaching and Learning Activities

6 Assessments

Seminar 'attendance and participation' will be based on a points system. You will require a minimum number of points in order to complete (pass) the course. There are no exams for this course.

There are different assessment details depending on if the student is enrolled in **VERSION A** or **VERSION B**.

Please read the requirements carefully.

6.1 Marking Schemes & Distributions

COURSE REQUIREMENTS FOR VERSION A STUDENTS

Seminar 'attendance and participation' will be based on a points system.

Each student will require a minimum number of points in order to complete (pass) the course.

ENTRANCE AND EXIT SURVEYS

- Every student is expected to complete the course entrance and exit surveys

WORKSHOPS

- Every week (unless there is a Mini-pitch session scheduled) there will be a workshop available on the POPM*6100 CourseLink site as an **asynchronous** activity. The workshops are scheduled to be made available on a weekly basis. There will be an activity associated with most workshops. Please refer to the point system for details and due dates of each activity.

- In order to obtain a point, you are expected to complete the workshop remotely, on your own or with a classmate (virtually), and then submit the required “deliverable” associated with the workshop. There are strict deadlines associated with the workshop deliverables in order to obtain your point.
- In order to complete the course (pass) you are required to obtain a minimum number of workshop points as detailed in the **point system** below.

MINI-PITCH SERIES

- Every student is expected to:

Deliver an oral presentation, in the form of a Mini-pitch, on your research via a remote, synchronous (live-event). This will be scheduled by the course coordinator.

Participate as an audience member in the remote, synchronous (live-event) Mini-pitch series and provide feedback to the speakers.

Complete a critical reflection on your Mini-pitch experience and the feedback you receive from peers

POSTER OR INFOGRAPHIC ASSIGNMENT

- Every student is expected to:
 - Complete a poster or infographic
 - Provide feedback to 2-3 peers on their poster or infographic (assigned by course coordinator)

DEPARTMENT SEMINAR SERIES

- Every student is expected to attend the **Department Seminar Series** as a remote, synchronous (live-event) event and to provide feedback to the speaker.
- Please refer to the point system for breakdown of seminar series points and details.

POINT SYSTEM FOR VERSION A STUDENTS

In order to obtain a pass for this course you need to obtain the minimum number of mandatory points

Activity	Points available	Minimum mandatory points required to pass	Due date
Entrance Survey	1	1	Due: Sept 11 th by 5:00pm ET Via Qualtrics link
Group Project: Class Introductions Activity	1	1	Due Sept 17 th by 8:00am ET Via Discussion Board
Every Semester Needs a Plan - Workshop Activity	1	1	Due: Oct 1 st by 5:00pm ET Via Dropbox
Scientific Presentations Part A - Workshop Activity	1	1	Due: Oct 8 th by 5:00pm ET Via Qualtrics link
Align your Time with your Priorities - Workshop Activity	1	1	Due: Oct 15 th by 5:00pm Via Dropbox
Scientific Presentations Part B - Workshop Activity	1	1	Due: Oct 22 nd by 5:00pm ET Via Qualtrics link

Moderating Scientific Sessions – Workshop Activity	1	1	Due: Nov 5 th by 5:00pm Via Qualtrics link
Literature Search Strategies - Workshop Activity	1	1	Due: Nov 12 th by 5:00pm ET Via Qualtrics link
New Year New Habits – Workshop Activity	1	1	Due: Jan 21, 2021 by 5:00pm ET Via: TBA
Navigating the peer-review process – Workshop Activity	1	1	Due: March 11 th by 5:00pm ET Via Qualtrics link
Hand-in PowerPoint file of your Mini-pitch	1	1	Due by 9:00am ET the day of your scheduled Mini-pitch Via Dropbox
Deliver a Mini-pitch	1	1	Live event: To be scheduled by course coordinator
Provide feedback to peers on their Mini-pitch	20	16	Live event: feedback due within 24 hours of Mini-pitch Via Qualtrics link
Complete a critical reflection on your mini-pitch experience and the feedback you received	1	1	Due: 1 week after your Mini-pitch presentation

			Via Dropbox
Poster & Infographic Assignment – Hand in your poster	1	1	Due: Feb 25, 2021 5:00pm ET Via Dropbox
Provide feedback to peers on their poster or infographic	1	1	Due: March 4, 2021 5:00pm ET Via Qualtrics link
Provide feedback to peers delivering a Seminar in the Department Seminar Series	12	10	Live event: feedback due within 24 hours of Seminar Via Qualtrics link
Exit Survey	1	1	Due: April 8 th 4:20pm Via Qualtrics link

COURSE REQUIREMENTS FOR VERSION B STUDENTS

Seminar 'attendance and participation' will be based on a points system.

You will require a minimum number of mandatory points in order to complete (pass) the course.

ENTRANCE AND EXIT SURVEYS

- Every student is expected to complete the course entrance and exit surveys

DEPARTMENT SEMINAR SERIES

- Every student is expected to:
- Participate in the first class introductions group project
- Attend the Department Seminar Series planning meetings and actively assist with the planning of the Department Seminar Series
- Deliver one Department Seminar during the series
- Moderate (chair) one Department Seminar during the series
- Attend the Department Seminar Series as a remote synchronous (live-event) event and to provide feedback to the speaker.
- Complete a critical reflection on your Seminar Presentation experience based on feedback received from peers
- Please refer to the point system for breakdown of Seminar Series points

POINT SYSTEM FOR VERSION B STUDENTS

In order to obtain a pass for this course you need to obtain the minimum number of mandatory points

Activity	Points available	Minimum mandatory points required to pass	Due date
Entrance Survey	1	1	Due: Sept 11 th by 5:00pm ET Via Qualtrics link
Group Project: Class introductions Activity	1	1	Due Sept 17 th by 8:00am ET Via Discussion

			Board
Attend remote, synchronous (live-event) planning meetings for organizing Department Seminar Series	3	3	See Schedule link for dates
Hand-in PowerPoint file of your Seminar Presentation	1	1	Due by 9:00 am ET the day of your scheduled Seminar. Via Dropbox
Deliver a Department Seminar	1	1	To be scheduled – live event
Moderate (chair) a Department Seminar	1	1	To be scheduled – live event
Provide feedback to peers delivering a Department Seminar	12	10	Live event: feedback due within 24 hours of Seminar Via Qualtrics link
Critical Reflection on your Department Seminar experience	1	1	Due 1 week after Seminar is delivered
Exit Survey	1	1	Due: April 8 th 4:20pm Via Qualtrics link

7 University Statements

7.1 Email Communication

As per university regulations, all students are required to check their e-mail account regularly:

e-mail is the official route of communication between the University and its students.

7.2 When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

Associate Diploma Calendar - Academic Consideration, Appeals and Petitions

<https://www.uoguelph.ca/registrar/calendars/diploma/current/index.shtml>

7.3 Drop Date

Students will have until the last day of classes to drop courses without academic penalty. The deadline to drop two-semester courses will be the last day of classes in the second semester. This applies to all students (undergraduate, graduate and diploma) except for Doctor of Veterinary Medicine and Associate Diploma in Veterinary Technology (conventional and alternative delivery) students. The regulations and procedures for course registration are available in their respective Academic Calendars.

Undergraduate Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

Associate Diploma Calendar - Dropping Courses

<https://www.uoguelph.ca/registrar/calendars/diploma/current/c08/c08-drop.shtml>

7.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

7.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student

Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance and not later than the 40th Class Day.

For Guelph students, information can be found on the SAS website
<https://www.uoguelph.ca/sas>

For Ridgetown students, information can be found on the Ridgetown SAS website
<https://www.ridgetownc.com/services/accessibilityservices.cfm>

7.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community—faculty, staff, and students—to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct
<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Graduate Calendar - Academic Misconduct
<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

7.7 Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

7.8 Resources

The Academic Calendars are the source of information about the University of Guelph's

procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars

<https://www.uoguelph.ca/academics/calendars>

7.9 Disclaimer

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings and academic schedules. Any such changes will be announced via CourseLink and/or class email. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

7.10 Illness

The University will not normally require verification of illness (doctor's notes) for fall 2020 or winter 2021 semester courses. However, requests for Academic Consideration may still require medical documentation as appropriate.
