SRM3333 (MSc) & SRD4444 (PhD)
Seminars in Clinical Social and Administrative Pharmaceutical Sciences

Course Description:
This required course involves attendance, presentation and chairing seminars within the Clinical, Social and Administrative Pharmaceutical Sciences (CSAP) field. The course serves as a platform for the dissemination and discussion of current research underway by graduate students (Student Seminars), and in the CSAP field more broadly (Departmental Seminars).

Course Co-ordinators*:

<table>
<thead>
<tr>
<th>Suzanne Cadarette</th>
<th>Marisa Battistella</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Contact: <a href="mailto:s.cadarette@utoronto.ca">s.cadarette@utoronto.ca</a></td>
<td>Contact: <a href="mailto:marisa.battistella@uhn.ca">marisa.battistella@uhn.ca</a></td>
</tr>
</tbody>
</table>

*if sending email, please include CSAP seminar in the subject heading

Course Objectives:

1. Promote
   a. awareness and understanding of the work undertaken by different research groups within the area of Clinical, Social and Administrative Pharmaceutical (CSAP) sciences, and
   b. interaction and collaboration among CSAP members;

2. Provide students with an opportunity to:
   a. organise and present their research,
   b. enhance oral communication skills, and
   c. develop their ability to defend their ideas in a public forum; and

3. Provide students and faculty with the opportunity to give and receive feedback.

Course Requirements:

Course requirements are summarized in Table 1.

Table 1. Minimum requirements EACH* academic year while enrolled in the graduate program

<table>
<thead>
<tr>
<th>Seminar Type and Expectations</th>
<th>Graduate Student Status</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Full-time (FT)</td>
</tr>
<tr>
<td>1. Departmental Seminars</td>
<td></td>
</tr>
<tr>
<td>• attend, minimum**</td>
<td>8</td>
</tr>
<tr>
<td>2. Student Seminars</td>
<td></td>
</tr>
<tr>
<td>• attend, minimum (1/month)***</td>
<td>8</td>
</tr>
<tr>
<td>• chair</td>
<td>1</td>
</tr>
<tr>
<td>• present</td>
<td>1</td>
</tr>
</tbody>
</table>

*students MUST present each year that they are enrolled in the graduate program, yet have the option to opt out of presenting in the student seminar should they book their EXIT seminar (PhD Oral Defence Seminar that is part of the Departmental Seminar series) BEFORE course orientation (Oct 8, 2019)
**half of the Departmental seminar quota (4 FT, 2 PT) may be through attendance at sanctioned external seminars
***or minimum once every other month for PT students
Student Seminar Presentation Format:

Each student will be allotted a maximum of 30 minutes*

- **Presentation**: 20 min, timed by the chair, providing 5 minute and 1 minute warnings
- **Questions and discussions**: ~10 minutes

*it is imperative that presentations are well rehearsed and timed within the 20 minute maximum, and that chairs and presenters upload and test slides prior to the beginning of each seminar

Style and Content:

- Similar in style and content to those commonly given at scientific meetings
  - background, rationale, methods or proposed methods (if proposal stage), results (if applicable), discussion, conclusions (if applicable) and significance
- Slides
  - clear and understandable from the back of the room
  - avoid unnecessary acronyms, detail and anything that requires expert knowledge on the part of the listener

Responsibilities of Presenting Students:

1. Book your seminar date by October 8, or it will be assigned for you
   - Ensure your supervisor is available to attend BEFORE booking your seminar date

2. Prepare and submit a biography and presentation abstract
   - Please use the bio and abstract template at the end of this document
   - Submit to chair and co-ordinators minimum 3 days prior to presentation

3. Arrive 15 minutes early to seminar to set-up slides and ensure all is in working order

4. Give 20-minute presentation suitable for the everyone in the audience
   - The story should be intelligible to everyone present, especially those not working in the field
   - It is recommended that seminars be prepared with care and rehearsed to ensure that they are clear and properly timed within 20 min maximum

5. Answer questions from the audience related to your talk

*NB: If a presentation is deemed unacceptable by the Co-ordinator(s), the student must present a second talk during the same academic year.*

Responsibilities of Student Chairs:

1. Obtain biographies and abstracts from the speakers at least three days prior to the presentations

2. Arrive 15 min before the presentation to ensure that everything is in order, e.g.,
   - room is organized, tidy and if applicable (e.g., PB850), chairs are facing the screen
   - upload slides and ensure functionality
   - there is a functional laser pointer*
   - computer and projector work*
   - pizza has arrived*
   *please connect with (Donald Wong, dnld.wong@utoronto.ca) if not working or pizza has yet to arrive

3. Introduce the speaker, giving a brief biography (read the bio provided by presenter, or shorten if lengthy and upon consultation with co-ordinators)

*NB: students are only eligible to chair the presentation of students with different supervisors/co-supervisors, i.e., students cannot chair the presentation of a "lab-mate"
4. Ensure that the speaker keeps within the 20 minute limit, providing reminders when 5 minutes and 1 minute remain

5. Encourage and moderate the discussion
   - give students in the audience first priority for asking questions
   - have questions ready for the speaker in the event that nothing is forthcoming from the audience
   - end the discussion at or before the maximum 30 minute mark

6. Remind students to complete the Evaluation and GRIP Scoring Form for each speaker
   - collect the forms and return to students (Evaluation) or Co-ordinator (GRIP form) at the end of the seminar

**Student Seminar Evaluation:**

This is a non-letter grade course. Still, all students will:

- provide written feedback by completing the evaluation form
  - this feedback will be given to the student presenters to share and discuss with their supervisor(s)

- evaluate and score each presentation for considered seminar award (GRIP scoring form)
  - this information will be kept confidential and used to identify GRIP seminar presenters

At the beginning of each year, students can **self-select** into one of two official seminar groupings to be eligible for seminar awards:

1. Health Services and Policy Research Group
2. Clinical Research Group

*new proposal for discussion at CSAP faculty meeting October 8 – traditionally the group division was made based on the supervisor, yet perhaps the specific research may be more logically group another way, and the decision can be made by the student in consultation with their supervisor??

The GRIP scores will be used in the selection of the member of the group who is to speak at GRIP in 2019.
Seminar Series Dates and Location
Clinical Social and Administrative Pharmaceutical Sciences
2019 - 2020

<table>
<thead>
<tr>
<th>Date*</th>
<th>Presenter**/Title</th>
<th>Supervisor</th>
<th>Chair (to be assigned)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td><strong>Presenter</strong>/<strong>Title</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 8, 2019</td>
<td>Course Orientation + last chance to sign-up for dates or will be assigned for you</td>
<td>1. Paul Grootendorst</td>
<td>1. Ahmad Shakeri</td>
</tr>
<tr>
<td>Wednesday, 3-5pm</td>
<td>4. Gary Lam - title</td>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>Rm 850</td>
<td>4.</td>
<td>4.</td>
<td>4.</td>
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<tr>
<td>Rm 1210</td>
<td>4.</td>
<td>4.</td>
<td>4.</td>
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<tr>
<td>Wednesday, 3-5pm</td>
<td>4.</td>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>Wednesday, 3-5pm</td>
<td>4.</td>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>Tuesday, 12-2pm</td>
<td>2. Usama Elbayoumi - title</td>
<td>2. Aliosn Thompson</td>
<td>2. Sabrina Blaise (Connor)</td>
</tr>
<tr>
<td>Wednesday, 3-5pm</td>
<td>4.</td>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>Rm 850</td>
<td>2. Laura Murphy - title</td>
<td>2. Jillian Kohler</td>
<td>2. Michelle Benny Gerard</td>
</tr>
<tr>
<td>May 6, 2020</td>
<td>4.</td>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>Rm 1210</td>
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</table>

*minimum of 3 presenters confirmed for seminar to move forward, pizza will be provided!

**please ensure your supervisor can attend your presentation BEFORE booking your seminar presentation date
Presenter Bio and Abstract Template

Presenting Author Information:
   Name: <name of graduate student presenting the research>
   Level: <indicate either: MSc Student, PhD Student or PhD candidate*>
   Status: <part-time or full-time>
   Year in Program: <year in the program accounting for leaves>
   *PhD candidate=qualifying or transfer exam complete + minimum number of required courses complete + minimum GRIP presentations complete (p.s., there is no such thing as MSc candidate)

Supervisor(s): <name(s) of graduate student supervisor(s)>

Advisory Committee Members(s): <name(s) of advisory committee member(s)>

Group for GRIP Scoring / Selection: decision made in consultation with supervisor(s)
   1. Health Services and Policy Research
   2. Clinical Research

Brief Presenter Bio

This is not a life history, yet please do mention using freeform text in a style that the chair can read:
   • Training history (e.g., prior earned degrees and location)
   • Prior or current relevant work experience
   • Current graduate training awards / honours

Word count: xxx (max 200)

Compose your abstract using Arial size 9 font, single line spacing and the format provided below

Structured Abstract*

Title: <Title Case and BOLD Font>

BACKGROUND: (capitalize & bold heading, regular non-bolded test for body)

METHODS: (capitalize & bold heading, regular non-bolded test for body)

RESULTS: (capitalize & bold heading, regular non-bolded test for body)

CONCLUSION: (capitalize & bold heading, regular non-bolded test for body)

Word count: xxx (max 300)

Funding Source: if not applicable, please indicate “unfunded” research – this relates to funding of the research, training awards are to be included under the bio section

*please contact course coordinators if you feel that your research does not lend itself well to a structured abstract (e.g., defining a new theoretical paradigm or research proposal).
# Evaluation of Graduate Student Presentations

**Clinical, Social and Administrative Pharmacy Group**  
**Leslie Dan Faculty of Pharmacy, University of Toronto**

**Presenter:**  
**Date:**  
**Title:**  

## The Student...

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provided sufficient background information</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2. Explained why the subject matter is important</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>3. Presented new, up-to-date information</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>4. Provided clear explanations</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>5. Taught me something (you learned something)</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>6. Spoke clearly</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>7. Used clear and easy to see audiovisual material</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>8. Provided enough time for questions</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>9. Answered questions well</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>10. Stimulated discussion</td>
<td>1</td>
<td>5</td>
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## Comments

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

**Overall, the effectiveness of the seminar was:** (Please circle one)

- Poor  
- Acceptable  
- Good  
- Very Good  
- Excellent

**Your position:**  
- Faculty  
- Student  
- Fellow  
- Other (specify):  

SRMSRD191008final - 6
Clinical, Social and Administrative Pharmacy Group
Leslie Dan Faculty of Pharmacy, University of Toronto

SELECTION OF GRIP PRESENTER

Each Student Seminar Group is responsible for selecting their "best" student presenter to represent the group by providing an oral presentation at GRIP (Graduate Research in Progress). This is considered an award and includes a cash prize.

Please consider the following criteria when providing your rating for the student who presented in seminar today:

1. To be eligible, students must have presented in the CSAP seminar series prior to May 1 in the year immediately preceding GRIP and not have completed an Exit Seminar prior to GRIP. Normally students may only be selected as the student group representative speaker for GRIP once during any given degree in the Department of Pharmaceutical Sciences.
2. Preference should be given to students presenting results/findings from their thesis work.
3. Selection should be based with equal weight on:
   a. oral presentation style and skill (i.e., can this presenter speak well to a general audience);
   b. design and execution of study (i.e., was it well-designed and can the student adequately explain this);
   c. significance of research (i.e., can the student explain why this research is important and what impacts it may have)

Presenter's Name: ________________________________

Date of CSAP Presentation: __________________________

How well do you think this student would represent the Clinical, Social and Administrative Pharmacy group as our nominated GRIP speaker for the GRIP event?

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitely should not be our representative</td>
<td>Possibly could be our representative</td>
<td>Definitely should be our representative</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Note: this rating is confidential and anonymous. It should be submitted to the Seminar Coordinator or their designate immediately following the seminar.
Graduate Department of Pharmaceutical Sciences
External Seminar Attendance Form

Students are allowed to fulfill a maximum of 50% (4) of their annual Departmental Seminar attendance quota at sanctioned external seminars indicated below.
The remaining 50% must be met by attending Graduate Department of Pharmaceutical Sciences Seminars.
Students attending graduate seminars outside of the Department of Pharmaceutical Sciences are required to complete and submit this form to the Graduate Office. The form must be signed by the speaker or by the student’s supervisor.

- The Toronto Health Economics and Technology Assessment (THETA) Collaborative
  www.theta.utoronto.ca - This form is not required if you attend the THETA Collaborative Journal Club/Academic Rounds

- Clinical Pharmacology/Pharmacy Rounds held at Sunnybrook Health Sciences Centre

- Centre for Critical Qualitative Health Research (CCQHR) Speaker Series
  www.ccqhr.utoronto.ca

- Department of Health Policy, Management and Evaluation (HPME), Health Services Research Seminars
  www.hppme.utoronto.ca/events

- Faculty of Law, Health Law and Policy Seminar Series
  www.law.utoronto.ca/healthlaw

- Joint Centre for Bioethics Seminar Series
  www.jointcentreforbioethics.ca/tools/seminars.shtml

- University of Toronto Neuroscience Program Distinguished Lectureship Series
  http://neuroscience.utoronto.ca/events/lectureship.htm

- University of Toronto Centre for Practice Excellence (CPE) Speaker Series
  https://pharmacy.utoronto.ca/research/cpe/cpe-speaker-series/

- University of Toronto Centre for Pharmaceutical Oncology (CPO) Seminar Series
  http://pharmaceuticaloncology.com/seminars/

- Other - Approval from the Director of the Graduate Department Required

Student Name: _____________________________  Supervisor: _____________________________

Department of Seminar Attended: _______________________________________________________

Title: ______________________________________________________________________________

____________________________________________________________________________________

Name of Speaker: ________________________________________________________________  Seminar Date: __________

____________________________________________________________________________________

Signature of Speaker or Student’s Supervisor  Date