Phar 6182: PharmD IV Seminar (1 credit)
January 6, 7, 8, 2015 - Minneapolis
January 6 & 7, 2015 - Duluth
Revised 05,15, 2014

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Course Faculty: Administrative and content faculty advisors.

Staff Support: Both campuses: Amanda Behnke, ambehnke@umn.edu

Teaching Assistants: TBA

Prerequisite: 4th year pharmacy student

Course Description: This course provides a format for PharmD IV students to make a formal professional presentation to faculty and fellow students. Each student has 15 minutes for his or her presentation followed by a 5-minute question and answer period.

Class Schedule and Registration:
- **Twin Cities** Seminars: January 6, 7, 8, 2015 from 8:30 am to 5:00 pm. Registration #: TBA, Rooms TBA
- **Duluth** Seminars: January 6 & 7, 2015 from 8:30 am to 3:00 pm. Registration #: TBA, Rooms TBA

Course Objectives:
- To develop an area of expertise through independent effort mentored by faculty advisors.
- To develop oral communication skills by preparing and delivering a PowerPoint presentation.

Course Requirements

Abstracts Due: December 4, 2014
Abstracts will be collated in a book that will be distributed to all students and faculty. All abstract should be sent electronically to Amanda Behnke on the TC campus via email: ambehnke@umn.edu. With your abstract please include a short biography, hometown, previous college/university and degrees, awards or honors and a pronunciation guide for your name.

Abstract Format:
1. Title
2. Name of presenter
3. Date of presentation
4. Content
5. Length: should not exceed one page – single space

Your final paper and abstract should also be submitted to your advisor(s) by their preferred method.

Create and deliver a PowerPoint presentation to an audience of faculty and students
It is assumed that your topic will be the same as your Pharm.D paper. You should refer to information provided to you in Phar 6181 on giving a presentation. Some helpful tips on preparing a presentation...
can be found in the handout “Presentation Tips” accompanying this syllabus. **Presentation time is 15 minutes with 5 minutes for questions**

**PowerPoint presentation: Due January 2, 2015 to ambelnke@umn.edu**
You will submit your PowerPoint presentation via email attachment to Amanda. She will put your presentation on to a flash drive for loading on the day of your presentation. **Duluth students should bring their presentation on their own portable USB device.**

**Seminar Attendance Requirement:**
Attend all of the presentations on the day you are scheduled to present as well as one additional consecutive day i.e. two consecutive days. Students will be required to complete a peer evaluation for the session as proof of their attendance. Therefore please do not switch rooms during the days of your attendance. Failure to attend will result in an unsatisfactory grade for the course. If there is an overlap with your rotation you should make plans with your rotation site to arrange for making-up the days you miss during the seminar days. **No exceptions** will be made.

**No make-ups** will be permitted for his course. If you cannot present or you cannot attend the presentations, you will be required to register for the course next January, 2016.

**Presentation Evaluation and Grading Policy:**

**Faculty:**
This course is graded on the S/N system. The student’s Content and Administrative advisor(s) will evaluate the student’s presentation and determine the student’s grade. A student must receive an S from the advisor(s), or their designated substitute(s), to receive an S for the course. You will be evaluated on the delivery of your presentation, the structure and content of your presentation, the quality of your slides, and your ability to answer questions. If a student receives an N for their presentation, the advisor(s), along with the course director, will decide if a retake will be allowed. In addition, the attendance and abstract requirements stated above must be met to receive an S for the course.

**Students:**
All students will be required to evaluate all presentations. The best presentations from each section will be ranked. Three awards will be given to Twin Cities students and two awards for Duluth students. Awardees will receive a recognition certificate.

**Course Evaluation:**
Evaluation of the course is scheduled for the last day of class for each section.

**Honor Code:**
Each student is bound by the following specific provisions of the Code: Academic misconduct is any unauthorized act which may give a student an unfair advantage over other students, including but not limited to: falsification, plagiarism, misuse of test materials, receiving unauthorized assistance and giving unauthorized assistance. The student presentation is an individual student effort (along with the advisors) and not a collaborative student project. Signing the attendance sheet for another student is considered a violation of the Honor Code.

**Disability Accommodations:**
Any student with a documented disability (e.g. physical learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Course Director and Disability Services in the Twin Cities or Disability Services and Resources in Duluth at the beginning of the semester. All discussions will remain confidential.

**TC Disability Services Contact Information**
McNamara Alumni Center
200 Oak St SE Suite 180

**UMD Disability Services Contact Information**
Kirby Student Center
1120 Kirby Drive Room 256
Presentation Tips

General Considerations:

- Students should plan to arrive at least five minutes before the start of class, as it is discourteous and disruptive to the speaker and the audience when people arrive late.
- Cell phones are to be turned off during the presentations.
- As a courtesy to your fellow speakers please do not bring laptops.
- Fill seats in the front of the room.

Presentation style and professional delivery is a critical component of your presentation and should be taken seriously. Allow yourself enough time to prepare your presentation. Do not read from a prepared script. Presenters should become familiar with the room and equipment prior to their presentation. Also, this is a formal presentation so dress accordingly. Wear clothing that would be appropriate for a job interview.

Presentation Structure:

Although a presentation can take a variety of formats, one typically sees a presentation made up of the following four parts:

Introduction (Opener, attention getter)

This is an important component as it establishes the tone and quality of the presentation and promotes audience affiliation.

Objectives (Preview, overview, agenda)

Provides a simple structure to show the audience what you will cover, why, and how.

Body of Presentation

Closure (Summary, reinforcement)

This is a crucial component as it reinforces the primary message and allows you to end on a positive note.

Tips and Elements of Graphic Design for Visual Aids:

Visual aids should be both visible and readable by everyone in the audience. The quickest way to "lose " or alienate your audience is to use poor visuals. Project your completed images under conditions similar to those likely to be encountered in the presentation room. Examine each one critically and impartially. Let someone besides yourself, someone unfamiliar with your visuals, test the images for readability. If the images are not understandable or clear from a distance, don't use them.

Organize

- Introduction: 10%
- Body: 70%
- Conclusion: 20%

Keep Visuals Simple and Neat

- a. Reduce paragraphs to sentences, and sentences to keywords
b. Limit verbal visuals to 6 or 7 lines; limit lines to 6 or 7 words

c. Be sure that graphics or illustrations reproduce clearly.

d. Limit each slide to one unified idea.

e. Focus on one key point or category per page but you don’t have to say it all on the slide

Incorporate Good Design Principles

a. Develop a brief, explanatory headline for each visual

b. Underscore, highlight, and bullet for emphasis

c. Create pictorial rather than verbal visuals

d. Plan so that the longest dimension will be horizontal.

e. Picture symbols (illustrations) must be large enough to be easily recognized.

f. Drawings, graphs, charts and figures should be bold, simple, and contain only essential details.

g. Color combinations that clash tend to create annoyance to the viewer and, consequently, interfere with a clear perception of the message. Be aware that colors that appear bright and distinct on the computer screen sometimes do not appear that way when projected on a screen.

h. Consider all graphics as a single design, not just one slide

i. Balance filled and empty space

j. Use visual contrast: neutral background, e.g. light letters on blue background

k. Use consistent style of images: line, drawing, photo, cartoon

Type Style and Size

a. Choose typeface that is a minimum of 20 point

b. Use block style, easy-to-read fonts like Times or Helvetica. Do not use more than one type style on a single visual.

c. Any copy of more than five or six words is more readable if both capital and lower case letters are used rather than capitals only.

d. Allow 1 1/2-letter width for the space between words and three widths between sentences. Too much or too little space makes reading equally difficult.

e. Align type on left, right margin ragged

Special Effects - Use them at your own risk!

Don’t mix and match transitions.
Does the effect enhance or distract?
Is the effect part of the message?

Practice before you preach

Do use the spell checker.
Do practice timing.