



UNIVERSITY OF CALGARY
FACULTY OF SCIENCE
DEPARTMENT OF PHYSICS AND ASTRONOMY
COURSE OUTLINE

1. **Course:** PHYS 691 **Term:** Winter 2019

Instructor: Sarah Quirk | 403-521-3836 | TBCC CCB11 | sarah.quirk@ahs.ca | Office Hours: By appointment

Course Description

Effective Scientific Speaking courses provide instruction on preparing and presenting quality scientific oral presentations. Discussions on components of a quality presentations and exercises aimed at improving speaking skills will be taken by graduate students in their first fall terms in program. This Graduate Seminar course will be run each winter, and provide all enrolled students the opportunity to present one scientific talk, as well as to provide peer feedback to other students in the course. At the end of each Graduate Seminar term, the course instructor(s) will identify those students who have reached an acceptable level of scientific speaking competency and exempt these students from any further Physics 691 Graduate Seminar courses for their current degrees.

Lecture Sections: TH 9:30 – 10:30 | CCB19 (Multipurpose Room)

Course Website: d2l.ucalgary.ca

Departmental Office: SB 605, 403-220-5385, phasugrd@ucalgary.ca

2. **Prerequisites:** None.
3. **Grading:** The University policy on grading and related matters is described in sections [F.1](#) and [F.2](#) of the online University Calendar. This course is pass/fail. Attendance, presentations, and participation are mandatory.
4. **Missed Components of Term Work:** The regulations of the Faculty of Science pertaining to this matter are found in the Faculty of Science area of the Calendar in [Section 3.6](#). It is the student's responsibility to familiarize himself/herself with these regulations. See also [Section E.6](#) of the University Calendar
5. **Scheduled out-of-class activities:** There are no scheduled activities outside of class time.
6. **Course Materials:** No Textbook. *All material will be provided in class.*
7. **Examination Policy:** No examinations for this course
8. **Course fees:** none
9. **Writing across the curriculum:** In this course, the quality of the student's writing in laboratory reports will be a factor in the evaluation of those reports. See also [Section E.2](#) of the University Calendar.
10. **Human studies statement:** Students in this course are not expected to participate as subjects or researchers. See also [Section E.5](#) of the University Calendar.

11. Reappraisal of Grades:

A student wishing a reappraisal, should first attempt to review the graded work with the Course coordinator/instructor or department offering the course. Students with sufficient academic grounds may request a reappraisal. Non-academic grounds are not relevant for grade reappraisals. Students should be aware that the grade being reappraised may be raised, lowered or remain the same. See [Section I.3](#) of the University Calendar.

1. **Term Work:** The student should present their rationale as effectively and as fully as possible to the Course coordinator/instructor within **15 days** of either being notified about the mark, or of the item's return to the class. If the student is not satisfied with the outcome, the student shall immediately submit the Reappraisal of Graded Term work form to the department in which the course is offered. The department will arrange for a reassessment of the work if, and only if, the student has sufficient academic grounds. See sections [I.1](#) and [I.2](#) of the University Calendar
2. **Final Exam:** The student shall submit the request to Enrolment Services. See [Section I.3](#) of the University Calendar.

12. OTHER IMPORTANT INFORMATION FOR STUDENTS:

- (a) **Mental Health** The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre, [Mental Health Services Website](#)) and the Campus Mental Health Strategy website ([Mental Health](#)).
- (b) **SU Wellness Center:** The Students Union Wellness Centre provides health and wellness support for students including information and counselling on physical health, mental health and nutrition. For more information, see www.ucalgary.ca/wellnesscentre or call [403-210-9355](tel:403-210-9355).
- (c) **Sexual Violence:** The University of Calgary is committed to fostering a safe, productive learning environment. The Sexual Violence Policy (<https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>) is a fundamental element in creating and sustaining a safer campus environment for all community members. We understand that sexual violence can undermine students' academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need. The Sexual Violence Support Advocate, Carla Bertsch, can provide confidential support and information regarding sexual violence to all members of the university community. Carla can be reached by email (svsa@ucalgary.ca) or phone at [403-220-2208](tel:403-220-2208).
- (d) **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence that will be dealt with rigorously in all cases. A single offence may lead to disciplinary probation or suspension or expulsion. The Faculty of Science follows a zero tolerance policy regarding dishonesty. Please read the sections of the University Calendar under [Section K](#). Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct may include: submitting or presenting work as if it were the student's own work when it is not; submitting or presenting work in one course which has also been submitted in another course without the instructor's permission; collaborating in whole or in part without prior agreement of the instructor; borrowing experimental values from others without the instructor's approval; falsification/fabrication of experimental values in a report. **These are only examples.**
- (e) **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on [assembly points](#).
- (f) **Academic Accommodation Policy:** Students needing an accommodation because of a disability or medical condition should contact Student Accessibility Services in accordance with the procedure for accommodations for students with disabilities available at [procedure-for-accommodations-for-students-with-disabilities.pdf](#).

Students needing an accommodation in relation to their coursework or to fulfill requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Associate Head, Graduate, of the Department of Physics & Astronomy, Dr. Jo-Anne Brown by email jocat@ucalgary.ca or phone 403-220-8014. Religious accommodation requests relating to class, test or exam scheduling or absences must be submitted no later than **14 days** prior to the date in question. See [Section E.4](#) of the University Calendar.

- (g) Safewalk:** Campus Security will escort individuals day or night (See the [Campus Safewalk](#) website). Call [403220-5333](tel:403220-5333) for assistance. Use any campus phone, emergency phone or the yellow phones located at most parking lot pay booths.
- (h) Freedom of Information and Privacy:** This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). Students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information, see [Legal Services](#) website.
- (i) Student Union Information:** [VP Academic](#), Phone: [403-220-3911](tel:403-220-3911) Email: suypaca@ucalgary.ca. SU Faculty Rep., Phone: [403-220-3913](tel:403-220-3913) Email: sciencerep@su.ucalgary.ca. Student Ombudsman, Email: suypaca@ucalgary.ca.
- (j) Internet and Electronic Device Information:** Unless instructed otherwise, cell phones should be turned off during class. All communication with other individuals via laptop, tablet, smart phone or other device is prohibited during class unless specifically permitted by the instructor. Students that violate this policy may be asked to leave the classroom. Repeated violations may result in a charge of misconduct.
- (k) Surveys:** At the University of Calgary, feedback through the Universal Student Ratings of Instruction ([USRI](#)) survey and the Faculty of Science Teaching Feedback form provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses. Your responses make a difference please participate in these surveys.
- (a)** work by placing their name on the front page and their ID number on each subsequent page. For more information see also <http://www.ucalgary.ca/secretariat/privacy>.
- (b) Student Union Information:** [VP Academic](#) Phone: 220-3911 Email: suypaca@ucalgary.ca.
SU Faculty Rep: Phone: 220-3913 Email: science1@su.ucalgary.ca, science2@su.ucalgary.ca and science3@su.ucalgary.ca
Student Ombuds Office: 403 220-6420
Email: ombuds@ucalgary.ca; <http://ucalgary.ca/provost/students/ombuds>
- (c) Internet and Electronic Device Information:** You can assume that in all classes that you attend, your cell phone should be turned off unless instructed otherwise. Also, communication with other individuals, via laptop computers, Blackberries or other devices connectable to the Internet is not allowed in class time unless specifically permitted by the instructor. If you violate this policy you may be asked to leave the classroom. Repeated abuse may result in a charge of misconduct.
- (d) U.S.R.I.:** At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses (www.ucalgary.ca/usri). Your responses make a difference - please participate in USRI Surveys.

13. OTHER COURSE RELATED INFORMATION:

Course Outcomes

All PHAS students enrolled in the first year of their program (MSc or PhD) are expected to attend all seminars and give one seminar per semester. Students in second and subsequent years of their program are strongly encouraged to

attend and give seminars. Trainees in the Post-doctoral Certificate Program in Radiation Oncology are also expected to attend and give seminars.

By the end of the course, each student will be expected to be able to:

- Write an abstract that is concise, informative, and relates well to their presentation.
- Recognize the content and scope differences between a long presentation and a conference-style presentation and demonstrate that they incorporated feedback from the first presentation in the second presentation
- Critique presentations and abstracts while providing appropriate feedback
- Produce an effective document related to the selected 'workshop' topic.

General expectations include:

- Each presenter should ensure that their supervisor is invited the week that they will be presenting their conference style talk.
- Please note: presenters should arrive 5 minutes before the start of class to set up their presentations and obtain the necessary audio-visual equipment prior to class. If using the projector, the remote control and a video cable are needed. You may use your own computer but please allow for audiovisual set up time.
- Each student is expected to write an abstract, give a presentation, and have at least one question ready for the presenter.
- Measurable outcomes include: incorporating feedback from first presentation to second presentation (as appropriate);

Twenty-minute presentation

Students are expected to give a presentation focusing on their main research topic. The presentation should be 20 minutes. The talk should focus on one key aspect of the research the student is doing. It should include a description and explanation of the key research methodologies and a summary of important results (if any so far). Some background information on the key concepts used by the student in his/her research should be introduced early in the presentation.

There will be a 10 min question period immediately following the presentation. Each student is expected to have at least one question for the speaker. The question can be directly related to the research work presented or about the background of the project.

Each speaker should send a brief abstract to the instructor 1 week before his or her presentation. The abstract should be in the format of a conference in which they are intending to submit. The abstract should be written as a single paragraph and can be structured as follow (unless otherwise specifically specified by intended conference): background, aim or objectives, methods, predictions and actual results, conclusion and importance of this work. Abstracts will be circulated to class and instructor for feedback. Feedback is requested to be sent to instructor *electronically*. A good short reference on how to write an abstract is: <http://blogs.mcgill.ca/gradlife/2013/02/13/how-to-write-a-conference-abstract-or-how-not-to-write-one/>.

Each presentation will be evaluated by the instructor, class members, and audience members present at the talk via an evaluation form. The evaluations will be gathered by the course instructor and a summary of the feedbacks from the evaluation form will be given to the presenter.

Workshop

In the first class session, a number of workshop options will be discussed related to effective scientific communication including: Poster presentations, peer review process, ethics applications, CVs, interview preparation, reference letter writing, etc. Evaluation will be based on preparation, participation, and completion of in class activities.

Eight-minute conference style presentation

Students are expected to prepare a presentation with content and style based on strict conference requirements. The presenter may choose to use this as an opportunity to practice for an invitation or expected invitation to a conference. The presentation should be in the style of chosen conference. It will be followed by a 2 minute question period.

An abstract that follows submission requirements of the conference should be submitted to the instructor one week prior to the presentation. This abstract should aim to incorporate feedback from the first round of abstracts.

Each presentation will be evaluated by the instructor, class members, and audience members present at the talk via an evaluation form. The evaluations will be gathered by the course instructor and a summary of the feedbacks from the evaluation form will be given to the presenter.

(a) Syllabus

Class Schedule

Each Thursday from 9:30-10:30 am in the MPR, Medical Physics, TBCC Basement.

<i>Lecture</i>	<i>Date</i>	<i>Speaker</i>
1	17-Jan	Course Introduction and Expectations
2	24-Jan	TBD
3	31-Jan	TBD
4	7-Feb	TBD
5	14-Feb	TBD
	21-Feb	Reading Week – No presentations
6	28-Feb	TBD
7	7-Mar	Workshop
8	14-Mar	Workshop
9	21-Mar	TBD
10	28-Mar	TBD
11	4-Apr	TBD
12	11-Apr	Wrap-up