Course Coordinator: Ken Lawson, Ph.D.
   Pronouns: he/him/his
   Email: ken.lawson@austin.utexas.edu
   Phone: 512-471-5609
   Office: PHR 3.209C
   Office Hours: Monday 1P-2P and Thursday 1:30P-2:30P or by appointment

Course Unique Number: 57260

Classroom: PHR 4.114

Class Days/Times: Mondays 9A-10A

General Course Information

Course Description:
This semester, seminar will cover issues pertaining to writing with an emphasis on writing research reports. Developing good writing skills is an important part of graduate education. Researchers must be able to describe their research activities and results clearly, precisely, and concisely. The need for good writing skills also applies to educational, management, and many other activities.

Course Prerequisite:
Graduate standing in Pharmacy

Course Objectives:
The general objectives of seminar are:
(1) to expand the knowledge base of students and faculty with respect to topics that are relevant to graduate education in health outcomes research and related areas;
(2) to provide an opportunity for students and faculty to evaluate and discuss information found in the literature or presented in seminar;
(3) to provide an opportunity for students to improve their oral and written communication skills; and
(4) to foster interaction among faculty and graduate students and facilitate the socialization process for graduate education.
Course Website:
This course uses Canvas, a Web-based course management system in which a password-protected site is created for each course. Canvas will be used to distribute course materials, to communicate, and to post grades. Canvas is available at http://canvas.utexas.edu. Support is provided by the ITS Help Desk at 475-9400 Monday through Friday 8 am to 6 pm.

Course Communications:
Official course communications will take place in class, through e-mail, and on the course Canvas website. Students are advised to configure their Canvas settings to forward course announcements to their official e-mail address. Canvas uses only the e-mail address listed on the official University of Texas directory, so please check the University’s online directory to ensure your e-mail address is listed correctly.

Course Structure / Assignments / Grades

Groups:
Pre-candidacy students have been assigned to groups (pairs except for one group of three) based on length of time in the program (1-2 years or >2 years) to prepare a presentation on a topic related to writing (see Schedule). If you need to switch groups or dates, please let me know and I will consider allowing that if all affected students agree. Each Ph.D. candidate has been assigned as a mentor for two groups of pre-candidacy students. Mentors will serve as a resource for the presenters during preparation of the presentation.

Time Allocation:
The anticipated time allocation for each seminar meeting is:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Presentation</td>
<td>25-30 minutes</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>5-10 minutes</td>
</tr>
<tr>
<td>Presentation Evaluation</td>
<td>5-7 minutes</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>50 minutes</strong></td>
</tr>
</tbody>
</table>

Presentations:
Groups will prepare presentations on their assigned topics (see Schedule for topics). The presentation should be 25 to 30 minutes in length. Because it will not be possible to cover the topic in much depth during that length of time, students will have to prioritize information to present material that they determine to be most important. Students must discuss their plans with me prior to developing their presentations—please contact me for an appointment. All students in each group must present; students should attempt to divide responsibilities equitably. Students are encouraged to be creative with their presentations (including liberal use of examples).

Presentations will be evaluated for content and delivery/style using the standard evaluation forms along with verbal feedback after each presentation.
Students are responsible for making arrangements with the LRC (at least one week in advance) for AV equipment not routinely present in the classroom (i.e., anything other than the computer projection set-up and the document camera). Please familiarize yourself with the operation of the equipment well in advance of your presentation (I can help with this if needed), and be ready to start your presentation at the beginning of class.

Writing Assignments:
Students (including those who are presenting) will be required to complete short written assignments on specified topics outside of class (see Schedule for assignment due dates). Students who are PhD candidates are not required to complete the written assignments.

- Please submit your assignment as a Word file by emailing it directly to me at ken.lawson@austin.utexas.edu (i.e., not through Canvas).
- I will evaluate the papers for content and/or style as applicable and assign a rating of “S = satisfactory” or “R&R = revise and resubmit.” Students receiving a rating of “revise and resubmit” must submit their revised papers to me within one week of receiving their evaluated papers.
- I will evaluate the revised versions and assign a rating of “S = satisfactory,” or “U = unsatisfactory” if my comments from the original version have not been addressed satisfactorily.
- Students with more than 2 “U” ratings will receive a “No Credit” for the course.

Course Grade:
This course is offered on a credit/no credit basis only. The course grade (credit/no credit) will be based on attendance (see attendance policy below) and completion of the presentation and writing assignments with a satisfactory evaluation (as noted above).

Course Policies

Attendance:
Attendance is mandatory. When possible, let me know in advance if you will be absent from seminar. Two or more unexcused absences will result in receiving “No Credit” for seminar.

Academic Integrity:
Plagiarism and other forms of academic dishonesty are taken very seriously at UT. “You and other students are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. At a minimum, you should complete any assignments, exams, and other scholastic endeavors with the utmost honesty, which requires you to:
- acknowledge the contributions of other sources to your scholastic efforts;
- complete your assignments independently unless expressly authorized to seek or obtain assistance in preparing them;
- follow instructions for assignments and exams, and observe the standards of your academic discipline; and
- avoid engaging in any form of academic dishonesty on behalf of yourself or another student.”

Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. See College Policies and Information, and University Policies and Information for more details. You are responsible for understanding UT’s policy on Student Conduct and Academic Integrity which can be found at [http://deanofstudents.utexas.edu/conduct/](http://deanofstudents.utexas.edu/conduct/).

**Religious Holy Days:**
If you will miss a class, an examination, a work assignment or a project in order to observe a religious holy day, you must notify the course coordinator the first week of class so that arrangements for all such students can be made for the full semester.

**Services for Students with Disabilities:**
Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities at 471-6259 (voice) or 232-2937 (video phone) or [https://diversity.utexas.edu/disability/](https://diversity.utexas.edu/disability/). All University rules concerning accommodations must be followed. Please provide a copy of the letter to the course coordinator and the office of the Associate Dean for Academic Affairs as soon as possible after receipt.

**Counseling and Mental Health Center:**
The Counseling and Mental Health Center (CMHC) provides counseling, psychiatric, consultation, and prevention services that facilitate students' academic and life goals and enhance their personal growth and well-being. [https://cmhc.utexas.edu/](https://cmhc.utexas.edu/)

**Behavior Concerns Advice Line:**
If you are worried about someone who is acting differently, you may call the Behavior Concerns Advice Line to discuss your concerns about another individual’s behavior. This service is provided through a partnership with the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit [https://besafe.utexas.edu/behavior-concerns-advice-line](https://besafe.utexas.edu/behavior-concerns-advice-line).

**Other University Resources for Students:**
The University has numerous resources providing assistance and support for student learning:
- Sanger Learning and Career Center: [www.utexas.edu/ugs/slc](http://www.utexas.edu/ugs/slc)
- University Writing Center: [http://uwc.utexas.edu/](http://uwc.utexas.edu/)
- ITS: [http://www.utexas.edu/its/](http://www.utexas.edu/its/)
- Student Emergency Services: [http://deanofstudents.utexas.edu/emergency/](http://deanofstudents.utexas.edu/emergency/)
- Canvas: [https://utexas.instructure.com/courses/633018/pages/student-tutorials](https://utexas.instructure.com/courses/633018/pages/student-tutorials)

**Emergency Procedures:** ([utexas.edu/emergency](http://utexas.edu/emergency) and [https://preparedness.utexas.edu/](https://preparedness.utexas.edu/))

1. Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated or an official announcement is given.

2. Evacuation procedures require orderly exiting and assembly outside.
3. Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.

4. Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.

5. During an evacuation — follow the instructions of faculty or class instructors.

6. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or the Fire Prevention Services.

7. CAMPUS CARRY
   Students should familiarize themselves with the information provided by the University regarding the implementation of “Campus Carry” legislation. You will find an information sheet specifically for students (as well as sheets for parents, visitors, faculty, and staff) at http://campuscarry.utexas.edu/info-sheets."

8. LOCKDOWN:
   The directive “Lockdown” is used to protect occupants in proximity of an immediate threat by limiting access to buildings and rooms. If no specific locations are given, all buildings should initiate lockdown procedures. Should you discover that there is a violent or potentially violent person in your building or area, DO NOT CONFRONT THE PERSON UNLESS THERE IS NO OTHER OPTION TO SAVE YOUR LIFE.

9. SHELTER-IN-PLACE
   For weather:
   1. Go to the lowest level of the building if possible.
   2. Stay away from the windows.
   3. Go to interior hallways and rooms.
   4. Use arms to protect head and neck in a “drop and tuck” position.
   5. Monitor emergency communications for specific instructions (www.utexas.edu/emergency).

   For environmental incidents (chemical, biological, or radiological releases):
   1. Go inside the nearest building.
   2. Close all doors, windows, and other inlets from the outside.
   3. Shut down the fresh air intake or HVAC system if possible.
## Course Schedule

<table>
<thead>
<tr>
<th>#</th>
<th>DATE</th>
<th>TOPIC</th>
<th>PRESENTERS [Candidate Mentors]</th>
<th>Assignments Made Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 27</td>
<td>Introduction UTSPH Houston Data</td>
<td>Lawson Toliver</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Feb 3</td>
<td>Faculty Candidate Research Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Feb 10</td>
<td>Faculty Candidate Research Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Feb 17</td>
<td>CVs</td>
<td>Wash, Zhang M [Orji]</td>
<td>CV</td>
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<tr>
<td>5</td>
<td>Feb 24</td>
<td>Faculty Candidate Research Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Mar 2</td>
<td>Cover Letters/Other Business Letters/Business Emails</td>
<td>Heidari, Shukla [Zhang S]</td>
<td>CV Cover Letter, Email</td>
</tr>
<tr>
<td>7</td>
<td>Mar 9</td>
<td>Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals</td>
<td>Wong, Ibrahim [Liang]</td>
<td>Cover Letter, Email</td>
</tr>
<tr>
<td>8</td>
<td>Mar 16</td>
<td><strong>SPRING BREAK—NO CLASS</strong></td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>Mar 23</td>
<td>APhA Meeting Table and Graph Construction <em>(attendance optional)</em></td>
<td>Lawson</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Apr 6</td>
<td>Research Reports–Organization &amp; Content</td>
<td>Abdullah, Shao [Toliver]</td>
<td>Grammar &amp; Punctuation</td>
</tr>
<tr>
<td>12</td>
<td>Apr 13</td>
<td>Referencing</td>
<td>Liu, Ghosh [Zhang S]</td>
<td>Referencing</td>
</tr>
<tr>
<td>13</td>
<td>Apr 20</td>
<td>The Writing Process II</td>
<td>Chen, Okoh [Liang]</td>
<td>Referencing</td>
</tr>
<tr>
<td>14</td>
<td>Apr 27</td>
<td>Interviewing</td>
<td>Baffoe, Briggs, Vorha [Toliver]</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>May 4</td>
<td>Open Discussion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Selected Points and Issues to Consider for Presentations
[NOTE: Presentations should not necessarily be limited to these points and issues.]

CVs
Elements, organization, formatting

Cover Letters, Business Letters, Business Emails
Cover letters (addresses, salutation, 3 paragraphs, closing)
Other business letters (addresses, salutation, content, closing)
Business emails (salutation, content, formality, send to/cc, take care with replies (especially reply to all))

Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals

Table Construction [covered in Data Analysis]
Organizing information, formatting, row and column labels, presentation of data, titles, footnotes, table templates

Graph Construction [covered in Data Analysis]
Organizing information, formatting, use of colors and patterns, types of graphs (line, bar, pie, 3D, etc.), legends, titles

Grammar
Subject-verb agreement, verb tense, voice (active/passive), person (first-person, third-person), sentence fragments, split infinitives, run-on sentences, misplaced and dangling modifiers, parallelism, pronoun reference/agreement/case, that/which/who, gender-specific pronouns

Punctuation
Commas, colons, semicolons, periods, question marks, exclamation marks, quotation marks, ellipses, dashes, hyphens, parentheses, brackets, slashes

Writing Research Reports (thesis, dissertation, reports, manuscripts, abstracts)—Organization and Content
Elements (introduction, literature review, objectives/hypotheses, methods, results, discussion, references, appendices), organization/logical structure of each element, appropriate content and level of detail, transitions

Referencing
When to cite, referencing styles, citation management software (e.g., EndNotes®)
Writing Process I – Starting the Process [covered in Fall 2019]
Identifying a topic, literature search, organizing information (e.g., use of outlines)

Writing Process II – Manuscripts
Manuscript preparation and submission [selecting a journal, authorship, formatting and instructions to authors, drafts (including logistics of revisions), overcoming writer’s block, collaboration with co-authors, ethical issues, editing and proofreading, submission letter/email, responding to reviewers’ comments, working with editors]

Interviewing
Researching the interviewer/organization
What to expect
Considerations for on-site, telephone, teleconference interviews
Preparing responses to likely questions
Preparing questions to ask interviewers
Mock interviews
Appropriate dress
Other interviewing tips