

Division of Medicinal Chemistry & Pharmacognosy Pharm 8880.01 & 8880.02

Instructor: James R. Fuchs, Office: RF 634, Phone: 247-7377, email: fuchs@pharmacy.ohio-state.edu

Pharm 8880.02: Participation, 1 credit hour

Participation Guidelines:

Each student in the Division of Medicinal Chemistry & Pharmacognosy is required to register and attend seminar. Pharm 8880.02 is graded as satisfactory (S) or unsatisfactory (U). Attendance at the seminars given by students, postdocs, and outside speakers is mandatory.

Pharm 8880.01: Presentation, 1 credit hour

Presentation Guidelines:

Each student in the Division of Medicinal Chemistry & Pharmacognosy is required to give three seminars. *The first seminar will be given prior to the oral candidacy exam, in the second year of graduate school.* The second seminar will be a college-wide seminar, typically in the fourth year. An exit seminar, based on the student's completed dissertation research, will also be given during the semester of the student's graduation. All other semesters require participation in the seminar series by attendance. Pharm 8880.01 is graded on A-E scale.

1. Seminars provide the opportunity to not only improve your presentation skills, but also to become knowledgeable in new areas of drug design and discovery. Seminars should concentrate on topics in medicinal chemistry, pharmacognosy, and/or biochemistry. Developing your presentation and communication skills will be an asset as you further your career in industry and/or academia. *Therefore, these presentations are really more for your benefit than other graduate students or the faculty – so put in the effort to create and deliver an effective seminar presentation.*
2. Seminars are scheduled for our Division during Autumn Semester (day and time to be determined). The college-wide seminars during Spring Semester may be scheduled at a different time.
3. Appropriate professional attire should be worn by presenters. Therefore, shorts, jeans, t-shirts, and sandals are not recommended.
4. Topic of seminar

4th Year Seminar: The seminar given by students in their fourth year of graduate school is a research based seminar. It is not purely a description of your results, but rather a forum for you to describe the significance of the problem, present related work in the field, and then introduce your current approach to overcoming the problems or current limitations. The presentation can rely heavily upon the work done previously in your group, but make sure to give those individuals the proper credit (i.e. Joe Schmoie, *unpublished results*). Your exit seminar should provide the conclusion of your studies, so if you do not have a lot of data at the time of your 4th year seminar, it is not a major concern.

2nd Year Seminar: The seminar given by students in their second year of graduate school is a literature based seminar. This typically should not be the project that you are currently working on. Pick something else. Your first seminar may also provide you with a unique opportunity to pick a topic that you would like to use for your oral candidacy exam. In this way, you can become familiar with the background information that will be applicable for your oral exam. If you have questions or concerns about the topic of your seminar, consult your advisor.

Division of Medicinal Chemistry & Pharmacognosy
Guidelines for Pharm 850.01 & 850.02, continued

- a. **Annual reports in medicinal chemistry** (RS402.A5) is a yearly publication by Academic Press which is sponsored by the Division of Medicinal Chemistry of the American Chemical Society. This publication can be found in the BPL library and is a great source for finding a seminar topic for the first seminar. Journal articles also represent potential leads when looking for a topic (*J. Med. Chem.*, *J. Nat. Prod.*, *Bioorg. Med. Chem.*, *Bioorg. Med. Chem. Lett*, *Nature Reviews*, *Medicinal Research Reviews*, etc). Most highly successful seminars are based on relatively new developments or emerging areas of the field – not a highly reviewed topic or well-established concept.
- b. The division coordinator has titles of past presentations by previous graduate students. Please check that your topic is distinct from other seminars presented in the last 3 years.
- c. For those presenting in the Autumn Semester, please email the seminar coordinator (Dr. Fuchs, fuchs@pharmacy.ohio-state.edu) with a working title for your seminar by the end of the Summer Semester (i.e., last day of exams – for Summer 2012, this is Aug. 8). For those presenting in Spring Semester, please provide a title by the end of the Autumn Semester (for Autumn 2012, this is Dec. 12).

5. Abstract

- a. The purpose of the abstract is to provide a brief overview of all aspects of the seminar. An interested individual should be able to use the abstract as a starting point to find key references that will allow them to become familiar with the topic prior to the seminar and may facilitate discussions during the question and answer period. Phrases such as “new findings will be presented” or “recent advances will be discussed” should be avoided since they do not provide the reader with any useful information.
- b. Abstracts should conform to the following specifications:
 - i. One inch margins should be used.
 - ii. The body of the abstract should be single spaced using either Times New Roman 12 or Arial 11 font.
 - iii. The title of the seminar, the date of the seminar, and the speaker’s name should appear on the first page (a larger font size may be used here).
 - iv. A key figure should be included with the text of the abstract.
 - v. References should also be provided (in the *J. Med. Chem.* or *J. Nat. Prod.* format, depending on your research area).
 - vi. Abstracts may be no longer than two pages in length.
- c. Students are encouraged to obtain editorial assistance from their advisor/group members prior to submission of the abstract. Please check spelling and grammar carefully.
- d. The abstract should be emailed to the seminar coordinator (fuchs@pharmacy.ohio-state.edu) **at least 2 weeks** prior to the seminar. The seminar coordinator distributes seminar flyers. Abstracts will also be emailed to the Division.
- e. Abstracts will be posted on the College website prior to the talk

6. Seminar Format

- a. Chemical structures should be viewable from the back of the room during your presentation. Various software programs including ChemDraw exist on computers throughout the college. Ask a graduate student if you haven’t used the software and need help.

Division of Medicinal Chemistry & Pharmacognosy
Guidelines for Pharm 850.01 & 850.02, continued

- b. References should be cited in your presentation (author, *journal*, **year**, *volume*, page or pages). This includes any figures or data used from a source.
- c. Appropriate font sizes, colors and images used in the presentation should be viewable from the back of the room during your presentation. This may require you to redraw figures from publications.

Tip: An old rule of thumb for presentations is that you should print out your slides prior to presentation, set the slides on the ground, and try to read them while standing over them. If you have trouble seeing what is on the slide, the fonts are too small or the slide is too crowded.

- d. Students should use Microsoft PowerPoint to prepare the presentation. Ask a graduate student if you haven't used the software and need help.

Tip: Use the tools available in Powerpoint to prepare a good presentation, but don't get too wrapped up in the technology – transitions and animations are nice and can make a good presentation look even better, but they will not hide poor science or a lack of preparation.

- e. Images can often be downloaded off of the web. However, there are often disadvantages to getting images in this manner. Often, the images are of low quality. If images are too small or blurry, you should scan the original images from the source or recreate them. *If you are not happy with the way an image looks, your audience probably will notice it too.* REMEMBER: Always give the original authors appropriate credit.

Tip: One trick to getting the best resolution of a PDF image is to expand the image on your computer screen as large as possible and then use the "Snapshot" tool in Adobe Acrobat to copy it. The image can then be pasted into Powerpoint and the size adjusted accordingly. The resolution will be significantly better.

- f. Please avoid the following common errors:
 - i. ***Placing too much information on each slide:*** Too much material on a slide makes it difficult for the audience to quickly grasp the concept being presented. A slide which is packed with too much information also typically means that fonts or structures are too small to read (see point iii).
 - ii. ***Reading the slides to the audience:*** Use text on the slides to prompt you to talk about a certain aspect or detail in the presentation. Text is also very useful to remind you of technical terms or phrases which you may have difficulty with when actually presenting the seminar. Subtitles/subheadings are also a tool for your audience – they help to clarify the information on the slide. The key here, however, is not to simply read through the slide... the audience can do that on their own. Provide additional information or at least say things in another way.
 - iii. ***Including figures and/or text that are too small to read:*** If the audience cannot read the slide, they are more likely to get lost or lose interest. Do not upset your audience. Do your best to explain the material in a logical and easy to understand manner (clear figures and text play a key role in making this possible). In other words, don't make your audience work too hard.

Tip: Pay attention to other seminars (students, outside speakers, etc.) and presentations at meetings. See what you like about their presentations (i.e. slide layout) and what you don't like. Incorporate those ideas into the preparation of your presentation.

- g. Proofread your slides and then have someone else (possibly a lab mate) proofread your slides if possible. Typographical errors sometimes make the speaker lose credibility with their audience.

Division of Medicinal Chemistry & Pharmacognosy
Guidelines for Pharm 850.01 & 850.02, continued

7. The seminar presentation should be 40 - 45 minutes in length. A question and answer period will follow and will generally last for 5 – 15 minutes.
8. Practice for your advisor, group, or senior graduate students at least the Thursday or Friday before your seminar. This gives you ample time to make changes, corrections, or find the answers for potential questions. Senior graduate students are excellent sources of potential questions. Use this to your advantage and plan ahead so that you can practice!

Tips: 1. Be confident while presenting the seminar. You have done the research necessary to prepare the seminar, so you are an “expert” in the field. Remember to act like it – but still be courteous to your audience. 2. Questions from the audience are not meant to trick you – generally the person asking the question really wants to know what is going on. Do your best to answer the questions, but if you really don’t know you can say that. Often times, however, when a faculty member is asking you a question, you should attempt to give an educated response.

9. The speaker will receive a grade from the seminar coordinator based on the quality of the abstract and seminar. The seminar coordinator will also obtain feedback from other faculty members prior to assigning grades. Please note that failure to adhere to the guidelines listed in this document could be grounds for receiving a lower grade. If the student is interested, the coordinator will be willing to meet with the presenter after the seminar to offer constructive comments.