

Modified seminar guidelines for ERP Seminar 954.

Seminar is not just a chance for you to practice presentations but an integral part of the dynamic communication of the group which only meets at this one venue on a regular basis. It is also a business forum for the program, and a chance to meet what could be future employers. In any of your future jobs you may well be organizing such a series. Take the opportunity to observe how it is done and develop your professional skills as well as your knowledge in such areas. It has also been frequently said by students that after a few years 'what is the point? – I am not learning anything new'. The answer is that you are also teaching- you give deeper presentations, ask better questions, and set an example to early year students. As with many things in life there is more to this than at first sight, and the more you put in, the more you get back. For these and other reasons we would like to remind you all of the following rules and grading guidelines:

- 1) All students will now enroll for 1 credit of seminar regardless of giving a presentation or not in each semester. *Our rationale is seminar participation goes well beyond simple presentation and the 1 credit makes all students accountable for the grade earned.*
- 2) Seminar grade will be determined by multiple factors reflecting the multiple areas of participation: The former quality of presentation when scheduled to speak continues and we now further consider questions asked during the talk, participation in attending lunch with a guest speaker (aimed at new students in particular, but also those who don't speak up during the Q & A) helping otherwise hosting the speaker such as making lunch arrangements or actively participating in the visit during the day, promptness of arrival at seminar, and submission of the annual progress report (spring). *All of these areas are either evidence of your education or evidence of your participation, and further documentation of your ongoing professional development. (see below)*
- 3) Definition of what on-time means: On-time arrival is seated no later than 3:10 pm to receive full credit for attendance. Arrival after 3:10 pm would be a deduction to the day's attendance and consistent late arrival will require remedial action/additional work to be completed before deficient grades are cleared. Equally consistently leaving early before presentations are complete will be considered the same as arriving late. If there is a valid reason we need to hear it.
- 4) Sometimes events prevent attendance – for clarity absences beyond 3 need to be communicated in advance and within 24 hours for MD fellows since we realize they may have clinical issues that don't always allow for notice before the seminar. Nonetheless persistent absences without notification will result in the same penalties as above.
- 5) We would also remind students of our expectation of good seminar etiquette: Not only on-time arrival, but also turning off of cell phones or at least setting them to vibrate, active participation and interaction with the speaker, particularly guest speakers.

Obviously there can always be problems that make attendance difficult or impossible but the key here is do you find attendance truly impossible or just 'inconvenient' due to a

lack of planning. If it is a *genuine* conflict we are always open to discussion, or even arranging another seminar series as an acceptable substitute. But the bottom line is deal with such problems up front, and do not leave it until you are called on it.

Grading: This is a course like any other course. In each semester you will present or not but the grade is on the whole, not just the presentation.

If you give a talk and grade as required your starting grade for seminar is still a B, not an A. To get an A you must participate further.

If you give no talk in a seminar and you turn up on time but ask no questions and do not participate your grade is again a B. To get an A you must participate further.