

## Division of Medicinal Chemistry & Pharmacognosy

### Guidelines for Pharm 850.01 & 850.02

**Pharm 850.02:** Participation, 1 credit hour

#### **Participation Guidelines:**

Each student in the Division of Medicinal Chemistry & Pharmacognosy is required to register and attend seminar. Pharm 850.02 is graded as satisfactory (S) or unsatisfactory (U). Attendance is mandatory, not optional. In addition, outside speakers occasionally attend and/or present at seminar. Each speaker should be treated with respect and given our full attention. All graduate students should stay after seminar to meet with the outside speaker to have an informal question and answer session. Please come prepared to ask questions to the speaker. These individuals are excellent resources for finding out what it is like at their respective employer.

**Pharm 850.01:** 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 Fall quarter of the second year, the second seminar Winter quarter of the third year, and finally, the exit seminar (this is the same seminar as your Ph.D. thesis defense). All other quarters require participation in the seminar series by attendance. Pharm 850.01 is graded on A-E scale.

1. Seminars provide the opportunity to not only improve your presentation skills, but to also become knowledgeable in new areas of drug design and discovery. Seminars should concentrate on topics in medicinal chemistry, natural products, and biochemistry. Developing your presentation and communication skills will be an asset as you further your career in industry and/or academia.
2. Seminars are every Wednesday afternoon (3:30 p.m.) during Autumn, Winter, and Spring quarters.
3. Deadlines
  - a. The abstract including the title should be emailed to the Division Coordinator ([medchemdc@pharmacy.ohio-state.edu](mailto:medchemdc@pharmacy.ohio-state.edu)), 602 Riffe, 292-4745) by **9:00 a.m. 1 week** prior to the seminar (i.e., 9:00 a.m., Wednesday). The Division Coordinator distributes seminar flyers. Abstracts will be emailed to the Division at medc and abstracts. Please see format of abstract below.
4. Appropriate professional attire should be worn during the seminar presentation. Therefore, shorts, jeans, t-shirts, and sandals are not recommended.
5. Topic of seminar
  - 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 an initial topic. Journals also represent a great potential lead when looking for a topic (*J. Med. Chem.*, *J. Nat. Prod.*, *Bioorg. Medchem.*, *Bioorg Medchem Lett*, *Nature Reviews*, *Medicinal Research Reviews*, etc).

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- 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. Past seminar topics will be posted on the Division website in the near future.
  - c. Only the second seminar topic can relate to your personal research. However, your second seminar provides you with a unique opportunity to pick a topic that you would like to use for your oral presentation. In this way, you can research the background information that will be applicable for your oral.
6. Abstract Format
- a. Please see the attached abstract for an example. Abstracts should include the following: title, your name, date, references, and a key structure or figure if relevant. The text of the abstract should be limited to one page in length. The recommended font size is 11 pt Times Roman. Abstracts will be posted on the College website one week prior to the talk. Please check the spelling and grammar in your abstract.
7. 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.
  - b. Applicable references used in the presentation should appear on the bottom of your abstract. In addition, any figures or data used from a source should be cited in your presentation (*Journal*, year, page).
  - 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.
  - d. Students can use Microsoft PowerPoint to set up your presentations. Ask a graduate student if you haven't used the software and need help.
  - 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 giving the authors appropriate credit.
  - f. Prevent the following common presentation mistakes:
    - i. Placing too much information on each slide.
    - ii. Reading the slides to the audience.
    - iii. Figures and/or text too small.
8. The seminar presentation including questions should be 50 minutes in length. It is advisable that you spend approximately 10 minutes on the introduction. Typically, it will take 1 – 2 minutes per slide. Because the seminar takes time to prepare, you must start early. Do not wait until two weeks before!
9. Presentation skills
- a. 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!
  - b. Stand up straight. Keep your hands out of your pockets & don't fidget around. Use a laser pointer, however, it isn't a light show. A laser pointer can be borrowed from the division coordinator or your advisor.

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10. Any equipment for seminar needs to be reserved in advance by contacting Dan Repicz ([repicz.1@osu.edu](mailto:repicz.1@osu.edu), 4<sup>th</sup> floor Parks, 688-3799).
11. Feedback and/or evaluations: After your seminar is finished, you should meet with your advisor to get feedback and constructive criticism. Remember, you want to find out how you can improve for your next presentation. Ask your advisor and other students, the positive and negative aspects of your presentation.
12. Seminars can improve by sending feedback to faculty members.