

Postdoctoral Training Certificate in Research Requirements Check List

This form is for your **personal use only** to help track your requirements.

All postdoctoral scholars at UT Southwestern must start with this certificate and complete it in two years' time.

- Ethics**
- Career Advancement**
(One of the following courses)
 - Practical Course on Preparing for a Scientific Career
 - Information Mastery (offered only in fall term)
 - English (for selected postdoctoral scholars; fall & spring terms only)
- Public Speaking (Journal Club/Works-in-Progress)**
- Individual Development Plan**

I have _____ terms remaining out of the 6 terms per certificate in which to meet these requirements.

[View Your UT Southwestern Academic Record On-line](#) to verify which courses you have completed.

If you have been registered in courses at UT Southwestern, you can review your academic record (called Student Profile) by establishing your special Student and Alumni Affairs user name and password. Select 'Don't know your username or password?' at this site:

http://swstuaff1.swmed.edu/dm/scripts/sis_stuprofl.asp

If you have not previously registered for courses at UT Southwestern you must wait until you have completed registration to establish a user name and password.

Note: the term abbreviations (and number of credit hours for which you must register):

F = fall (3 credit hours)

S = spring (3 credit hours)

M = summer (2 credit hours)

See course offerings for this term on following pages

Postdoctoral Certificate Program in Research Fall Term 2009 Course Offerings and Schedule

Please complete your required courses before considering optional electives.

All postdoctoral scholars begin at UT Southwestern by enrolling in the [Postdoctoral Certificate Program in Research](#).

Supervised Research

PDRT 5186-01 1.0 Credit Hour

PDRT 5199-01 1.5 Credit Hour

PDRT 5299-01 2.0 Credit Hour

PDRT 5399-01 3.0 Credit Hour

Supervised Research consists of the training you receive daily from your mentor and others in the laboratory every day and, as such, **requires no class attendance**. Therefore there is no "class" schedule. This course is available for 1.0, 1.5, 2.0 or 3.0 credit hours.

REQUIRED COURSES

Division of Basic Science Ethics Course

PDRT 5147-01

1.0 Credit Hour

This course is required within the first two terms of postdoctoral training at UT Southwestern.

To promote research integrity, required activities include two video recorded lectures with short evaluation submissions, web-based lessons on plagiarism and a lab group discussion.

Journal Club/Works-in-Progress

PDRT 5097-01

1.0 Credit Hour

***Note: Verification of the journal club or WIP that you attend is required for a grade of pass in this course.**

This **required course** develops scientific analysis and public speaking skills through participation in a Journal Club or Works-in-Progress. Journal Club is comprised of presentations and analysis of research publications, whereas a WIP is a presentation of the scholar's current research project. To meet this requirement, a postdoc must make at least one presentation in the year registered. Any existing departmental (multi-lab) journal club/WIP may meet this requirement with approval of the Postdoctoral Affairs Office. **You must obtain permission from the organizer to participate.** Credit for this course can be given for a term of regular participation within the last year. Once your certificate requirement is met, this course may be repeated as an elective.

Practical Course on Preparing for a Scientific Career

PDRT 5116-01

1.0 Credit Hour

This course is one option to meet the career development requirement for the [Postdoctoral Certificate Program in Research](#). This on-line course has two components to meet the requirement in career advancement for your Postdoctoral Training Certificate in Research. To receive credit, you must 1) view 7 recordings from over 40 that are available on the intranet and 2) complete an on-line evaluation form for each video to provide feedback and confirm viewing. Topics of the video recordings include: setting career goals, careers in academia vs. industry, grant writing, eTBLAST, high throughput screening, and negotiation skills.

Information Mastery for Postdoctoral Scholars

PDRT 5148-01

1.0 Credit Hour

Th 10:00 AM – 12:00 PM E2.310A Library Staff

Course meets each Thursday, September 10th – November 18th.

*** Please Note: Attendance at Lecture 1 is mandatory. Attendance is documented.**

This course is one option to meet the career development requirement for the [Postdoctoral Certificate Program in Research](#). To receive credit for this course you must attend at least 10 lecture hours of your choice. Discover essential information skills to optimize your current and future research. Course syllabus is included as the last 2 pages of this document.

Individual Development Plan

PDRT 5117-01

1.0 Credit Hour

This course is comprised of writing your own Individual Development Plan DURING THE TERM OF REGISTRATION and discussing it with your mentor. To receive a grade of pass, you must inform the [Postdoctoral Affairs Office](#) that the plan has been completed. There is no class to attend. To write your plan, follow the guidelines posted: http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/1/8/478544IDP_Description.pdf

ELECTIVES

Elective courses are offered to enhance your training experience, but are not required. Register for these courses ONLY if you have completed required courses, you have discussed this with your mentor AND your schedule allows for full participation.

Advanced Topics – Off Campus**PDRT 5100-01****1.0 Credit Hour**

**Note: Advance permission and subsequent verification of your off-campus academic activity will be required before you may register and receive credit in this course.*

Participate in a workshop, conference or other activity in advanced topics offered off campus. Advance permission is required from your research supervisor. Costs associated with such activities are **not** provided by the graduate school. To receive a grade of pass, a form shall be submitted to the [Postdoctoral Affairs Office](#) to document participation, including a trip number if the off campus activity is more than 6 hours or requires travel.

Application for Funding Award**PDRT 5200-01****2.0 Credit Hour**

**Note: Advance permission and verification that you have previously submitted an application for funding will be required before you may register and receive credit in this course.*

To gain permission to register for this course, you must submit a form to the [Postdoctoral Affairs Office](#) verifying submission of your application. There are no lectures to attend for you to receive a grade of pass. Credit can be given for submission within the last year.

Effective Teaching Practices**PDRT 5118-01****1.0 credit hour**

The objective of this on-line course is to provide insights on how to develop and improve teaching skills. This course meets the requirement in effective teaching skills for the advanced [Postdoctoral Certificate in Educational Techniques](#) and serves as an elective for all other postdoctoral certificate programs. To receive credit, registrants must view seven video recordings and complete the evaluation form for each recording. Video recordings include those listed under Teaching Skills on the intranet page titled [Video Recordings Provided by the Graduate School](#) and maybe viewed at any time without registering for this course.

Poster Presentation**PDRT 5104-01****1.0 Credit Hour**

**Note: Verification of your poster presentation will be required for credit in this course.*

Produce a poster to describe a research project and exhibit data. Make a presentation at a local (e.g.: UT Southwestern Annual Postdoctoral Poster Session), regional, national or international conference or symposium. Alternatively, you may receive credit for giving an oral presentation at an off-campus conference or symposium. A form shall be submitted to the [Postdoctoral Affairs Office](#) to document the presentation, including a trip number if the poster or oral presentation is made off campus. Credit for this course can be given for experience within the last year.

Research Mentoring**PDRT 5101-01****1.0 Credit Hour**

**Note: Advance permission and subsequent verification of your research mentoring will be required before you may register and receive credit in this course.*

Serve as a supervisor/mentor for a research project conducted by a trainee such as a rotating graduate student, medical student, [Green Fellow](#), [SURF](#) student, or [STARS](#) student or teacher. The name of the trainee and program must be submitted to the [Postdoctoral Affairs Office](#) and the appropriate program. This activity must also be coordinated with your own research supervisor. To receive a grade of pass, a form shall be submitted to the Postdoctoral Affairs Office to document your mentoring activity. Credit for this course can be given for experience within the last year.

Seminar Series**PDRT 5108-01****1.0 Credit Hour**

**Note: Verification of the seminar series that you attend is required for a grade of pass in this course*

Attend a regularly scheduled institutional, departmental, or program seminar series. Choose from the list available on the webpage entitled [Web Resources for UT Southwestern Postdoctoral Scholars](#) or, for a seminar series not found on the list, obtain approval from the Postdoctoral Affairs Office. Credit can be given for a term of regular attendance within the last year.

Statistics 2.0**PDRT 5202-01****2.0 Credit Hour**

This on-line, elective course is an introduction to probability and basic descriptive and inferential statistics, with biological applications. To receive credit for this demanding, self-paced course you must view video recordings of ten lectures of your choice (from a total of 14 ranging in length from 61 to 83 minutes each) and complete an evaluation form for each recording viewed, all within the term registered. To learn the material you should work problem sets on your own. Please note that you need not register for this course to view any or all recordings, which are available on the intranet: <http://www.utsouthwestern.edu:8080/utsw/cda/dept436201/files/493318.html>

Statistics 3.0**PDRT 5307-01****3.0 Credit Hour**

This on-line, elective course is an introduction to probability and basic descriptive and inferential statistics, with biological applications. To receive credit for this demanding, self-paced course you must view video recordings of all 14 lectures (ranging in length from 61 to 83 minutes each) and complete an evaluation form for each recording, all within the term registered. To learn the material you should work problem sets on your own. An alternative course, which requires viewing of only ten recordings, is offered as course number PDRT **5202-01**. Please note that you need not register for this course to view any or all recordings, which are available on the intranet: <http://www.utsouthwestern.edu:8080/utsw/cda/dept436201/files/493318.html>

Teaching Experience**PDRT 5102-01****1.0 Credit Hour**

**Note: Advance permission and subsequent verification of your teaching experience will be required before you may register and receive credit in this course.*

You make arrangements to prepare and present a class lecture or lead a discussion group under the supervision of a faculty member with whom you make arrangements to evaluate you. A faculty member may stipulate completion of the requirement in effective teaching practices as a prerequisite. If you need assistance, you may contact the [Postdoctoral Affairs Office](#) for teaching opportunities before registering in this course. Credit for this course can be given for experience within the last year.

Information Mastery for Postdoctoral Trainees
Fall Semester 2009

Dates: September 10 – November 18, 2009

Day/Time: Thursdays 10 a.m. - noon

Notes: Attendance on September 10th, at the “Introduction to the Course” session, is mandatory.
 Attendance for 5 sessions, 10 hours of class time, is required to earn 1 credit.

Date	Title & Description	Duration
Sept. 10	Introduction to the Course: Locating Electronic Full Text Articles Become familiar with the Library’s range of full-text options and learn how to verify incomplete journal citations. Resources covered include NetLibrary, Ejournals A to Z, and open access. This session also includes an overview of the course syllabus, Library homepage, and general Library resources. Please come prepared to select which additional classes you will attend.	2 hours
Sept. 17	Searching PubMed This class is designed to teach students how to use PubMed® which includes MEDLINE citations. The class also includes an overview of the Medical Subject Headings (MeSH®) and its importance as a tool to both searchers and indexers.	2 hours
Sept. 24	Searching and Setting Up Alerts It’s now easier than ever to stay up-to-date with the literature. Find out how to set up subject e-mail alerts in PubMed, Web of Science®, ScienceDirect®, SCOPUS, and Faculty of 1000. Track citations for an article, an author, or contents of an entire journal issue. Explore PubMed, Web of Science®, ScienceDirect®, SCOPUS, and Faculty of 1000 and publisher websites.	2 hours
Oct. 1	EndNote Build your bibliographies easily and footnote automatically with this popular citation management software. Search and capture citations from databases and journals which have an export feature.	2 hours
Oct. 8	Finding Grants Locate grant and research funding with the COS Funding Opportunities database and other sources. Learn how to create funding alerts so you do not miss an application deadline and how to store your CV online so other researchers can find you.	2 hours
Oct. 15	Writing and Managing Grants Become more familiar with the basics of writing a grant proposal. Learn where to find help on campus and how public access policies and other funding agency requirements might affect you.	2 hours
Oct. 22	Web Publishing 101 Learn how to create a Web page of your own. This hands-on class will cover the basics of Web publishing and design using HTML (Hypertext Markup Language), with illustrations in Adobe Dreamweaver 8.	2 hours

Date	Title & Description	Duration
Oct. 29	<p>Nuts and Bolts of Publishing an Article Explore resources and strategies for determining the best journals in which to publish, including impact factors and other citation analysis systems as well as instructions for authors in individual journals. Discover books and other resources that are available to help write articles, including learning about common writing errors. Understand the publishing process and why copyright and plagiarism concerns must be addressed.</p>	2 hours
Nov. 5	<p>Web 2.0 Resources for Researchers and Clinicians Become acquainted with the concept of Web 2.0 and learn how to use common Web 2.0 applications such as RSS feeds, blogs, and podcasts to keep up-to-date. Discover how to organize your research with social bookmarking and how to collaborate online with colleagues through social networking and wikis.</p>	2 hours
Nov. 12	<p>How to Create an Dynamic Poster Posters are an effective method of communicating with colleagues. Learn to create attractive, informative, and powerful posters using the right software tools and effective design principles.</p>	2 hours
Online class: View by Nov. 12 to receive credit.	<p>Research on Human Subjects & Research on Animals Learn basic ethical, legal, and regulatory requirements for conduct of research on human subjects and for care and use of laboratory animals, including the fundamental principles for human subject protection and animal welfare.</p> <p>Note: These 2 lectures are located online at: https://www25.utsouthwestern.edu:7037/mumby/videoprompt.jsp. Log in using your UT Southwestern (GroupWise) login and password.</p> <p>Completion of the 2 evaluation forms by November 12 is required for this to count as one of your classes.</p>	2 hours

All classes meet in the Library's multi-media, interactive classroom, Room E2.310A, on the main floor of the South Campus Library.