I. Course Description

This course builds on other coursework, including the basic epidemiology, biostatistics, and occupational health- and safety-related courses. It enables students from multiple disciplines to synthesize information, in concert with other coursework, to enhance critical thinking and application to specific research efforts.

II. Course Prerequisites

Registered in occupational health and safety programs, other relevant programs; completion of/registration in epidemiology and biostatistics courses (exceptions negotiated, as appropriate); engaged in or planning research effort.
III. Course Goals and Objectives

Goal
To facilitate student research efforts in occupational health- and safety-related doctoral training programs through interdisciplinary involvement of students.

Detailed Learning Objectives
A. Discuss and explore fundamentals of research methods;
B. Critique key papers of methodological interest, pertinent to the field of occupational health and safety;
C. Practice communication of health and research information;
D. Provide and receive constructive criticism on ongoing research projects;
E. Synthesize fundamentals of research methods and key concepts to the application of specific research efforts.

IV. Methods of Instruction and Work Expectations

Discussions/critiques of various aspects of research projects (ideas for projects; proposals; development of methods; analyses; interpretation); Informal lectures and presentations by students, faculty and guest lecturers; Practice presentations for thesis committees and professional/other meetings; Field trips relevant to occupational health and safety and other research areas.

All students will be expected to regularly attend the seminar and participate in the discussion. This will include critiquing papers, providing constructive feedback to their fellow students’ work in progress and discussing the particular topic being presented. Over the course of the term and year, each student will present their work in progress in one or more sessions.

V. Course Text and Suggested Readings

Text (recommended as background for course):

Suggested Readings and as assigned by instructors:


Marubini, Ettore and Valsecchi, Maria Grazia, Analysing Survival Data from Clinical Trials and Observational Studies, New Jersey: John Wiley and Sons, Inc., 2004.


**Other Important Resources:**


VI. Course Outline/Weekly Schedule
Attached Separately – Example schedule attached

VII. Evaluation and Grading

Evaluation and Grading [http://www1.umn.edu/usenate/policies/gradingpolicy.html]

NOTE: This course is only offered SN or audit.

An S grade is assigned for registered students contributing to presentations, discussions, and activities, as follows: Discussions/critiques of various aspects of research projects (ideas for projects; proposals; development of methods; analyses; interpretation); Informal lectures and presentations by students, faculty and guest lecturers; Practice presentations for thesis committees and professional/other meetings; Field trips relevant to occupational health and safety and other research areas.

Attendance (50%)
Participation in/leading discussions (50%)

An N grade will be assigned for registered students who do not participate in these activities, and are not excused for a valid reason.

1. There are five permanent grades given for a single course for which credit shall be awarded, which will be entered on a student's official transcript: A-B-C-D-S grades, including pluses and minuses, as follows, and carry the indicated grade points. The S grade shall not carry grade points but the credits shall count toward the student's degree program if allowed by the college, campus, or program.

These definitions apply to grades awarded to students who are not enrolled in graduate programs, but the grade points are the same no matter the level or course of enrollment.

Instructors are permitted to hold graduate and undergraduate students who are in the same class to different standards of academic performance and accomplishment. The syllabus must make clear what the different standards will be for the different groups of students who may be enrolled in the class.

Participants are to register for the S-N option, only.

S Represents achievement that is satisfactory, which is equivalent to a C- or better.
2. There are two permanent grades given for a single course for which no credit shall be awarded and which will be entered on a student's official transcript.

F -0- Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section III (1)).

The F carries 0 grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course shall count in the grade point average.

N Represents no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see Section III (1)). The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.
Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.

Interpretation by the Senate Committee on Educational Policy: This provision allows instructors to award an F or an N to a student when academic dishonesty is discovered; it does not require an instructor to do so.”

Students who enroll for a course on the A-F grading system shall receive an F if such grade is warranted; students who enroll for a course on the S-N system shall receive an N if such grade is warranted.

3. In connection with all symbols of achievement instructors shall define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each. For undergraduate students, a C- grade shall be equal to an S grade.

4. Every student shall have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which shall be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the periodic and cumulative grade point average will appear on each student's record.

Interpretation by the Senate Committee on Educational Policy: Courses which carry zero credits do not count in either term or cumulative grade point averages.

All special grade point averages calculated at the request of a college or unit, if approved by the appropriate chancellor, provost, or vice president, will be accommodated by the Office of the Registrar in such a manner that they do not appear on the student's official transcript or any unofficial transcript which might be issued.

Incomplete Grade
A grade of incomplete “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an incomplete requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. University of Minnesota Uniform Grading and Transcript Policy: A link to the policy can be found at onestop.umn.edu.

VIII. Other Course Information and Policies

Grade Option Change (if applicable)
For full-semester courses, students may change their grad option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

Course Withdrawal
Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Student Services Center at sph-ssc@umn.edu for further information

Student Conduct, Scholastic Dishonesty and Sexual Harassment Policies
Students are responsible for knowing the University of Minnesota, Board of Regents’ policy on Student Conduct and Sexual Harassment found at www.umn.edu/regents/polindex.html.
Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office of Student Academic Integrity (OSAI, www.osai.umn.edu).

The University’s Student Conduct Code defines scholastic dishonesty as “plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis.”

Plagiarism is an important element of this policy. It is defined as the presentation of another’s writing or ideas as your own. Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: http://writing.umn.edu/tww/plagiarism/.

Students are urged to be careful that they properly attribute and cite others’ work in their own writing. For guidelines for correctly citing sources, go to http://tutorial.lib.umn.edu/ and click on “Citing Sources”.

In addition, original work is expected in this course. It is unacceptable to hand in assignments for this course for which you receive credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

If you have any questions, consult the instructor.

**Disability Statement**

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have a documented disability (e.g., physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact Disability Services to have a confidential discussion of their individual needs for accommodations. Disability Services is located in Suite180 McNamara Alumni Center, 200 Oak Street. Staff can be reached by calling 612/626-1333 (voice or TTY).