ENC 3459: Speaking and Writing in Medicine – Honors

TERM | Spring 2022 **CREDITS |** 3   **CLASS and SECTION NUMBERS |** 31369/g396 (G) & 12870/1395 (H)

LOCATION | TURL 2303

TIME | MWF Period 5 (11:45 am – 12:35 pm)

| INSTRUCTORS | |Dr. Carolyn Kelley (Writing) | **EMAIL** |ckelley@ufl.edu |
| | |Dr. Kellie Roberts (Speaking) | **EMAIL** |robertsk@ufl.edu |

OFFICE HOURS | DR. KELLEY (2215E Turlington Hall)

> **Please see CANVAS Homepage for Office Hours –office hours will be held virtually, via ZOOM**

Or by appointment if office hours are not convenient for your schedule.

OFFICE HOURS | DR. ROBERTS (402 Rolfs Hall)

> **Please see CANVAS Homepage for Office Hours – office hours will be held virtually, via ZOOM**

Or by appointment if office hours are not convenient for your schedule.
NOTE: Office hours are not in effect during official school holidays.

COURSE DESCRIPTION |

Medical professionals have a special obligation to communicate without ambiguity, either in the written or spoken word; they depend on their communication skills to interact productively with other medical experts, their colleagues, clients and their families, and the public at large. This team-taught course will provide students with the opportunity to participate in a range of activities focusing on researching, processing, and sharing medical information with others.

Given our current evidence-based medical culture, students will learn to do research using medical databases and other research tools, as well as discovering how best to organize and present their findings to other medical professionals. The healthcare professional must often act as intermediary between the specialized world of scientific research and the more pragmatic world of the general public; consequently, we will also investigate how best to present technical medical information to the layperson.

This course is predicated on the idea that the ability to write and speak clearly are learned skills, not innate talents, which means that better communication can be learned by practice. Students will experiment with a range of communication strategies in class: lectures will be followed by focused written and oral activities that allow students to put theory and strategies into practice. We will read and dissect examples in order to learn from them, in addition to examining several types of medical writing. Students will also participate in a variety of speaking assignments in class. We will discuss techniques for improving public speaking, interviewing and listening skills, and patient-doctor communication.

COURSE OBJECTIVES and STUDENT OUTCOMES |

By the end of this course, students will be able to:
- Plan, draft, revise, edit and proofread documents
- Develop papers and projects using critical thinking and problem-solving skills
- Identify and write to specific audiences with clear and unencumbered prose

- Summarize, analyze, and synthesize academic resources
- Outline, rehearse, and speak on prepared medical topics with confidence and professionalism
- Write and speak in clear, grammatically correct terms
- Utilize teamwork skills which will prepare them for future team-related tasks

GENERAL EDUCATION LEARNING OUTCOMES |

This section of ENC 3459 satisfies the requirements for General Education Credit in the following area: Composition- E6 (6,000 words). Course grades now have two components: To receive writing credit, a student must receive a grade of "C" or higher and a satisfactory completion of the writing component of the course to satisfy the CLAS requirement for Composition (C) and to receive the 6,000-word University Writing Requirement credit (E6). You must turn in all papers totaling 6,000 words to receive credit for writing 6,000 words. The writing requirement ensures students both maintain their fluency in writing and use writing as a tool to facilitate learning. PLEASE NOTE: a grade of "C-" **will not** confer credit for the University Writing Requirement or the CLAS Composition (C) requirement.   The instructor will evaluate and provide feedback on the student's written assignments with respect to content, organization and coherence, argument and support, style, clarity, grammar, punctuation, and mechanics. Please see the following web site for more information:
http://www.registrar.ufl.edu/catalog1011/policies/advisinggordon.html

PLAGIARISM and ACADEMIC DISHONESTY|

Plagiarism is a serious violation of the Student Honor Code. The Honor Code prohibits and defines plagiarism as follows (from the 2018 revision): A Student must not represent as the Student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:
1. Stealing, misquoting, insufficiently paraphrasing, or patch-writing.
2. Self-plagiarism, which is the reuse of the Student's own submitted work, or the simultaneous submission of the Student's own work, without the full and clear acknowledgment and permission of the Faculty to whom it is submitted.
3. Submitting materials from any source without proper attribution.
4. Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the Student did not author.

Important Tip: Anytime you cut and paste another person's/website's words, and you don't give the source credit for those words by using citations, you are committing plagiarism. **Best practice: DON'T cut and paste anything beyond citation-like information, such as titles of essays, journals, author's names, DOIs, web addresses.** If the information is going into the actual text of your paper, and you cut and paste without giving credit, even if you change a few words, you are committing plagiarism, and you will get a zero on the assignment in question, and you face the risk of failing the entire course as well.

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click here to read the Conduct Code. If you have any questions or concerns, please consult with the instructor before work is due.

STUDENTS with DISABILITIES |

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. Click here to get started with the

[Disability Resource Center](). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

COURSE EVALUATION |

"Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/." *You will need to complete two evaluations: one for Dr. Kelley and one for Dr. Roberts*

CAMPUS RESOURCES |

1. **Health &Wellness**
   - *U Matter, We Care*: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website]() to refer or report aconcern and a team member will reach out to the student in distress.
   - *Dean of Students Office:* Students who experience a family or personal emergency (death in the family, unplanned hospitalization, etc.) may contact the [Dean of Students Office]() and request notification letters be sent to their professors. *325-392-1261*
   - *Counseling and Wellness Center*: [Visit the Counseling and Wellness Center website]()or call 352-392-1575 for information on crisis services as well as non-crisis services.
   - *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find theœyou need, or [visit the Student Health Care Center website]().
   - *University Police Department*: [Visit UF Police Department website]() orcall 352-392-1111 (or 9-1-1 for emergencies).
   - *UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website]().
2. **Academic Resources**
   - *E-learning technical support*: Contact the [UF Computing Help Desk]() at 352-392-4357 orvia e-mail at helpdesk@ufl.edu.
   - *Library Support*: Various ways to receive assistance with respect to using the libraries orfinding resources.
   - *Teaching Center*: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
   - *Writing Studio:* 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting,and writing papers.
   - *Student Complaints On-Campus*: [Visit the Student Honor Code and Student Conduct Code webpage for more information]().
   - *On-Line Students Complaints*: [View the Distance Learning Student Complaint Process]().
   - *Career Connections Center*: Reitz Union Suite 1300, 352-392-1601. Career assistanceand counseling services.

IN-CLASS RECORDING |

Students are allowed to record video or audio of class lectures. However, the purposes for which these

recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. Allother purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such aspatient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by aperson injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

PAPER MAINTENANCE RESPONSIBILITIES |
Students are responsible for maintaining duplicate copies of all work submitted in this course and retaining all returned, graded work until the semester is over. Should the need arise for a resubmission of papers or a review of graded papers, the student is responsible to have and to make available this material. **Broken or malfunctioning computers cannot be accepted as an excuse for late work. Please back up all your work.**

CLASS PARTICIPATION |
Although no points directly are assigned to "participation," you are expected to, well, participate in class discussions and in-class exercises, which means, no texting, checking FB, sleeping, or general disengagement in class. If you are not engaged in class, it will affect your grade in that your grade will not be adjusted in your favor, even if you are only one or two points away from the next grade.

REQUIRED TEXTS |
This course has no required textbook that must be purchased by students. Instead, all reading materials can be found under MODULES (which link to FILES and PAGES) on CANVAS.

MAJOR ASSIGNMENTS |
Speaking Assignments
Informative Presentation: One of the most common communicative tasks of a medical professional is giving information. Sometimes this information is being given to patients; just as often, you are informing colleagues about research or a patient's condition. Being able to deliver a well-organized, concise presentation of medical facts is a critical skill that this assignment gives you the opportunity to practice!

Medical School Interview: One of the (potentially) scariest hoops to jump on the way to becoming a doctor, the med school interview is also critically important to your success. In preparation for this hurdle, you will receive training and get the opportunity to practice by participating in a practice panel interview both as the interviewee and one of the interviewers.

Team CME Presentation: All accredited professionals participate in continuing education to remain licensed. These education units are called CMEs (continuing medical education), CEs (continuing education), and sometimes CMUs (continuing medical units). CMEs cover a wide range of topics from disease to clinical practice. However, CMEs are planned to be topically important -- this means dealing with a medical issue that is current and relevant (as opposed to an issue that is rare). For your final project, you will work in teams to plan and deliver a CME unit to your peers.

Writing Assignments

Synthesis Series: You will be writing an editor's summary for two of three articles on a related topic. Then, you will combine the three articles for the purpose of creating a one-page recommendation to your colleagues.

Medical Communication Project: This is a two-part assignment in which you get to explore the process of evaluating different kinds of medical information. **First**, you will dive into the web and analyze the kinds of health information found in cyber space. **Second**, you will produce a brief review paper targeted at medical professionals.

Medical School Application: Before you can be chosen to interview, you must apply to medical school. To this end, you will get the opportunity to write (and rewrite!) the "personal statement," the essay that likely gets your foot in the door (along with your obviously stellar GPA and MCAT scores!). Also, you will plan a chronological-functional résumé with prose descriptions that you can use to help you complete your AMCAS application and easily modify for a particular internship.

Team CME Paper: This is the written complement to the CME project. Your team will prepare a proposal, the CME paper itself, and an audience survey.

Attendance and Make-up Policy

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.
Students are allowed to miss 3 class periods (unexcused absences) without penalty to their grade.
Beginning with the 4th unexcused absence, students will lose 15 points off the final grade.

The policy of the University Writing Program is that if a student misses more than **six** periods during a semester, he or she will fail the entire course. The UWP exempts from this policy **only** those absences deemed excused according to UF policy, including university-sponsored events (such as athletics and band) and religious holidays. If you believe you have an absence that could be excused, please present documentation for this absence to your instructor for review. Absences related to university-sponsored events must be discussed with the instructor prior to the date that will be missed.
Tardiness: If students enter class after roll has been called, they are late, which disrupts the entire class. **Three tardies count as one absence.**

Look under the "Attendance" tab on CANVAS to keep track of your attendance. If students are absent, they are responsible for making themselves aware of all due dates. If absent due to a scheduled event, students are still responsible for turning assignments in on time. Please do not email your instructors asking for what was covered on the day you missed class. Instead, arrange to see one of them in office hours or make an appointment to discuss missed material or get the material from a classmate. These requirements for class attendance, late papers, make-up exams, and other work are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

GUIDELINES for TURNING IN ASSIGNMENTS |

1. See table BELOW for due dates/times for each assignment.
2. **Upload each assignment on CANVAS.**
3. Late written work will be deducted by 10% (prorated) for every 24-hour calendar day.
4. Late points **cannot** be made up with rewrites
5. Emailed assignments cannot be accepted at any time during the semester.
6. All assignments must include the word count
7. Use DOC or PDF format (CANVAS cannot read PAGES)

Spoken Assignments: OPTIONAL PRACTICE |

You are encouraged to make an appointment with Dr. Roberts to practice any speech assignment. You also may make an appointment at the speech lab for assistance. Virtual and in-person appointments can be made at: https://cwoc.ufl.edu/programs/public-speaking-lab/hours/

Written Assignments: OPTIONAL FIRST DRAFTS/REWRITES |

Optional first drafts: You may submit an optional first draft for the review paper and the CME paper. See the chart below for details. Optional first drafts submissions:

- Turned in (usually) one-week before due date (see specific dates below)
- Draft is completed (no partial drafts)
- Uploaded on CANVAS on time; not late first drafts accepted
- Highlight any changes made in the first draft based on instructor comments

Optional rewrites: You may submit an optional rewrite for some assignments for the *average* of the two grades (see table above). Rewrites are due approximately one week after the original paper is returned. Late rewrites cannot be accepted due to time constraints. Optional rewrites submission:

- Upload rewrite on CANVAS (no paper copy)
- Highlight any changes made in the rewrite draft based on instructor comments

University Writing Studio

The writing studio is committed to helping University of Florida students meet their academic and professional goals by becoming better writers. Visit the writing studio online at http://writing.ufl.edu/writing-studio/ for an online or in-person appointment (2215 TURL). Half-hour tutor sessions are free.

G R A D I N G |

Successful assignments will demonstrate understanding and practice of professional writing. Students are expected to follow the conventions of the discipline as specified in the appropriate formats for each assignment. To receive a passing grade, each paper must reach the minimum assigned word count.

G R A D I N G   S C A L E |

A	4.0	93-100	930-1000	C	2.0	73-76	730-769
A-	3.67	90-92	900-929	C-	1.67	70-72	700-729
B+	3.33	87-89	870-899	D+	1.33	67-69	670-699
B	3.0	83-86	830-869	D	1.0	63-66	630-669
B-	2.67	80-82	800-829	D-	0.67	60-62	600- 629
C+	2.33	77-79	770-799	E	0.00	0 – 59	000- 599

ASSIGNMENT TABLE: DUE DATES AND POINT VALUES| *- See next page*

Assignment	Point Value	Words (mini)	Due Date & Time: All at 11:59 pm unless noted	Candidate for Revision? **Candidate for First Draft?**
MOD 1 Synthesis Series				
• Bullet Analysis #2	20 (p/f)	N/A	**Wed Jan 19**	No but graded pass/fail
• Bullet Analysis #3	20	N/A	**Wed Jan 26**	No
• Synthesis Paper	75	500	**Wed Feb 2**	Yes – average of two grades
MOD 2 Medical Comm. Project **Writing:**				
• AB 1	10 (p/f)	200	**Fri Feb 4**	No but graded pass/fail
• ABs 2, 3, 4, & 5	40	800	**Fri Feb 11**	No
• ABs 6, 7, & 8	30	600	**Fri Feb 18**	No
• Review Paper	150	1500	**Wed Mar 2**	Yes – avg of two grades. Yes – Tue Feb 22 @ 11:59 pm
Speaking:				
• Informative Speech	125	N/A	**Feb 9, 11, 14, & 16**	N/A
• Self Review	5	N/A	**Wed Feb 23**	No rewrite for Peer/Self Reviews
• Peer Evaluation	5	N/A	**Wed Feb 23**	
MOD 3 Med School Application **Writing:**				
• Résumé	40	500	**Mon Mar 14 @ 11:45 am**	Yes - better of two grades
• Pers Stmt	75	*5300 char*	**Mon Mar 14 @ 11:45 am**	Yes - better of two grades
• Info on med school	0	n/a	**Mon Mar 14 @ 11:45 am** **Paper Copies**	
Speaking:				
• Interview	125		**Mar 16, 18, 21, 23 & 25**	N/A
• Peer-Eval	5	25	**Fri Apr 1**	No rewrite for Thank you notes/ Peer/Self Reviews
• Self-Review	5	n/a	**Fri Apr 1**	
• Thank you note	5	n/a	**Mon Apr 4**	
Mod 4 Continuing Med Education **Writing:**				
• Proposal Memo	25	300	**Fri Apr 8**	Yes – avg two grades
• Team CME Paper & aud survey	100	1900	**Sat Apr 23**	No rewrite Yes – Sat Apr 16 @ 11:59 pm
Speaking:				
• Team Pres	125	n/a	**Fri Apr 15 – Group 1** **Mon Apr 18– Groups 2 & 3** **Wed Apr 20– Groups 4 & 5**	n/a
• Peer-Eval of Another Team	5	n/a	**Sat Apr 23**	No rewrite for Peer/Self Reviews
• Individual Self-Evaluation	5	n/a	**Sat Apr 23**	
Totals	**1000**	**Approx. 7200**		

SCHEDULE |

This schedule is subject to change. New versions of the syllabus, if needed, will be posted on CANVAS. Assignments/Readings are due on the date they are listed.

There are a few asynchronous (ASYNCH) classes that require watching the lecture or completing a peer review on your own. You have the option of doing this asynchronous work on your own (time and place) or you can elect to do this asynchronous work in our classroom. This is 100% your choice. Attendance will NOT be taken on asynchronous class days. Choose the learning environment that best suits your needs for completing the asynchronous work.

See the daily course schedule below for these class dates – refer to the template. *You are 100% responsible for all the material presented in the asynchronous classes, so please make sure you watch the lectures or complete the work with the same attention you would give if you were attending a live class.*

Module 1: Evidence-Based Medical Literacy

Wed Jan 5
Introduction to class

Fri Jan 7
Introducing yourself to classmates/instructors
Scientific Communication in Medicine: The EBM Approach

Mon Jan 10
The Synthesis Series & the EBM Pyramid/Bottom Line literacy
- Assignment Synthesis Series: 1A Reading about The Synthesis Series

Wed Jan 12
Synthesis Series
- 1B Instructions for the Synthesis Series Assignment
- Discuss and Practice Bullet Analysis (BA) Article #1

Fri Jan 14
ASYNCH: *No class meeting*. Asynchronous lecture on Library Research – watch lecture on your own

Mon Jan 17
No Class, MLK, Jr. Birthday

Wed Jan 19
Synthesis Series
- Discuss Article #2
- **DUE**: Bullet Analysis of Article #2

Fri Jan 21
Synthesis Series
- Discuss Article #3
- How do you synthesize? – The Synthesis Paper Assignment
- The Synthesis Paper Assignment and work on BA for article #3 in class – if time

Mon Jan 24

Synthesis Series

- The Synthesis Paper Assignment and work on BA for article #3 in class – if time

Module 2 The Medical Communication Project

Wed Jan 26

- **DUE**: Bullet Analysis of Article #3

Medical Communication Project

- 2A Overview of Project

Fri Jan 28

ASYNCH: *No class meeting*. Asynchronous lecture on the Annotated Bibliography: Watch lecture on your own

- 2B: Annotated Bibliography

Mon Jan 31

Medical Comm Project

- 2C Informative Presentation Medical Comm Project

Wed Feb 2

- **DUE**: The Synthesis Paper

Medical Comm Project

- 2C Informative Presentation

Fri Feb 4

- **DUE**: Annotated Bibliography (AB) 1

Med Comm Project:

- 2D: Review Paper

Mon Feb 7

Med Comm Project:

- 2D: Review Paper - reverse engineer review paper

Wed Feb 9

- **DUE**: Informative Presentations - Upload speech outline on CANVAS if you are speaking today

Fri Feb 11

- **DUE**: Informative Presentations Upload speech outline on CANVAS if you are speaking today
- **DUE**: ABs 2, 3, 4, and 5

Mon Feb 14

- **DUE**: Informative Presentations Upload speech outline on CANVAS if you are speaking today
  - If time left over: in-class workshop to work on Remaining ABs/Review Paper

Wed Feb 16

- **DUE**: Informative Presentations Upload speech outline on CANVAS if you are speaking today
  - If time left over: in-class workshop to work on Remaining ABs/Review Paper

Module 3: The Medical School Application Project

Fri Feb 18
- **DUE**: ABs 6, 7, and 8

ASYNCH: *No class meeting*. Asynchronous lecture on the Resume: Watch lecture on your own
- 3B: Resume

Mon Feb 21
Medical School Application Project
- 3A Overview
- 3B: Resumes
- 3C: Personal statements

Tue Feb 22
Optional 1st draft of completed Review Paper due: No late or incomplete 1st drafts can be accepted.

Wed Feb 23
- **DUE**: Self Evaluation of Informative Speech– upload on CANVAS or fill in/scan/upload copy
- **DUE**: Peer Reviews of Informative Speech – upload on CANVAS or fill in/scan/upload copy

Medical School Application Project
- 3C: Personal Statements

Fri Feb 25
Medical School Application Project
- 3C: Personal Statements – in-class project

Mon Feb 28
  Medical School Application Project:
- 3D: Medical School Interviews

Wed Mar 2
- **DUE:** Review Paper

Medical School Application Project
- 3D: Medical School Interviews

Fri Mar 4
Medical School Application Project
- 3D: Medical School Interviews

Mon Mar 7
No classes – March Break

Wed Mar 9
No classes – March Break

Fri Mar 11
No classes – March Break

Mon Mar 14
Medical School Application Project
- 3D: Medical School Interviews
- **DUE at 11:45 am** Résumé
- **DUE at 11:45 am** Personal Statement
  - o Bring to class: THREE paper copies of the Resume, Personal Statement & the Medical School Description

Wed Mar 16
- **DUE:** Med School Practice Interviews

Fri Mar 18
- **DUE:** Med School Practice Interviews

Mon Mar 21
- **DUE:** Med School Practice Interviews

Wed Mar 23
- **DUE:** Med School Practice Interviews

Fri Mar 25
- **DUE:** Med School Practice Interviews

Module 4: The Continuing Medical Education (CME) Project

Mon Mar 28
Continuing Medical Education Project (CME)
- 4A Writing Assignments
  - o The CME Proposal

Wed Mar 30
Continuing Medical Education Project (CME)
- 4A Writing Assignment
  - o The CME paper
  - o Brainstorm Topics

Fri Apr 1
- **DUE**: Self Evaluation and Peer Reviews of Medical School Interview – upload on CANVAS or fill in/scan/upload copy

ASYNCH: *No class meeting*. Asynchronous lecture on How to write the Thank You note: Watch lecture on your own

Mon Apr 4
Continuing Medical Education Project (CME)
- 4A Writing Assignment
  - o The CME paper
  - o Review sample paper
- **DUE:** Thank You Notes – upload on CANVAS - Email thank you note to a person on your interview committee AND UPLOAD same note for grading on CANVAS.

IRL: Remember to send thank you note to someone **within 24 hours of finishing interview** -- thank you note can be addressed to anyone who interviewed you:

Wed Apr 6
Continuing Medical Education Project (CME)
- 1B Speaking Assignment for CME Project

Fri Apr 8
Continuing Medical Education Project (CME)
In-class writing lab day: work on proposal
DUE: CME Proposal

Monday, April 11 – Friday, April 14:
All groups schedule a specific time to meet with Dr. Roberts to practice CME Presentation. This meeting will take place during this time period. Meeting is MANDATORY.

Mon Apr 11
Continuing Medical Education Project (CME)
- 4B Speaking Assignment for CME Project

Wed Apr 13
Continuing Medical Education Project (CME)
- 4B Speaking Assignment for CME Project

Fri Apr 15
- **DUE:** CME Presentations: Group 1

Sat Apr 16
Optional 1st draft of completed CME Paper due. Only one person from team uploads on CANVAS. No late or incomplete 1st drafts can be accepted

Mon Apr 18
Continuing Medical Education Project (CME)
- **DUE:** CME Presentations: Groups 2 and 3

Wed Apr 20
- **DUE:** CME Presentations: Groups 4 and 5
Teacher/course evaluations (if not already done)

Sat Apr 23
- **DUE:** Team CME Paper including audience survey
- **DUE:** Peer Evaluations of team presentation
- **DUE:** Self-Evaluation Report of team presentation

No Final Exam