

## Human Genetics Department Journal Club & Research-In-Progress Guidelines

The weekly Journal Club (JC, Tuesdays at noon) and Research-in-Progress (RIP, Fridays at 3:30) meetings are central and integral to the intellectual environment of the Department of Human Genetics. All graduate students are expected to attend and participate in these weekly meetings throughout the year. Attendance by postdocs and faculty is strongly encouraged. Attendance at Journal Club will be taken (at random) several times during the year. For speakers, JC and RIP provide a wonderful opportunity to learn how to present science, interact with your colleagues, get valuable suggestions for experiments, and receive insightful feedback from faculty. For all participants, this provides a terrific series of meetings to hear about cutting edge science, learn about the research in our Department, chat about science, and socialize with members of our science community.

**JC presentation requirements:** All graduate students are required to present at least once each academic year for three years. Presentations are encouraged after this time, particularly for students who are considering a future career in teaching. Postdocs are also encouraged to participate. Presenters should email the article and title for their presentation to Patty one week before their talk.

**RIP presentation requirements:** All graduate students are required to present at least once a year. Graduate students are not required to present their final year, although they are encouraged to do so. Postdocs are encouraged to present their research; this is a great way to get outside feedback, especially prior to going on the job market.

**Snacks and Drinks:** Speakers for RIP are expected to provide snacks and drinks. See Patty or Stefanie to obtain snacks, which are stored in the Department office. Otherwise, the speaker can buy snacks and be reimbursed by the Department (minus the tax, which cannot be reimbursed). Faculty advisors are expected to reimburse the speaker for the cost of beverages (and taxes, if necessary).

**Scheduling of JC and RIP:** Scheduling for the upcoming academic year will occur in June, soon after the first year graduate students join their labs in the department. Patty Lisieski will send an announcement to all graduate students and postdocs in early June that JC and RIP sign-up is occurring. First year graduate students will be given initial access to the lists to pick dates for their presentations. The signup sheets will then be posted on the wall outside Patty's office on the 5<sup>th</sup> floor (5200 EIHG). Students and postdocs will have two weeks in which to sign-up for the remaining slots on a first-come first-served basis. It is the responsibility of students and postdocs to ensure that their advisor can attend during the scheduled time. Students who do not sign up by the deadline will be assigned an open date. **Please note that all sign-up dates are FINAL.** It is the obligation of students and postdocs that they present during their scheduled time.

### Acceptable reasons for changing a scheduled JC or RIP:

1. Death in family
2. Serious illness (e.g. flu)

### Unacceptable reasons for changing a scheduled JC or RIP:

1. Your advisor is out of town or otherwise unavailable.
2. You are busy preparing for a meeting, paper submission, or grant submission.
3. You are not prepared to present - no new data, can't find an interesting article, etc.

### If you have a valid excuse and must re-schedule your JC or RIP:

1. Get permission from your advisor and the Director of Graduate Studies (Mark Metzstein).
2. Talk with Patty to find a new date for the presentation.