

# Graduate-School Health Sciences Leadership Program (G-HSLP)

2017-2018 Syllabus

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Institute of Education  
Tokyo Medical and Dental University

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## Program Overview

### Program Mission

To create a community of future world leaders who will advance health sciences and raise the level of health all around the world through innovation in bioscience research, global health/healthcare policy and healthcare industries.

### General Learning Goals / Objectives

Bringing together international and Japanese students from the fields of medicine and dentistry, including research, policy, organizational leadership, and global health, the G-HSLP aims to cultivate the knowledge and skills needed to make advancements in the health sciences arena. In order to achieve this goal, students must gain expertise that will assist them in the landscape of biomedical sciences, globalized health care, and medical industries. This includes cross-cultural competence, leadership and critical thinking skills, and a mastery of English, along with a host of other essential competencies.

To this end, students in the G-HSLP will work collaboratively to tackle bioscience, health care, and cross-cultural challenges, solving problems through case based learning methods. By integrating and applying their knowledge of basic medical science, clinical science, social medicine, and relevant social science to the problems presented, students will have the opportunity to polish soft skills, such as teambuilding, critical, and creative thinking skills in addition to other practical skills such as research presentations and academic writing. Learning goals and cases will challenge graduate students to synthesize across disciplines and to take a holistic perspective on contemporary health science issues as related to students' own research agendas.

### Specific Goals for Learners

The following are specific goals for individuals to achieve, dependent upon the field of their career (bioscience research, global health/healthcare policy or healthcare industries).

#### Common Traits

- Feel proud of being a professional in the health sciences field, demonstrate a mastery of their chosen field of study.
- Interact with others who have different cultures (history/economy/religion/customs/behavioral patterns/diets) and values. Demonstrate a full understanding of and respect for diverse cultures and values
- Use English, a common language of the world, not only as a mere medium to communicate, but to carry out discussions and cooperate with native/non-native speakers. Furthermore, be able to alter the consciousness of various stakeholders and bring about innovation in the fields of medicine/health care and society as global leaders.

#### Specific Traits

##### Leaders in Bioscience Research

- Engage in bioscience research based on high-level problem-solving skills and extensive clinical experience. Conduct global cutting-edge research by learning from each **other's** experiences through active participation and interaction in facilities inside and outside the country. Contribute to the development of bioscience research as a leader/front-runner in

this field.

- Endeavor to train successors in the field of bioscience research inside and outside the country.

#### Leaders in Global Health / Healthcare Policy

- Demonstrate in-depth understanding of pandemics/statistics/environment/healthcare policy/social and behavioral sciences accompanied with high ethical standards.
- Engage and play central roles in global health/healthcare policy related institutions by exercising experience and expertise in their specialties.
- Endeavor to train successors in the field of global health/healthcare policy domestically and internationally.

#### Leaders in Healthcare Industry

- Engage and play leadership roles in healthcare industries by exercising experience and expertise in their specialties.

### Specific Structure/Characteristics of Program

Students from any year in any TMDU graduate school may apply to the G-HSLP. Students admitted to this program can apply, based on their needs, to any of the program's offered courses in any sequence, in any semester or year of their studies. Students may not reenroll in courses they have already passed.

### Enrollment Policies

Considering the competencies that will be required in this program, we expect TMDU graduate students with the following qualities to apply to our program.

- Students should demonstrate a full understanding of the **program's mission and objectives** mentioned above, as well as have a strong passion and commitment to learning in the program.
- In terms of accomplishing competencies of this program, and taking both official university courses and this program without hindrance, students should have a sufficient level of English proficiency.

### Competencies

Based on the purposes and leadership traits mentioned above, competencies expected of G-HSLP students are defined as follows. The diagram below shows how skills cultivated through this program function in a coordinated fashion, which will allow global leaders to play active roles in international arenas to bring about innovation.

#### 【Technical Expertise】

- Basic medical science knowledge※<sup>1</sup>
- Clinical knowledge※<sup>1</sup>
- Public health knowledge※<sup>1</sup>
- Global health knowledge※<sup>1</sup>
- Linguistic skills

#### 【Teambuilding Functions】

- Intercultural knowledge and competence
- Teambuilding skills

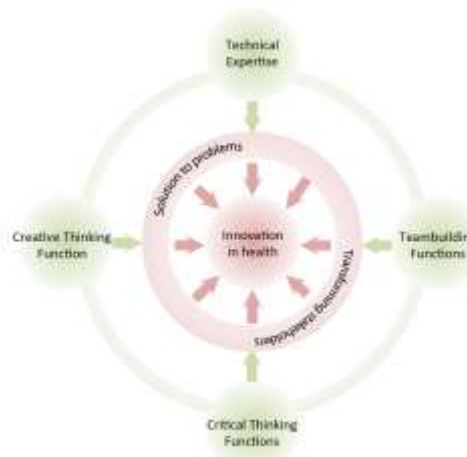
- Management skills
- Leadership skills

【Critical Thinking Functions】

- Critical thinking skills
- Information literacy
- Inquiry and analysis
- Reading
- Oral communication
- Written communication

【Creative Thinking Functions】

- Creative thinking



This diagram shows how the leadership skills cultivated through this program function in a coordinated fashion for global leaders to play active roles in international arenas to bring about innovation

※<sup>1</sup>This program places an emphasis on the application and integration of this knowledge gained through courses elsewhere.

## Curriculum Policies

- The competencies of this program cannot be acquired through one-way, knowledge-transfer style lectures in a short period of time. Therefore, in G-HSLP courses, students will examine their own research areas as well as complex real-life issues (through case method, project work, etc.) that they may encounter in the future, and acquire these competencies practically in accordance with their stages of learning. Also, workshops will be conducted as part of courses or extra-curricular activities.
- In general, all sessions will be conducted in English.
- In addition to attending sessions within G-HSLP, students are encouraged to study both independently and as groups. Also, an e-portfolio system “**e-SALON** (e-portfolio for Students Aspiring to be Leaders in health sciences Of the Next generation)” **will be available for the** students to support group work, to accumulate and reflect upon their learning outcomes, and set their own goals.
- Students must meet all the course requirements in order to complete the courses.
- Credits will be granted for G-HSLP courses in which students satisfied attendance criteria and received A<sup>+</sup>, A, B, C, or D.

## Available Courses

The schedules of available courses for TMDU Graduate Students in the academic year 2017-2018 are as follows:

| Code | Course/Series                                      | Spring Semester       | Fall Semester         | Remarks |
|------|--|-----------------------|-----------------------|---------|
| 8701 | (Course) Leadership                                | To be offered         | Not offered in AY2017 |         |
| 8702 | (Course) Design Thinking                           | Not offered in AY2017 | To be offered         |         |
| 8703 | (Course) Problem-based Learning in Health Sciences | Not offered in AY2017 | Not offered in AY2017 |         |
| 8704 | (Course) Academic English                          | To be offered         | To be offered         |         |

TBA: to be announced

Details about each course will be described in subsequent pages.

## Available Workshops

The schedules of available workshops for TMDU Graduate Students in academic year 2017-18 are as follows:

| Workshops                        | Dates            | Remarks |
|----------------------------------|------------------|---------|
| Effective Research Presentations | To be determined |         |

Details about each workshop will be described in subsequent pages.

## Curricular Map

The matrix below provides general information regarding which skills will be acquired/sophisticated in which courses.

# G-HSLP Courses/ Workshops; Attainable Skills

Skills Key:

○ = main skill covered in course

◆ = subskill

Skills

| Courses/Workshops |                                  | Critical Thinking | Creative Thinking | Leadership | Critical Communication | Research Presentations | Academic Writing | Team Building | Industry Knowledge and Career Path |
|-------------------|----------------------------------|-------------------|-------------------|------------|------------------------|------------------------|------------------|---------------|------------------------------------|
| SKILL BUILDING    | Leadership                       | ◆                 | ◆                 | ○          | ◆                      |                        |                  | ◆             | ◆                                  |
|                   | Effective Research Presentations | ◆                 |                   |            | ○                      | ○                      |                  |               |                                    |
|                   | Design Thinking                  | ◆                 | ○                 |            | ○                      |                        |                  | ◆             |                                    |
|                   | Academic English                 | ◆                 | ◆                 |            | ○                      | ◆                      | ◆                |               |                                    |
| PBL               | Problem Based Learning           | ○                 | ◆                 | ◆          | ○                      | ◆                      | ◆                | ◆             | ◆                                  |

| Description of Skills Scope | Critical Thinking and Analytical Skills                                    | Creative Thinking  | Leadership  | Critical Communication  | Research Presentations  | Academic Writing   | Team Building                                   | Industry Knowledge and Career Path  |
|-----------------------------|--|--|---|---|---|--|---|---|
|                             | Analyzing, synthesizing and evaluating information including research data | Creative approaches to data collection, analysis and problem solving | Effective delegation, inspiration and communication | Argument construction and persuasive speech; Debate and negotiation | Poster and conference presentations; Presentation abstracts; Question and answer sessions | Publishing; Argument organization; Grant writing; Peer review activities | Collaborative communication and problem solving | Pharmaceutical, Health policy and governance; Engineering; Technology; Entrepreneurship; Job applications |

The courses/workshops offered under Skill Building include: Leadership, Effective Research Presentations, and Design Thinking. These Skill Building courses/workshops are delivered in participatory lecture format or in workshop format where students supply the content to be dealt with based on their interests, needs and research areas. This focus allows each course to very practically assist students with their progress in TMDU's graduate programs while also supporting their growth and development as future global leaders.

## Course/Workshop Overviews

| Course   | Course Director | Course Instructors  | Description   |
|--|-----------------|---|---|
| Leadership (1 Unit)                                | Kazuki Takada   | Kazuki Takada   | The purpose of this course is to help students develop the leadership skills they need to be more effective in diverse communities and organizations. Students will learn key frameworks and their applications, enabling them to grow into leaders that can better cope with the <b>increasingly rapid changes taking place in today's science and healthcare</b> environment. The course uses a series of cases to examine possible solutions the protagonist can adopt to lead his or her organization out of an event or challenge that occurs in the case. Cases also provide details on operating conditions and other factors related to management strategies, which can be explored and analyzed through group work and discussion. All sessions will use the case method with class discussion and group work. The main themes that will be covered in this course are: Leadership, Empowerment, Team Management, Change Management, and Fostering an Ideal Organizational Culture. |
| Design Thinking (1 Unit)                           | Rebecca Carlson | Rebecca Carlson   | Today, health practitioners face challenges and opportunities that are growing increasingly complex and involve diverse stakeholders. In order to realize the creativity necessary for true innovation and change in the fields of health sciences, it is essential for global leaders to acquire new problem solving methods and research perspectives. As design thinking is a human-centered approach focused on crafting real world applications, it is an ideal method for bridging clinical or health care realities with basic science or lab research. The design-thinking model is centered on open-ended and creative data collection, solution prototyping and testing, and iteration based on feedback through all parts of the research and production process. Students in this course will work through several challenges in order to grow their knowledge of the design thinking toolkit as they build towards a final project tailored to their own research interests.     |
| Problem-based Learning in Health Sciences (1 Unit) | Kazuki Takada   | Kazuki Takada<br>Naoko Seki<br>Yoko Yoshihashi<br>Janelle Moross<br>Rebecca Carlson | Problem Based Learning (PBL) is the cornerstone of medical curriculum around the world, and has been proven to effectively enhance students' critical thinking, as well as their ability to synthesize and analyze the real-world challenges they will face in their future careers. This course uses an authentic PBL method which is structured around cases that require analysis and inquiry. Three consecutive sessions will cover one case and comprise a unit. These cases will be chosen carefully from important contemporary issues in medicine, and tasks will be formulated so that they are complex, difficult, challenging, and require a well-thought out step-wise plan to solve. Each group will have a faculty tutor who will facilitate discussions and assess the group's problem solving and individual student's participation giving each member valuable feedback.  |
| Academic English (1 Unit)                          | Janelle Moross  | Janelle Moross<br>Ash Warren<br>Linda Warren  | Academic English courses offer students an opportunity to increase their English competency in academic reading, writing, and speaking; growing confidence in the communication skills they will need to join the global stream of health science research, production, decision-making and dissemination. English proficiency is essential as a common world language for not only communication but also information dissemination in state-of-the art medical and dental research. In order to become leaders in the international arena, we will use critical thinking skills to discuss current topics, and practice the basic skills required to have conversations and explain your research/ study area.  |

| Workshop                         | Organizer        | Instructors      | Description  |
|----------------------------------|------------------|------------------|--|
| Effective Research Presentations | To be determined | To be determined | The need for researchers and clinicians to make presentations in English is increasing in our globalized world. The skills learned in this workshop will be useful in academic conferences, patient presentations, lectures, job interviews, and other instances where you need to explain something clearly to your audience be it one or 100. Students will present their own research and get feedback from their peers as well as the faculty. Through listening to others presentations and practicing question and answering, students can improve their speaking, listening, critical thinking and discussion skills. |



## Enrollment policy, grading and venue

### 1. Enrolling in G-HSLP and its Courses

Students from any year who are currently a member of any TMDU graduate school are eligible for enrollment to G-HSLP. To enroll, students must submit the G-HSLP application form found at [www.tmd.ac.jp/global/en/](http://www.tmd.ac.jp/global/en/) to Global Advancement Administrative Unit ([global.adm@tmd.ac.jp](mailto:global.adm@tmd.ac.jp)). Once received, applications will be reviewed and notification of a decision will be sent within a few weeks from submission.

Once a student is enrolled in G-HSLP they are eligible for enrollment in any of the program's offered courses in any sequence, in any semester or year of their studies. G-HSLP students may not reenroll in courses they have already passed or which they failed due to lack of attendance. To enroll in courses, G-HSLP students must send an email to Global Advancement Administrative Unit ([global.adm@tmd.ac.jp](mailto:global.adm@tmd.ac.jp)) with their (1) name; (2) grade; (3) email address; and (4) course they would like to enroll in before the specified deadline and meet all requirements for the course offered.

### 2. Dropping/Failing Courses

Students may drop courses up until the deadline set by the course directors without any record of the course remaining on their transcript. To drop courses, students must submit the Request of Cancelling Registered Subject Form to the Educational Planning Section. Students who stop attending courses without officially dropping them by the deadline will receive a grade of "F". Students who fail a course due to lack of attendance will not be allowed to register for the same course in another semester.

### 3. Grading

All courses will be graded in accordance with the procedures outlined in the graduate course syllabi. Course directors are responsible for entering all grades, which will be reported to the educational committee of each school. After approval, final grades will be determined at the faculty meeting of each department.

### 4. Enrolling in Workshops

G-HSLP students of any grade are eligible for enrollment in any workshops. To enroll in workshops, students must download and submit the application form to Global Advancement Administrative Unit ([global.adm@tmd.ac.jp](mailto:global.adm@tmd.ac.jp)) before the specified deadline.

### 5. Classroom venue

Unless otherwise noted, classes **will be conducted in the "G-Lab," M&D Tower 8F. Be sure to check** the location prior to the first session. Please do not leave personal belongings unattended in the G-Lab area.

Inquiry:  
Global Advancement Administrative Unit  
Institute of Global Affairs  
(03) 5803-4964  
E-mail: [global.adm@tmd.ac.jp](mailto:global.adm@tmd.ac.jp)

# Course Descriptions

Tokyo Medical and Dental University  
Graduate-School Health Sciences Leadership Program

# Leadership

Spring 2017

*updated December 26, 2016*

## 1. Course Director and Instructor(s)

|            | Name          | Department             | Contact  |
|------------|---------------|------------------------|--|
| Director   | Kazuki Takada | Institute of Education | 03-5803-4684<br><a href="mailto:takada.rheu@tmd.ac.jp">takada.rheu@tmd.ac.jp</a> |
| Instructor | Kazuki Takada | Institute of Education | 03-5803-4684<br><a href="mailto:takada.rheu@tmd.ac.jp">takada.rheu@tmd.ac.jp</a> |

## 2. Classroom/lab

G-lab, M & D Tower, 8th floor

## 3. Enrollment Capacity

24

## 4. Minimum Enrollment

8 (This course will not be offered if the enrollment does not reach this number.)

## 5. English Proficiency Requirement

This course requires minimum TOEFL iBT score of 70 (or its equivalent). A score of 80 or above is strongly recommended for participants.

## 6. Course Purpose and Outline

The purpose of this course is to help students develop the leadership skills they need to be more effective in diverse communities and organizations. Students will learn key frameworks and their applications, enabling them to grow into leaders that can better **cope with the increasingly rapid changes taking place in today's** science and healthcare environment. The course uses a series of cases to examine possible solutions the protagonist can adopt to lead his or her organization out of an event or challenge that occurs in the case. Cases also provide details on operating conditions and other factors related to management strategies, which can be explored and analyzed through group work and discussion. All sessions will use the case method with class discussion and group work. The main themes that will be covered in this course are: Leadership, Empowerment, Team Management, Change Management, and Fostering an Ideal Organizational Culture.

## 7. Course Objectives

At the end of the course, students will be better able to:

- 1) Describe the differences between leadership and management, and key activities required under each of these. **Identify ones' own leadership strengths and areas to improve.**
- 2) Describe key leadership frameworks and apply in practice.
- 3) Reflect on, analyze, and apply the leadership practices to cope with current organizational challenges.

The objectives of this course also include the acquisition of skills, mentality, and behaviors necessary to **survive and succeed in today's competitive environment. Therefore, the course will employ** norm-referenced evaluation for its grading as described below. Thus students, whether they are extroverted or introverted, need to strive for excellence in class by preparing hard and participating in/contributing to class discussions/problem-solving exercises without being overwhelmed or their behavior being dictated by such mentalities or Japanese traditional values as Shyness, Self-effacement, or Enryo.

## 8. Format

All sessions will use the case method with class discussion and group work.

## 9. Course Description and Timetable

| No. | Day Time               | Topic Venue   | Instructor    |
|-----|------------------------|---|---------------|
| 1   | May 9<br>18:00~20:00   | <b>Middle Leaders' Inner Conflicts and Personal Growth</b><br>during Organizational Change<br>G-lab, M & D Tower, 8th floor | Kazuki Takada |
| 2   | May 23<br>18:00~20:00  | Organizational Management and Leadership<br>G-lab, M & D Tower, 8th floor   | Kazuki Takada |
| 3   | June 6<br>18:00~20:00  | Group Management and Team Building<br>G-lab, M & D Tower, 8th floor   | Kazuki Takada |
| 4   | June 20<br>18:00~20:00 | Organizational Change and Management<br>G-lab, M & D Tower, 8th floor   | Kazuki Takada |
| 5   | July 4<br>18:00~20:00  | Leadership during Times of Emergency<br>G-lab, M & D Tower, 8th floor   | Kazuki Takada |
| 6   | July 18<br>18:00~20:00 | Managing Corporate Entrepreneurship<br>G-lab, M & D Tower, 8th floor  | Kazuki Takada |

## 10. Grading System

A curved grading system will be used for the final grade based on the sum of all points granted, using a scale of A+, A, B, C, D, and F. In principle, the standard grading curve is A+ (15%), A (25%), B (30%), and C (30%). For **those students who fail to meet the requirements for grading, the grade will be marked as "F (ineligible for grading)". The final evaluation of the course will be determined based on your grade:**

|              |                                   |
|--------------|-----------------------------------|
| A+, A, B, C: | Completed, credit granted         |
| D, F:        | Not completed, credit not granted |

Grading Criteria

Grades are finalized by taking into account the sum of all points granted for the following items.

- (1) Preparation Assignment: 1 point x 5 sessions (5 points total)  
One point will be granted upon each Preparation Assignment submission. However, a Preparation Assignment may not be accepted if it is judged to be incomplete.
- (2) Class Discussion: 6 sessions = 48 points maximum (8 points maximum for each session)  
The statements you make during each class will be graded from both qualitative and quantitative perspectives, taking into account your grasp of the assigned materials, the responsiveness to in-class questions posed by the instructor and the quality of contributions made to in-class discussions and debate, for the purpose of assessing your contribution to the class. Key evaluative questions are:
  - How deeply did each student analyze issues?
  - How well did one mobilize learning of fellow students in the class?
  - Quality: E (Excellent): 5 points, G (Good): 3 points, None: 0 point
  - Quantity: E (Excellent): 3 points, G (Good): 2 points, None: 0 point
- (3) Session 4 Report: 10 points maximum X 4 = 40 points maximum  
The evaluation of Session 4 Report will be based NOT on the quantity (the length) but on the quality (content and organization) by taking into account the following factors:
  - Analytical ability and insights
  - Reasoning skills
  - Ability to develop and evaluate hypotheses
  - Comprehension of learned concepts and frameworks
  - Strength of the argument presented
- (4) Session 6 Review: 3 points

### 11. Prerequisite Reading

When reading materials are distributed or specified in advance, participants are expected to read those materials beforehand. Some prior reading, research or homework may be required before each session. Details will be given in Course Materials.

### 12. Reference Materials

To be announced before class or during individual classes, when relevant.

### 13. Important Course Requirements

#### ① Self Introduction

Set your concrete goal for taking this course and post it, along with your self-introduction, to the message board **"Self introduction" of this course** at latest two days prior to the first class. Try to image specifically how you would like to improve yourself and how you want to apply what you learn from this course.

#### ② Attendance

- Attendance of at least 5 out of 6 sessions within the registered period.
- Tardiness which is less than 20 minutes before the class begins will be treated as present. However, if tardiness overall is excessive (in frequency and length, even if it does not go beyond the 20-minute allowance range), some points may be deducted when calculating your final grade.

#### ③ Preparation Assignments

Students are required to turn in Preparation Assignments for Sessions 1 through 6 except for Session 4. Preparation Assignments assist you in understanding the topic for the class and help you better prepare for class discussion. Write your Preparation Assignments on all of the exercises specified in the syllabus of approximately one to two pages in length and submit them through e-SALON. The deadline for Preparation Assignment is the class starting time. A detailed guideline to preparing Preparation Assignments for each session will be on session syllabi, which will be posted to e-SALON under the session date. Preparation Assignments will only be accepted from students who have attended class and uploaded Preparation Assignments in the designated way. **If students are absent, Preparation Assignments will be marked as "Not Submitted". Note that a Preparation Assignment may not be accepted if it is judged to be incomplete.**

#### ④ Preparation and Class Participation

All G-HSLP classes are conducted with the assumption that all students are fully prepared. Students attending class without having prepared will not benefit themselves and, even worse, hold back other students in group discussions. Therefore, all students are expected to prepare thoroughly. The estimated required time for preparation for each session is about 4 to 8 hours.

A key feature of G-HSLP is philosophy to enhance learning through the mutual understanding gained by exploring different ways of thinking. G-HSLP classes depend upon the active participation of all students. Simply listening to the faculty or other students violates this principle. You are expected to participate in class through active listening, taking notes, asking questions, speaking out based on your own analysis and opinions, engaging your mind on the **topic matter, and respecting other people's viewpoints. Opinions from a variety of viewpoints** and approaches are always welcome. Always raise your hand before sharing something with the class. In G-HSLP, students who do not participate in class discussions or who do not ask questions are believed to be unprepared for class.

Do not be afraid to challenge one another by asking questions, but refrain from personal attacks. The goal is not to simply agree, but to gain a deeper understanding of the subject matter through thorough investigation and discussion.

#### ⑤ Takeaways (≤ 500 words)

After each session, students are encouraged to review and reflect on their learning individually or in groups, and are required to post (1) **his/her "takeaways"** and (2) one small doable action that he/she could take in the following week to the message board of this course within 72 hours after the end of each session. Takeaways should not be phrases or sentences directly taken from textbooks or handouts, but rather wisdom you gained, or things that made a lot of sense to you

or helped you grasp big pictures. This is very effective and useful for yourself – in terms of clarifying and crystallizing your own thoughts and memorizing – as well as being helpful for your fellow classmates.

⑥ Submission of Session 4 Report

A report is required for Session 4. The deadline for Session 4 Report is the Session 4 starting time. The most important point in completing Session 4 Report is to develop and explain your own opinions which should be thought through thoroughly and lead you to make your own conclusion. Merely summarizing cases, methods or frameworks is not sufficient. Explain your thoughts clearly and concisely. Use simple and clear expressions. If you use any charts in your Report, clarify and explain what information those can tell readers. Detailed direction for Session 4 Report will be given in Course Materials.

Note: Measures against cheating and plagiarism

When writing your Session 4 Report, it is strictly forbidden to copy or use ideas from Session 4 Reports of your classmates or those students who took this course in past terms, handouts from other courses, or materials from past terms. Students should refrain from sharing solutions for Session 4 Report exercises and any other information that could impact the outcome of it through any forms of communication. Both the provider and beneficiary of relevant information shall become disqualified from completing the course in the case of such cheating and plagiarism.

⑦ Submission of Session 6 Review Assignment

You are required to submit a Review Assignment on Session 6, both to communicate what you have learned and to help deepen your learning in a practical way. The deadline for Review Assignment is the Session 6 starting time. Review Assignments should be one to two pages in length, and should consist of the following:

(1) What you learned in class

How do you think you have improved after taking this course in terms of understanding of and exercising your leadership?

(2) The learning points that you can apply

- In light of what you learned from this course, how can you make changes to positively impact your organization (team, group, society, or community, on or off campus)?
- What difficulties do you expect in making the above changes? What are your challenges?
- In order to overcome the challenges raised above, what points do you want to keep in mind and what actions do you intend to take?

(3) For further development

In addition to your ideas raised in (2), what kind of skill development is needed to enhance your ability in your organizations? Write in detail the required skills, experiences, and what actions you intend to take to acquire those.

⑧ Voluntary student-led study sessions

It is recommended and encouraged that you supplement your learning by studying outside of class by reviewing course notes before and after each class session and studying in small groups with classmates. Discussions with your classmates will reinforce the effectiveness of your study in ways you could not achieve on your own.

## 14. Availability in English

Lecture, group discussion, class-wide discussion, and all communications are in English.

## 15. Office Hours

Please contact Prof. Takada to make an appointment (takada.rheu@tmd.ac.jp)

## 16. Note to Students

- All sessions are conducted in English and both International and Japanese graduate students are welcome to join the course.
- Students may drop courses up until the deadline set by the university (the beginning of the second class) without any record of the course remaining on their transcript.

Tokyo Medical and Dental University  
Graduate-School Health Sciences Leadership Program

# Design Thinking

Fall 2017

*updated December 21, 2016*

## 1. Course Director and Instructor(s)

|                 | Name            | Department                  | Contact   |
|-----------------|-----------------|-----------------------------|---|
| Course director | Rebecca Carlson | Institute of Global Affairs | 03-5803-5830;<br><a href="mailto:carlson.isc@tmd.ac.jp">carlson.isc@tmd.ac.jp</a> |
| Instructor      | Rebecca Carlson | Institute of Global Affairs | 03-5803-5830;<br><a href="mailto:carlson.isc@tmd.ac.jp">carlson.isc@tmd.ac.jp</a> |

## 2. Classroom/lab

G-lab, M & D Tower, 8th floor

## 3. Enrollment Capacity

25

## 4. Minimum Enrollment

4 (This course will not be offered if the enrollment does not reach this number.)

## 5. English Proficiency Requirement

This course requires minimum TOEFL iBT score of 70 (or its equivalent). A score of 80 or above is strongly recommended for participants.

## 6. Course Purpose and Outline

Today, health practitioners face challenges and opportunities that are growing increasingly complex and involve diverse stakeholders. In order to realize the creativity necessary for true innovation and change in the fields of health sciences, it is essential for global leaders to acquire new problem solving methods and research perspectives. As design thinking is a human-centered approach focused on crafting real world applications, it is an ideal method for bridging clinical or health care realities with basic science or lab research. The design thinking model is centered on open-ended and creative data collection, solution prototyping and testing, and iteration based on feedback through all parts of the research and production process. Students in this course will work through several challenges in order to grow their knowledge of the design thinking toolkit as they build towards a final project tailored to their own research interests.

## 7. Course Objectives

At the end of the course, students will be able to:

- 1) Utilize the Dt toolkit for problem-solving and innovation with non-design and other general research tasks
- 2) Appreciate the need for human-centered and iterative approaches to research, the cornerstone of the Dt practice

## 8. Format

Group discussions, some lecture and a team project completed over the course of the semester.

## 9. Course Description and Timetable

| No. | Day Time | Topic Venue   | Instructor      |
|-----|----------|---|-----------------|
| 1   | TBD      | Introduction to Dt/Design in an hour<br>G-lab, M & D Tower, 8th floor | Rebecca Carlson |

|    |     |   |                 |
|----|-----|---|-----------------|
| 2  | TBD | How might we?/Your design challenge<br>G-lab, M & D Tower, 8th floor                  | Rebecca Carlson |
| 3  | TBD | Benchmarking/What's already known?<br>G-lab, M & D Tower, 8th floor                   | Rebecca Carlson |
| 4  | TBD | Observations/What do people seem to need?<br>G-lab, M & D Tower, 8th floor            | Rebecca Carlson |
| 5  | TBD | Interviews and Insights/Finding the themes<br>G-lab, M & D Tower, 8th floor           | Rebecca Carlson |
| 6  | TBD | Personas/The general user and their constraints<br>G-lab, M & D Tower, 8th floor      | Rebecca Carlson |
| 7  | TBD | The Journey/Timelines of use and "pain points"<br>G-lab, M & D Tower, 8th floor       | Rebecca Carlson |
| 8  | TBD | Distill and Brainstorming/Designing the solution<br>G-lab, M & D Tower, 8th floor     | Rebecca Carlson |
| 9  | TBD | Cross-pollination/Inspiration from analogous sources<br>G-lab, M & D Tower, 8th floor | Rebecca Carlson |
| 10 | TBD | Prototype/Build the solution<br>G-lab, M & D Tower, 8th floor                         | Rebecca Carlson |
| 11 | TBD | Test and Iterate/Get feedback from users and rebuild<br>G-lab, M & D Tower, 8th floor | Rebecca Carlson |

#### 10. Grading System

Based on attendance, participation in class, completing of required assignments and final group project/presentation.

#### 11. Prerequisite Reading

When reading materials are distributed or specified in advance, participants are expected to read those materials beforehand. Some prior reading, research or homework may be required before each session. Details will be given in class.

#### 12. Reference Materials

To be announced before class or during individual classes, when relevant.

#### 13. Important Course Requirements

Students taking the course for credit will be expected to arrive to class on time, participate actively and vocally during class discussions, and complete any homework and in class assignments on time. As completing this course is dependent on the final group assignment, group members must be in contact with each other outside of class to make continued progress and arrange with each other to make up any work missed in the event of an absence.

#### 14. Availability in English

Lecture, class group work and all communications are in English.

#### 15. Office Hours

Please contact Prof. Carlson to make an appointment (carlson.isc@tmd.ac.jp)

#### 16. Note to Students

All sessions are conducted in English and both International and Japanese graduate students are welcome to join the course.



Tokyo Medical and Dental University  
Graduate-School Health Sciences Leadership Program

# Problem-based Learning in Health Sciences

Not offered in 2017

*updated December 26, 2016*

## 1. Course Director and Instructor(s)

|            | Name            | Department                  | Contact  |
|------------|-----------------|-----------------------------|--|
| Director   | Kazuki Takada   | Institute of Education      | 03-5803-4684<br><a href="mailto:takada.rheu@tmd.ac.jp">takada.rheu@tmd.ac.jp</a>     |
| Instructor | Kazuki Takada   | Institute of Education      | 03-5803-4684<br><a href="mailto:takada.rheu@tmd.ac.jp">takada.rheu@tmd.ac.jp</a>     |
| Instructor | Naoko Seki      | Institute of Global Affairs | 03-5803-4537<br><a href="mailto:nseki.edev@tmd.ac.jp">nseki.edev@tmd.ac.jp</a>       |
| Instructor | Yoko Yoshihashi | Institute of Education      | 03-5803-4081<br><a href="mailto:nakazato.rheu@tmd.ac.jp">nakazato.rheu@tmd.ac.jp</a> |
| Instructor | Janelle Moross  | Institute of Global Affairs | 03-5803-4686<br><a href="mailto:jmoross.isc@tmd.ac.jp">jmoross.isc@tmd.ac.jp</a>     |
| Instructor | Rebecca Carlson | Institute of Global Affairs | 03-5803-5830<br><a href="mailto:carlson.isc@tmd.ac.jp">carlson.isc@tmd.ac.jp</a>     |

## 2. Classroom/lab

G-lab, M & D Tower, 8th floor

## 3. Enrollment Capacity

25

## 4. Minimum Enrollment

4 (This course will not be offered if the enrollment does not reach this number.)

## 5. English Proficiency Requirement

This course requires minimum TOEFL iBT score of 70 (or its equivalent). A score of 80 or above is strongly recommended for participants.

## 6. Course Purpose and Outline

This course will challenge you with difficult tasks and force you to use and sophisticate all the skills listed under the G-HSLP competencies. For this purpose, we will use problem-based learning (PBL) in this course. PBL is a learning method that is increasingly used in a wide variety of subject areas in higher education. Exact processes and protocols of PBL vary significantly depending on the subject areas and the learning objectives of courses. The specific PBL process we will use in this course is described in Course Materials. All students are expected to have read and understood the process prior to the first session.

This 12-session course is structured around cases. Three consecutive sessions will cover one case and comprise a unit. The course will thus consist of four units (four cases). Cases will be chosen carefully from important contemporary issues in medicine, and tasks will be formulated so that they are complex, difficult, and challenging, and require a well-thought out step-wise plan to solve. For successful problem solving, groups need to employ two key steps, namely an analysis and an inquiry. Groups need to break the case and the task into parts (analysis) using a thematic approach. In this course, themes will include basic medical science, clinical medicine, social medicine, and social science (to carry out bio-social analyses). In some cases, groups may need to further break the product of the first analysis into smaller pieces (second analysis). Groups will then explore these parts and pieces through the collection and analysis of evidence (inquiry). Groups will take each part/piece in turn and subject it to a detailed investigation by using the combined

knowledge and questioning power of the group.

Each group will have a fixed tutor **throughout the course who will assess the group's problem solving and individual student's participation as well as contribution to their group's problem solving, leadership skills, management skills, and teambuilding skills** for summative as well as formative purposes. Tutors, therefore, will provide critical feedback to groups and will also plan and hold individual meetings with each student for **constructive feedback throughout the course. As tutors will monitor and intervene in groups' problem solving** as often as necessary, unlike in some other PBL, to ensure its depth and quality, these PBL exercises pose enough challenges, make learners leave their comfort zones, and push them to the edge.

We believe that this course will prepare you for problem solving that awaits you in your future..

## 7. Course Objectives

At the end of the course, students are expected to have sophisticated the following G-HSLP competencies:

- Critical thinking skills
- Information literacy
- Inquiry and analysis
- Oral communication
- Written communication
- Teambuilding skills
- Leadership skills
- Management skills

## 8. Format

Students will engage in PBL over the first two sessions of each unit. In the last session of each unit, students will share products of all groups class-wide.

## 9. Course Description and Timetable

| Unit | Session | Day Time           | Topic Venue  | Instructors |
|------|---------|--------------------|--|-------------|
| 1    | 1       | TBD<br>18:00~20:00 | To be announced<br>G-lab, M & D Tower, 8th floor                           | All         |
| 1    | 2       | TBD<br>18:00~20:00 | To be announced<br>G-lab, M & D Tower, 8th floor                           | All         |
| 1    | 3       | TBD<br>18:00~20:00 | Class-wide Product Sharing and Discussion<br>G-lab, M & D Tower, 8th floor | All         |
| 2    | 1       | TBD<br>18:00~20:00 | To be announced<br>G-lab, M & D Tower, 8th floor                           | All         |
| 2    | 2       | TBD<br>18:00~20:00 | To be announced<br>G-lab, M & D Tower, 8th floor                           | All         |
| 2    | 3       | TBD<br>18:00~20:00 | Class-wide Product Sharing and Discussion<br>G-lab, M & D Tower, 8th floor | All         |
| 3    | 1       | TBD<br>18:00~20:00 | To be announced<br>G-lab, M & D Tower, 8th floor                           | All         |
| 3    | 2       | TBD<br>18:00~20:00 | To be announced<br>G-lab, M & D Tower, 8th floor                           | All         |
| 3    | 3       | TBD<br>18:00~20:00 | Class-wide Product Sharing and Discussion<br>G-lab, M & D Tower, 8th floor | All         |
| 4    | 1       | TBD<br>18:00~20:00 | To be announced<br>G-lab, M & D Tower, 8th floor                           | All         |
| 4    | 2       | TBD<br>18:00~20:00 | To be announced<br>G-lab, M & D Tower, 8th floor                           | All         |

|   |   |                    |  |     |
|---|---|--------------------|--|-----|
| 4 | 3 | TBD<br>18:00~20:00 | Class-wide Product Sharing and Discussion<br>G-lab, M & D Tower, 8th floor | All |
|---|---|--------------------|--|-----|

## 10. Grading System

A curved grading system will be used for the final grade based on the sum of all points granted, using a scale of A+, A, B, C, D, and F. In principle, the standard grading curve is A+ (15%), A (25%), B (30%), and C (30%). **For those students who fail to meet the requirements for grading, the grade will be marked as "F (ineligible for grading)". The final evaluation of the course will be determined based on your grade:**

|              |                                   |
|--------------|-----------------------------------|
| A+, A, B, C: | Completed, credit granted         |
| D, F:        | Not completed, credit not granted |

### Grading Criteria

The final grade will be based on the following components.

- (1) Participation and contribution to **group's problem solving** 40%  
(including in-class participation and independent learning)
  - (2) Participation and contribution to class-wide discussion 25%
  - (3) Written assignments (1 per unit, a total of 4 submissions/group) 25%
  - (4) Completion of self- and peer-evaluation and reflection 10%
- (1) **Group's problem solving:** 8 sessions = 64 points maximum (8 points maximum for each session)  
Each group will have a fixed tutor throughout the course who will assess individual student's participation and contribution to their group's problem solving, taking into account the student's grasp of the topic(s) related to agendas, and both the quantity and quality of contributions made to group discussions. Key evaluative questions are:
- How deeply did each student analyze issues?
  - How well did one mobilize learning of fellow students in the class?
- Quality: E (Excellent): 5 points, G (Good): 3 points, None: 0 point
  - Quantity: E (Excellent): 3 points, G (Good): 2 points, None: 0 point
- Tutors will also assess leadership skills, management skills, and teambuilding skills of each student. Tutors will make these assessments not just for summative purposes but also for formative purposes and will thus plan and hold individual meetings with each student for constructive feedback during the course.
- (2) **Class-wide discussion:** 4 sessions (Session 3 of each Unit) = 32 points maximum (8 points maximum for each session)  
The statements you make during class-wide discussion will be graded from both qualitative and quantitative perspectives, taking into account your grasp of the assigned materials, the responsiveness to in-class questions posed by the instructor and the quality of contributions made to in-class discussions and debate, for the purpose of assessing your contribution to the class. Key evaluative questions are:
- How deeply did each student analyze issues?
  - How well did one mobilize learning of fellow students in the class?
- Quality: E (Excellent): 5 points, G (Good): 3 points, None: 0 point
  - Quantity: E (Excellent): 3 points, G (Good): 2 points, None: 0 point
- (3) **Written assignments:** 10 points maximum X 4 = 40 points maximum  
Written assignments will be evaluated in terms of the depth of understanding of the core issues involved and discussed, the quality of the analysis and argument presented, and the quality and quantity of the supporting evidence.
- (4) **Self- and peer-evaluation and reflection:** 4 cycles = 12 points in total (3 points per cycle)  
3 points will be granted upon completion of each cycle of self- and peer-evaluation and reflection.

## 11. Prerequisite Reading

When reading materials are distributed or specified in advance, participants are expected to read those materials beforehand. Some prior reading, research or homework may be required before each session. Details will be given in Course Materials.

## 12. Reference Materials

To be announced before class or during individual classes, when relevant.

## 13. Important Course Requirements

Students taking the course for credit will be expected to attend all classes, cover all required reading, and participate in class discussion.

### 1 Complete and on-time attendance, and class participation

Students taking the course for credit will be expected to do all the required pre-session assignments, attend all sessions, and participate in group's problem solving and class-wide discussions. Tardiness which is less than 20 minutes before the class begins will be treated as present. However, if tardiness overall is excessive (in frequency and length, even if it does not go beyond the 20-minute allowance range), some points may be deducted when calculating your final grade.

A key feature of G-HSLP is philosophy to enhance learning through the mutual understanding gained by exploring different ways of thinking. G-HSLP classes depend upon the active participation of all students. Simply listening to the faculty or other students violates this principle. You are expected to participate in class discussion through active listening, taking notes, asking questions, speaking out based on your own analysis and opinions, engaging your mind on the topic matter, and respecting other people's viewpoints. **Opinions from a variety of viewpoints and approaches are always welcome.** Always raise your hand before sharing something with the class. In G-HSLP, students who do not participate in class discussions or who do not ask questions are believed to be unprepared for class.

Do not be afraid to challenge one another by asking questions, but refrain from personal attacks. The goal is not to simply agree, but to gain a deeper understanding of the subject matter through thorough investigation and discussion.

### 2 Written assignments

**After the completion of each unit, each group must submit the group's conclusion in writing.**

The write-up should include well thought out solutions with enough evidence to support them. This summary will be due at the beginning of the first session of the subsequent Unit. A detailed guideline to preparing this assignment will be provided on Course Materials.

Note: Measures against cheating and plagiarism

When working on Written Assignments, it is strictly forbidden to copy or use ideas from Written Assignments of your classmates or those students who took this course in past terms, handouts from other courses, or materials from past terms. Students should refrain from sharing solutions for Written Assignments and any other information that could impact the outcome of it through any forms of communication. Both the provider and beneficiary of relevant information shall become disqualified from completing the course in the case of such cheating and plagiarism.

### 3 Self- and peer-evaluation and reflection

After the completion of each unit, all students will fill out self- and peer-evaluations on e-SALON under "**Self- and peer-evaluation and reflection**". Each student will then review the evaluation comments on his/her performance from other group members (to be shown anonymously), reflect, and develop action plans for the upcoming unit. A detailed guideline for these activities will be provided in Course Materials.

## 14. Availability in English

Lecture, group discussion, class-wide discussion, and all communications are in English.

15. Office Hours

Please contact Prof. Takada to make an appointment ([takada.rheu@tmd.ac.jp](mailto:takada.rheu@tmd.ac.jp))

16. Note to Students

All sessions are conducted in English and both International and Japanese graduate students are welcome to join the course.

Tokyo Medical and Dental University  
Graduate-School Health Sciences Leadership Program

# Academic English

Spring 2017

*updated January 21, 2017*

## 1. Course Director and Instructor(s)

|                     | Name           | Department                  | Contact  |
|---------------------|----------------|-----------------------------|--|
| Director/Instructor | Janelle Moross | Institute of Global Affairs | 03-5803-4686<br><a href="mailto:jmoross.isc@tmd.ac.jp">jmoross.isc@tmd.ac.jp</a> |
| Instructor          | Ash Warren     | Institute of Global Affairs | 03-5803-4964<br><a href="mailto:global.adm@tmd.ac.jp">global.adm@tmd.ac.jp</a>   |
| Instructor          | Linda Warren   | Institute of Global Affairs | 03-5803-4964<br><a href="mailto:global.adm@tmd.ac.jp">global.adm@tmd.ac.jp</a>   |

## 2. Classroom/lab

G-lab, M & D Tower, 8th floor

## 3. Enrollment Capacity

45 (15 per instructor)

## 4. Course Purpose and Outline

English proficiency is essential as a common world language for not only communication but also information dissemination in state-of-the art medical and dental research. In order to become leaders in the international arena, we will use critical thinking skills to discuss current topics, practice the basic skills required to have conversations, and to explain your research/ study area.

## 5. Course Objectives

At the end of the course, students will be able to:

- 1) Carry on discussions concerning current health science topics and own research area with more confidence
- 2) Use the Opinion-Reason-Evidence format for expressing ideas more clearly

## 6. Format

Mainly group discussion, last session will entail a required TOEFL iBT practice test in TMDU's Media Lab.

## 7. Course Description and Timetable

| No. | Date Time               | Topic Venue   | Instructor                                   |
|-----|-------------------------|---|--|
| 1   | 4/18 (T)<br>15:30-17:00 | Overview of class/ Group work basics<br>G-lab, M & D Tower, 8th floor | Janelle Moross<br>Ash Warren<br>Linda Warren |
| 2   | 5/9 (T)<br>15:30-17:00  | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |
| 3   | 5/16 (T)<br>15:30-17:00 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |
| 4   | 5/23 (T)<br>15:30-17:00 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |
| 5   | 5/30 (T)<br>15:30-17:00 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |

|    |                         |  |   |
|----|-------------------------|--|---|
| 6  | 6/6 (T)<br>15:30-17:00  | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 7  | 6/13 (T)<br>15:30-17:00 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 8  | 6/20 (T)<br>15:30-17:00 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 9  | 6/27 (T)<br>15:30-17:00 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 10 | 7/4 (T)<br>15:30-17:00  | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 11 | 7/11 (T)<br>15:30-17:00 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 12 | 7/18 (T)<br>15:30-17:00 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |

## 8. Grading System

Based on attendance (10%), class participation (60%), completion of required assignments (30%)

## 9. Prerequisite Reading

When reading materials are distributed or specified in advance, participants are expected to read those materials beforehand and be prepared for class discussion. Reading, research or homework will be required before each session. Details will be given in class.

## 10. Reference Materials

To be announced before class or during individual classes, when relevant.

## 11. Important Course Requirements

Students taking the course for credit will be expected to arrive to class on time (points will be taken off final grade for excessive tardiness), participate actively and vocally during class discussions, and complete any homework and in-class assignments on time.

## 12. Availability in English

Lecture, class group work and all communications are in English.

## 13. Office Hours

Please contact course director to make an appointment.

## 14. Note to Students

- All sessions are conducted in English. All International and Japanese graduate students are welcome to join the course.
- If you wish to drop the course, please contact course director.

## 15. TOEFL iBT Practice Test

All enrollees of this course will be eligible to take the iBT practice test administered here at TMDU in spring and summer. Cost of this practice test will be the student's responsibility, around 4,000 yen. Contact the Global Advancement Administrative Unit, [global.adm@tmd.ac.jp](mailto:global.adm@tmd.ac.jp), for further details.

Tokyo Medical and Dental University  
Graduate-School Health Sciences Leadership Program

# Academic English

Fall 2017

*updated January 21, 2017*

## 1. Course Director and Instructor(s)

|                     | Name           | Department                  | Contact  |
|---------------------|----------------|-----------------------------|--|
| Director/Instructor | Janelle Moross | Institute of Global Affairs | 03-5803-4686<br><a href="mailto:jmoross.isc@tmd.ac.jp">jmoross.isc@tmd.ac.jp</a> |
| Instructor          | Ash Warren     | Institute of Global Affairs | 03-5803-4964<br><a href="mailto:global.adm@tmd.ac.jp">global.adm@tmd.ac.jp</a>   |
| Instructor          | Linda Warren   | Institute of Global Affairs | 03-5803-4964<br><a href="mailto:global.adm@tmd.ac.jp">global.adm@tmd.ac.jp</a>   |

## 2. Classroom/lab

G-lab, M & D Tower, 8th floor

## 3. Enrollment Capacity

45 (15 per instructor)

## 4. Course Purpose and Outline

English proficiency is essential as a common world language for not only communication but also information dissemination in state-of-the art medical and dental research. In order to become leaders in the international arena, we will use critical thinking skills to discuss current topics, practice the basic skills required to have conversations, and to explain your research/ study area.

## 5. Course Objectives

At the end of the course, students will be able to:

- 1) Carry on discussions concerning current health science topics and own research area with more confidence
- 2) Use the Opinion-Reason-Evidence format for expressing ideas more clearly

## 6. Format

Mainly group discussion, last session will entail a required TOEFL iBT practice test in TMDU's Media Lab.

## 7. Course Description and Timetable

| No. | Date Time                | Topic Venue   | Instructor                                   |
|-----|--------------------------|---|--|
| 1   | 10/3 (T)<br>15:20-16:50  | Overview of class/ Group work basics<br>G-lab, M & D Tower, 8th floor | Janelle Moross<br>Ash Warren<br>Linda Warren |
| 2   | 10/10 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |
| 3   | 10/17 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |
| 4   | 10/24 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |
| 5   | 10/31 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |
| 6   | 11/7 (T)<br>15:20-16:50  | Discussion/Debate<br>G-lab, M & D Tower, 8th floor                    | "  |



|    |                          |  |   |
|----|--------------------------|--|---|
| 7  | 11/14 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 8  | 11/21 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 9  | 11/28 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 10 | 12/5 (T)<br>15:20-16:50  | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 11 | 12/12 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |
| 12 | 12/19 (T)<br>15:20-16:50 | Discussion/Debate<br>G-lab, M & D Tower, 8th floor | " |

## 8. Grading System

Based on attendance (10%), class participation (60%), completion of required assignments (30%)

## 9. Prerequisite Reading

When reading materials are distributed or specified in advance, participants are expected to read those materials beforehand and be prepared for class discussion. Reading, research or homework will be required before each session. Details will be given in class.

## 10. Reference Materials

To be announced before class or during individual classes, when relevant.

## 11. Important Course Requirements

Students taking the course for credit will be expected to arrive to class on time (points will be taken off final grade for excessive tardiness), participate actively and vocally during class discussions, and complete any homework and in-class assignments on time.

## 12. Availability in English

Lecture, class group work and all communications are in English.

## 13. Office Hours

Please contact course director to make an appointment.

## 14. Note to Students

- All sessions are conducted in English. All International and Japanese graduate students are welcome to join the course.
- If you wish to drop the course, please contact course director.

## 15. TOEFL iBT Practice Test

All enrollees of this course will be eligible to take the iBT practice test administered here at TMDU in spring and summer. Cost of this practice test will be the student's responsibility, around 4,000 yen. Contact the Global Advancement Administrative Unit, [global.adm@tmd.ac.jp](mailto:global.adm@tmd.ac.jp), for further details.

# Workshop Descriptions

Tokyo Medical and Dental University  
Graduate-School Health Sciences Leadership Program

# Effective Research Presentations

Spring 2017

*updated June 7, 2017*

## 1. Instructor(s)

### I. Guest Instructor

| Name                                 | Affiliation  |
|--------------------------------------|--|
| Professor Masao Takata, MD, PhD FRCA | Imperial College London, UK/ TMDU Designated Professor |
| David Braun, MD, PhD                 | Harvard Medical University/ Chief Medical Resident     |
| To be determined                     |  |

### II. TMDU Instructor

| Name                                   | Affiliation                       |
|--|-----------------------------------|
| Associate Professor David Cannell, PhD | TMDU, Institute of Global Affairs |
| To be determined                       |                                   |

## 2. Classroom/lab

G-lab, M & D Tower, 8th floor

## 3. Workshop Purpose and Outline

The need for researchers and clinicians to make presentations in English is increasing in our globalized world. The skills learned in this course will be useful in academic conferences, patient presentations, lectures, job interviews, and other instances where you need to explain something clearly to your audience be it one or 100. Students will present their own research and get feedback from their peers as well as the workshop instructor. Through listening to others presentations and practicing questioning and answering, students can improve their speaking, listening, critical thinking and discussion skills.

## 4. Workshop Objectives

At the end of the workshop, students will be able to:

- 1) Create effective slides and scripts for presentations
- 2) Have more confidence in their presenting skills and ability to handle Q & A

## 5. Format

### I. Guest Instructor

Up to 6 students can sign up to attend each Guest Instructor workshop. All 6 students will come prepared and give a 10-minute presentation about their own research work. Each presentation will be followed by questions and answers and feedback from instructor and peers (20 minutes). By signing up students promise to attend the time period they have reserved for the workshop. Please see flyers for application procedures and deadlines.

### II. TMDU Instructor

Up to 4 students can sign up to each TMDU Instructor workshop session. All 4 students will come prepared and give a 10-minute presentation about their own research work. Each presentation will be followed by a 5-minute question and answer session, and feedback from instructor and peers. By signing up students promise to attend the time period they have reserved for the workshop. Presenters must supply the instructor with at least 3 questions to ask during the Q&A session. By doing so they can practice answering the kinds of questions that they anticipate the audience asking. Please see website for application procedures. Application deadline is one week before session date.

## 6. Workshop Date/Time

Students are able to apply to any/any number of workshops. Up to 4-6 students can sign up to each workshop, depending on whether it is Guest or TMDU Instructor. If applicants exceed these limits, those with

who have participated fewer times will have higher priority.

#### Guest Instructors (up to 6 students per session)

| No. | Date Time               | Topic Venue   | Instructor       |
|-----|-------------------------|---|------------------|
| 1   | 6/28 (W)<br>10:30-12:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | Professor Takata |
| 2   | 6/28 (W)<br>14:00-15:30 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | Professor Takata |
| 3   | TBD                     | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 4   | TBD                     | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 5   | TBD                     | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 6   | TBD                     | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 7   | TBD                     | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 8   | TBD                     | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 9   | TBD                     | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |

#### TMDU Instructors (up to 4 students per session)

| No. | Date Time                | Topic Venue   | Instructor    |
|-----|--------------------------|---|---------------|
| 1   | 6/15 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |
| 2   | 6/22 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |
| 3   | 6/29 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |
| 4   | 7/6 (Th)<br>15:30-17:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |
| 5   | 7/13 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |
| 6   | 7/20 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |
| 7   | 9/7 (Th)<br>15:30-17:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |
| 8   | 9/14 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |
| 9   | 9/21 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell |

#### 7. Prerequisite Reading

When reading materials are distributed or specified in advance, participants are expected to read those

materials beforehand. Preparation of own research work will be required.

#### 8. Reference Materials

To be announced before class or during individual classes, when relevant.

#### 9. Important Workshop Requirements

Students attending the workshop will be expected to arrive to class on time, participate actively and vocally during class discussions, and complete presentation slides/ in-class assignments on time.

#### 10. Availability in English

All workshop activities are in English.

#### 11. Note to Students

Both International and Japanese graduate students are welcome to apply for the workshops. Please make sure to follow the application procedures outlined in the flyers and/or program description.

Tokyo Medical and Dental University  
Graduate-School Health Sciences Leadership Program

# Effective Research Presentations

Fall 2017

*updated August 22, 2017*

## 1. Instructor(s)

### I. Guest Instructor

| Name                 | Affiliation                                    |
|----------------------|--|
| Kevin Ard, MD, MPH   | Harvard Medical School/ Instructor             |
| David Braun, MD, PhD | Harvard Medical School/ Chief Medical Resident |
| To be determined     |  |

### II. TMDU Instructor

| Name   | Affiliation                       |
|--|-----------------------------------|
| Associate Professor David Cannell, PhD<br>Associate Professor Janelle Moross, RN | TMDU, Institute of Global Affairs |

## 2. Classroom/lab

G-lab, M & D Tower, 8th floor

## 3. Workshop Purpose and Outline

The need for researchers and clinicians to make presentations in English is increasing in our globalized world. The skills learned in this course will be useful in academic conferences, patient presentations, lectures, job interviews, and other instances where you need to explain something clearly to your audience be it one or 100. Students will present their own research and get feedback from their peers as well as the workshop instructor. Through listening to others presentations and practicing questioning and answering, students can improve their speaking, listening, critical thinking and discussion skills.

## 4. Workshop Objectives

At the end of the workshop, students will be able to:

- 3) Create effective slides and scripts for presentations
- 4) Have more confidence in their presenting skills and ability to handle Q & A

## 5. Format

### III. Guest Instructor

3-6 students can sign up to attend each Guest Instructor workshop, depending on time available. Students will come prepared and give a 10-minute presentation about their own research work. Each presentation will be followed by questions and answers and feedback from instructor and peers (20 minutes). By signing up students promise to attend the time period they have reserved for the workshop. Please see flyers for application procedures and deadlines.

### IV. TMDU Instructor

Up to 2 students can sign up to each TMDU Instructor workshop session. Students will come prepared and give a 10-minute presentation about their own research work. Each presentation will be followed by a 5-minute question and answer session. Feedback from instructor concerning content, structure, and English usage will be given in the remaining time. By signing up students promise to attend the time period they have reserved for the workshop. Presenters must supply the instructor with at least 3 questions to ask during the Q&A session and submit slides for preview by the Monday before their session. Please see website for application procedures. Application deadline is one week before session date.

## 6. Workshop Date/Time

Students are able to apply to any/any number of workshops. Up to 2-6 students can sign up to each workshop, depending on whether it is Guest or TMDU Instructor. If applicants exceed these limits, those with who have participated fewer times will have higher priority.

Guest Instructors (up to 4 students per session)

| No. | Date Time                | Topic Venue   | Instructor       |
|-----|--------------------------|---|------------------|
| 1   | 10/24 (T)<br>14:00-16:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | Dr. Ard          |
| 2   | 10/25 (W)<br>15:30-16:30 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | Dr. Ard          |
| 3   | 1/23 (T)<br>14:30-16:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | Dr. Braun        |
| 4   | 1/26 (F)<br>14:30-16:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | Dr. Braun        |
| 5   | TBD                      | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 6   | TBD                      | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 7   | TBD                      | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 8   | TBD                      | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |
| 9   | TBD                      | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | To be determined |

TMDU Instructors (up to 2 students per session)

| No. | Date Time                 | Topic Venue   | Instructors                      |
|-----|---------------------------|---|----------------------------------|
| 1   | 11/9 (Th)<br>15:30-17:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 2   | 11/16 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 3   | 11/30 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 4   | 12/7 (Th)<br>15:30-17:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 5   | 12/21 (Th)<br>15:30-17:00 | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 6   | 1/11 (Th)<br>15:30-17:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 7   | 1/18 (Th)<br>15:30-17:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 8   | 2/1 (Th)<br>15:30-17:00   | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 9   | 2/8 (Th)<br>15:30-17:00   | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 10  | 2/15 (Th)<br>15:30-17:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |
| 11  | 2/22 (Th)<br>15:30-17:00  | Presentation practice and feedback<br>G-lab, M & D Tower, 8th floor | David Cannell,<br>Janelle Moross |

#### 7. Prerequisite Reading

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#### 8. Reference Materials

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#### 9. Important Workshop Requirements

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#### 10. Availability in English

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#### 11. Note to Students

Both International and Japanese graduate students are welcome to apply for the workshops. Please make sure to follow the application procedures outlined in the flyers and/or program description.