Oncology Practicum - Grading Rubric

Project-specific activities (80% of final mark, 120 hours)
- Overview
  - The supervisor is responsible for grading the project activities as listed below
  - All projects should have a grading scheme of:
    - 25% active participation in project [Appendix 5A]
    - 25% meetings and milestones [Appendix 5B]
    - 45% final report corrected by supervisor [Appendix 5C]
    - 5% final report with corrections implemented by student [Appendix 5C]
- Active Participation (25% of project mark) [Appendix 5A]
  - The expected tasks that the student will perform as an active participant in the project. At least two tasks should be listed in the *Oncology Practicum Project Proposal Form* under the "Brief description of what exactly the student will do in the project" section. It is expected that listing these will help focus the student.
- Meetings and Milestones (25% of project mark) [Appendix 5B]
  - Supervisor and student should agree on the frequency of in-person meetings during the duration of the project. A minimum frequency of once per month with the supervisor is required.
  - Supervisor and student should agree on whether meetings (at a frequency greater than the minimum) should be one-on-one, part of the supervisor's regular group meetings or part of a group of comprising other undergraduate research students.
  - Supervisor and student should agree on the anticipated milestones of the project in addition to the four required milestones listed below (at least two additional are required as these will help focus the student)
    - Literature review
    - Flowchart and half a page of bullet points outlining project plan
    - Shared online lab book detailing work done as it is done (amount of detail up to the student)
    - Skeleton of the final report to be agreed with the supervisor
- Final report (45% of project mark) [Appendix 5C]
  - The final report should use the IMRAD format
    - Introduction - The Introduction should draw on the early part of the research project, including discussions with the supervisor, any provided reading material and the literature review milestone. It should incorporate brief background information about the research question or QI initiative, a description of the supervisor's research/QI program and up to date references regarding similar studies/efforts reported in the literature.
    - Methods - The Methods section should include sufficient information for a new student to take on the research project where the current student has finished off. It should provide enough details for the new student to know what the current student has done without being overly specific. It should include at least one flowchart or an equivalent explanatory diagram or table, which should be worked on in advance with the supervisor as a milestone.

- ■ Results - The Results should detail what the student achieved during the project. A single term is usually not enough to complete a whole research or QI project. However, the student should be able to make a useful contribution to the overall program and should be able to concretely describe what that contribution is. Their description should include some narrative text accompanied by tables, figures, photos or other material as appropriate.
- ■ Discussion - The student should briefly describe how their work/findings contribute to the overall research/QI program and they should outline what the next steps. This should be written with the next student in mind, who may take on a new project where the current project has left off.
- Final report correction (5% of project mark) [Appendix 5C]
  - The student should implement the corrections of the supervisor prior to the supervisor submitting the report to the course instructor.

Non-project-specific activities (20% of final mark, 30 hours) [Appendix 5D]
- Journal club (30% of non-project-specific activities mark)
  - A journal club meeting will be held once every two weeks during the semester starting at week 2. Each student is expected to read and discuss one published article related to their project during the semester
- Presentation (40% of non-project-specific activities mark)
  - Final presentation - Each student will make one presentation about their project results at the end of the semester
- Discussions (30% of non-project-specific activities mark)
  - Participation in discussions during Journal clubs and presentations