CHEM592

Spring 2017 ***Chemistry 592 Seminar in Analytical Chemistry*** ***1 credits***

Time: Friday 03:10 PM; Seminar Chair: N.A. Wall
Location: Fulmer 438

Student Learning Outcome: Seminars are presented by graduate students, postdocs, faculty, and invited speakers in Analytical Chemistry, Environmental Chemistry, and Radiochemistry. Students will practice giving and listening to oral presentations. At the end of the course, students will have better training on oral technical presentations.

Assignments: Graduate students are required to give several talks during their academic career: 1) a talk during their first year of graduate school (preferably during Spring) on a literature subject; 2) the defense of their proposal (traditionally during Fall of the third year); 3) the defense of their degree. Students receive credits for each of these events.

Attendance by all graduate students is required. Attendees are required to fill out an evaluation for the speaker. If for any reason you will not be able to attend, you must notify the chair in advance.

Graduate students must discuss the topic of their presentation with their advisor prior to publicize the upcoming talk.

Seminar title and abstract must be submitted to the seminar chair and the department announcement coordinator at least 5 days prior to the presentation. The department announcement coordinator is Stacie Olsen-Wilkes (stacie37@wsu.edu). The abstract should be no longer than 2 pages and must include: 1. Title, 2. Your name, 3. Seminar Date, 4. A brief summary of your seminar highlighting the main results, and 5. References.

GRADE RANGES: (guaranteed minimum grade), based on seminar evaluations

94% A 90% A- 87% B+ 83% B 80% B- 77% C+ 73% C 70% C-
67% D+ 63% D below 62% F

Academic Integrity: Cheating or plagiarism of any form will not be tolerated. Cheating includes, but is not limited to: copying work or allowing your work to be copied; use of unauthorized material at exams, any communication between students during an exam, and actively looking at another student's paper during an exam. All incidences of cheating will be reported to the Office of Student Affairs. The first incidence of cheating will result in a score of zero for that assignment or exam, a second incident of cheating will result in an F for the course and possible dismissal from the University. Definitions and the processes to be used for handling complaints related to academic dishonesty are presentedat http://conduct.wsu.edu/AI.

Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please either visit or call the Access Center (Washington Building 217; 509-335-3417) to schedule an appointment with an Access Advisor. All accommodations MUST be approved through the Access Center. For more information contact a Disability Specialist http://accesscenter.wsu.edu, or Access.Center@wsu.edu

Classroom Safety Information: Classroom and campus safety are of paramount importance at Washington State University, and are the shared responsibility of the entire campus population. WSU urges students to follow the "**Alert, Assess, Act**," protocol for all types of emergencies and the "Run, Hide, Fight" response for an active shooter incident. Remain **ALERT** (through direct observation or emergency notification), **ASSESS** your specific situation, and **ACT** in the most appropriate way to assure your own safety (and the safety of others if you are able). Please sign up for emergency alerts on your account at MyWSU. For more information on this subject, campus safety, and related topics, please view the FBI's Run, Hide, Fight video and visit the WSU safety portal.

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ADVICE TO SEMINAR SPEAKERS

Be sure to give a clear and comprehensive introduction – most of us are not experts in your field.

SUGGESTED TEXTS:

- *The Craft of Scientific Presentations* by Michael Alley
- *Talk Like TED* by Carmine Gallo

FOCUS AND DEVELOPMENT: The presentation should have a clear central idea. The central idea should be accurately and logically developed. The reasoning should lead to appropriate conclusions. Error analysis are to be included.
ORGANIZATION: The idea should be clearly presented. The audience must be able to follow the logic (One technique is to follow an outline format.)
MECHANICS: Appropriate standards of grammar, audibility, enunciation, and legibility must be used. The audience must be able to hear the speaker, understand the speaker, and read the slides. No more than 1 slide/minute should be used.
DICTION: Good communication requires effective use of language. The speaker should use accurate words and coherent sentences. Likewise, numerical values should include appropriate units, and equations should use customary symbols.
AUTHORSHIP: The speaker should adopt a stance, which is clear, consistent, and appropriate to the audience. The speaker will treat the audience respectfully, be receptive to questions.
SCHOLARSHIP: The speaker will give credit to the original authors of ideas presented. Citing appropriate reference that establish the background of the subject is crucial.
VISUAL-AID PREPARATIONS: The speaker will prepare visual materials carefully, without too much information on slides. Be sure to try out the projector, microphone, and pointer in advance.
PRACTICE! It is crucial to practice talks in front of one research group and other students or faculty as often as it takes to perfect the talk. The benefits of practicing a talk out loud in front of a live audience cannot be overemphasized. The speaker will also be prepared for questions after the talk. The talk should be 40 minutes long (equivalent to 40 slides at most), plus questions.
SEMINAR DAY PREPARATIONS: On the day of the talk, it is the speaker responsibility to gather all necessary materials such as projectors, microphone, pointer, and make sure they work properly. The speaker advisor will introduce the speaker at the beginning of your seminar; the advisor will also moderate the question sessions.
AFTERWARDS: The speaker will receive the evaluation forms and meet with their advisor to discuss the performance. The positive and negative aspects of the presentation will be discussed based upon faculty comments so that the seminar can be a learning experience to prepare for future scientific talks.

CHEM 592
Seminar in Analytical Chemistry

Seminar Evaluation

Presenter's Name: _____

Presenter's Title: _____

Rating:

_____ ***Content***:
(5 points max)

Also please write specific comments on:
Background material
Technical level / Technical merit / Technical detail
Experimental detail
Legibility of overheads, data presented
Conclusions supported by data presented
Related work to broader scientific context

If paper from literature is presented, paper was distributed in sufficient time for you to read & review ahead of time.

_____ ***Organization***:
(5 points max)

Also please write specific comments on:
Outlined goals, objectives, hypotheses
Logical organization / explanation
Sufficient summary and conclusions

_____ ***Presentation Style***:
(5 points max)

Also please write specific comments on:
Speaker was clearly audible, effective use of spoken English
Effective use of presentation tools / PowerPoint, etc.
Speaker effectively "managed" the audience
Questions were answered effectively
Disruptive or annoying mannerisms
Overall length of seminar was appropriate

_____ ***OVERALL RATING*** (SUM OF THE THREE CATEGORIES ABOVE):
(15 points max)

Additional Comments (can use top, back side of page):

Bottom will be detached before returning to speaker

Reviewer Name: _____
Today's Date: _____