

**Fall 2017****Chemistry 592 Seminar in Analytical Chemistry****1 credits**Time: Friday 03:10PM (Occasionally 02:10PM)Location: Fulmer 438Seminar Chair: N.A. Wall

Fulmer 628

335-8917    nawall@wsu.edu

Office hours: N/A

Required materials and fees: nonePrerequisite: none.

Student Learning Outcome: Graduate students, postdocs, faculty, and invited speakers present seminars 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.

Expectation for Student Effort: 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 Analytical Chemistry Division 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](mailto: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.

Attendees are required to fill out an evaluation form for each CHEM592 presentation, to provide constructive critics to the speaker. Evaluation forms will be reviewed. Unproductive comments (including, but not restricted to slandering) will not be tolerated. See the Academic Integrity section below.

Week-To-Week Course Outline: CHEM592 schedule is available on the Department event calendar at <https://chem.wsu.edu/events/>.

Attendance Policy: All graduate students currently enrolled in the Analytical Chemistry are required to attend each CHEM592 seminar. Attendance will be verified through the evaluation form that each attendant is to fill out.

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					

WSU Reasonable Accommodation: 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 [Pullman] or Disability Services at Pullman campus to schedule an appointment with an Access Advisor. All accommodations MUST be approved through the Access Center or Disability Services. For more information contact a Disability Specialist on your home campus.”

Pullman or WSU Online: 509-335-3417, Washington Building 217; <http://accesscenter.wsu.edu>, [Access.Center@wsu.edu](mailto:Access.Center@wsu.edu)

Graduate-level courses: Faculty may also use the statement available on the GSC website:

<https://gradschool.wsu.edu/rights-and-responsibilities/>

**Academic Integrity:** Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU's Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) will *fail the course*, will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Student Conduct.

Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions of cheating:

<http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010>. If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding.

If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at [conduct.wsu.edu](http://conduct.wsu.edu).

This particular course requires attendees to fill out an evaluation form for provide feedbacks to the speaker. Students who provide unproductive comments, including but not restricted to slandering, will fail this particular assignment and will be contacted by the instructor to discuss the comments. A second offence will be reported to the Office of Student Conduct.

**Disruptive behavior:** Behavior that persistently or flagrantly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. A student responsible for disruptive behavior may be asked to leave class pending discussion and resolution of the problem and may be reported to the Office of Student Standards and Accountability.

**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](#).

## ADVICE TO SEMINAR SPEAKERS

**Make 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**

**Note:** Comments must remain professional. The professor will read the evaluations and will address improper comments, unfounded criticisms, or non-constructive remarks with the evaluator in question.

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

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Reviewer Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_