

# GRADUATE SEMINAR GUIDELINES

## Ph.D. Program

In addition to the regular requirements (e.g., course work, 48 hours, dissertation, qualifier exam, preliminary exam, and defense), Ph.D. students are required to present twice at the department seminar. The seminars are to test the ability of students to communicate their scientific ideas and data concisely and cohesively via oral presentations. In order to facilitate the development of this skill for graduate students, the Department of Chemical and Biological Engineering have provided the following guidelines.

### Seminar #1

**Topics:** Seminar #1 should be delivered within the first year of joining the program. The goal of the seminar is to help the student to gain a big picture understanding of their projects and develop a habit of reading research articles. The student is expected to give an overview of their project, including background review, justification of the research methodologies, and their research plan with some preliminary research results. The research data is not expected to be >40% of the content of the presentation.

**Time:** The first seminar should take place within the first year of your Ph.D. study.

**Credit:** The student should register for the one-hour CHE 595 seminar course.

**Scheduling:** Reserve your seminar date within the first week of the semester by communicating with the seminar coordinator.

### **Presentation format:**

- PowerPoint presentation is required, and the student is responsible for preparing any materials necessary for the talk.
- The length of the talk should be approximately 20 minutes (15 minute presentation with up to 5 minutes for questions).
- The talk should be delivered in a professional manner.
- Graphics and text should be clear and readable from all parts of the room.

**Grading:** Your grade will be assigned by the seminar coordinator.

### Seminar #2

**Topics:** Seminar #2 should take place after the preliminary exam and prior to the final defense. The goal is to test the students' understanding of their research projects and skills in data analysis, professional presentation of research data, and of answering questions related to their project. The student is required to provide a research update with the majority of the presentation focused on previously completed research projects.

**Time:** The second seminar should take place after preliminary exam and prior to final defense

**Credit:** The student should register for the one-hour CHE **695** seminar course.

**Scheduling:** Reserve your seminar date within the first week of the semester by communicating with the seminar coordinator.

**Presentation format:**

- PowerPoint presentations is required, and the student is responsible for preparing any materials necessary for the talk.
- The length of the talk should be approximately 20 minutes, with up to five minutes additional for questions (25 minutes total).
- The talk should be delivered in a professional manner.
- Graphics and text should be clear and readable from all parts of the room.

**Grading:** Your grade will be assigned by the seminar coordinator.

**General Notes:**

- Prepare and rehearse your presentation prior to the seminar date.
- Practice in front of other graduate students, your supervising professor, your research advisor, etc., to polish your talk and responses to anticipated questions.
- All material (including graphics) drawn from outside sources must be properly acknowledged! Failure to do so constitutes academic misconduct.
- Arrive on time.
- Stay until the end of the seminar and pay attention to your peers presentations (respect each other's work)

If you cannot present, you must make arrangements with the seminar coordinator two weeks prior to the presentation. Failure to do so can result in a grade of "F" for the course.