Syllabus (Spring 2016)
CH5900 – Chemistry Graduate Seminar
Department of Chemistry, Michigan Technological University

Time and Place
Monday 03:05 PM-03:55 PM; Chemistry Building 101 and Library 242

Instructor
Dr. Shiyue Fang
Tel: 487-2023, Email: shifang@mtu.edu

Online Tool
Canvas and google drive

Office Hours
By appointment or stop by my office at any time.

Course Description
Develop or improve graduate level chemistry professional skills including those for giving seminar presentation, writing abstract, preparing poster presentation and evaluating other’s presentations. In addition, citation searching, controlled vocabulary, Web of Science, SciFinder, and PubMed will also be discussed.

Your Specific Tasks and Score Assignments
(1) Attend the classes including that in the library (30 points)
(2) Give an oral presentation (20 points)
(3) Write an abstract of your oral presentation (10 points)
(4) Present a poster presentation (20 points)
(5) Evaluate others’ oral presentation and its abstract (10 points)
(6) Evaluate others’ poster presentation (10 points)

Details of Your Tasks and Score Assignments
(1) Attend the classes including that in the library (30 points): I will record your attendance, and you only need to show up and do not need to pay attention on this. The points will be equally spread out to all the classes in the semester. Coming late or leaving early may not be counted as presence. If you cannot come to a class, you will have to obtain permission before the class by sending an email to me.

(2) Give an oral presentation (20 points): The slides needs to be uploaded into Google Drive and shared with the class and me before your presentation and remain there for the semester. I will show you how to share documents in Google Drive. The presentation can be based on your research project, a research article by your research group, a research article in your research area, or a research article from an area of your interest. Your points will be based on your classmates’ evaluation (see evaluation form below) and my judgement. Normally, presentation quality is heavily based on scientific merit, but for this class it is different because we are practicing presentation skills. So, besides selecting a good topic/article, your main focus will be on presenting clearly and concisely. Your presenting time will be 30 minutes plus ~15 minutes for questions, going over your slides for improvement, and scoring by your classmates. Suggestions: No typos, no grammatical mistakes, slides clearly seen by audience (reasonable font size), concise, not too much words in slides, use graphics and pictures, number slides
for easy Q&A. Follow the presenting sequence of introduction/background, question to answer (aim), approaches and results, and conclusions. In the sequence, answer the following questions as much as you can. What is the state of the art before the work is/was done? What is the question to be answered? Why this question has to be answered (significance)? How the work is/was done (approach)? What are the results? How did the results answer the questions?

(3) **Write an abstract of your oral presentation (10 points):** The abstract must be uploaded into Google Drive and shared with the class and me before your presentation and remains there for the semester. The abstract should be 300-500 words. No reference, figure and any other graphics should be used. It should be fully self-contained. For students who choose to present a published paper, the abstract must be different from that of the original paper (I know this is tricky, so you need to write it without looking at the abstract from the authors). Your abstract will be scored by your classmates along with your presentation (see evaluation form below) and my judgement. Pay attention on typos, and grammatical mistakes. Describe the following clearly: Motivation (or background and purpose), Problem, Approach, Results, and Conclusions.

(4) **Present a poster presentation (20 points):** The poster must be uploaded into Google Drive and shared with the class and me before your presentation and remains there for the semester. The content of the poster can be the same as (or different from) your oral presentation. This semester, the class is small, so you do not need to print the poster. We will use the projector in this room for your presentation (10 min each). Your score will be based on your classmates’ evaluation (see evaluation form below) and my judgement. A poster normally contains the following sections: Title, author names, contact information, abstract (should be shorter than your oral presentation abstract), introduction, materials and methods, results, conclusions, and references. However, do not feel restricted with the norms. Some tips: keep it simple, don't overload with text, summarize information briefly, use bulleted lists whenever possible, use graphics instead of words, use charts and graphs wherever possible instead of tables or text.

(5) **Evaluate others’ oral presentation and its abstract (10 points):** Your evaluation form (word file) must be submitted to me by email within two days after the presentation (Monday 11:45 pm). Do not share your evaluation with the class. You will evaluate other students’ oral presentations and their abstracts using the evaluation form (see below). Your points from this part will be based on participation, the suitability of the score you give to the presenter, and the quality of comments. I will assign the score to you. One day late will reduce 3 points and so on. Your comments (not scores) you give to the presenter will be passed on to the presenter **anonymously.** To make suitable comments, pay attention on the suggestions on abstract and presentation described above. For scoring, if you feel the student take the task seriously, followed the suggestions described above fairly well, and there are not many typos and grammatical mistakes, 10 points can be awarded. If you feel the student did not take this seriously, the quality is too poor, or there are quite some mistakes, do not hesitate to assign a low score including zero. It is important for you to keep your scoring standard consistent (rather than following your classmate’s standard) in the entire semester. High or low standard itself does not matter too much because I can adjust the grading standard at the end of the semester. Your points from the evaluation will be assigned at the end of the semester because I need to see if you kept your standard consistent or not. For example, if everyone else scored one particular presentation lower than others while you scored that presentation the highest, I will give a low point to you. Again, absolute scores you give to presentations are not important. Keeping your standard consistent and being fair are critical.

(6) **Evaluate others’ poster presentation (10 points):** Your evaluation form (word file) must be submitted to me by email before April 22 (11:45 pm). Do not share your evaluation with the class. You will evaluate other students’ poster presentations using the evaluation form (see below). Your points from this part will be based on participation, the suitability of the score you give to the presenter, and the quality of
comments. I will assign the score to you. Late submission will not be accepted. Your comments (not scores) you give to the presenter will be passed on to the presenter anonymously. To make suitable comments, pay attention on the suggestions on poster presentation described above. For scoring tips, see above.

Grade Calculation

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>AB</td>
<td>86-92</td>
<td>3.50</td>
<td>Very good</td>
</tr>
<tr>
<td>B</td>
<td>80-85</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>BC</td>
<td>75-79</td>
<td>2.50</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>CD</td>
<td>65-69</td>
<td>1.50</td>
<td>Below average</td>
</tr>
<tr>
<td>D</td>
<td>55-64</td>
<td>1.00</td>
<td>Inferior</td>
</tr>
<tr>
<td>F</td>
<td>&lt;55</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

I: Incomplete; given only when a student is unable to complete a segment of the course because of circumstances that are beyond the student’s control.

It is important to note: I may lower the standard at the end of the semester. I will not increase the standard.

University Policies

Academic Integrity: [http://www.mtu.edu/dean/conduct/policy/academic-integrity/](http://www.mtu.edu/dean/conduct/policy/academic-integrity/)
Affirmative Action: [http://www.admin.mtu.edu/aa/] (http://www.admin.mtu.edu/aa/
Disability Services: [http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability](http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability)

Email Addresses of the Class

Vagarshak Begoyan, vbegoyan
Mingxi Fang, mfang
Ergun Kara, ekara
Christina Welch, cjwelch
Shuai Xia, shuaix
Alex Ye, haihangy
Bay Zhang, bayzhang
Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 11</td>
<td>Course introduction, student introduction, go over syllabus</td>
</tr>
<tr>
<td>2</td>
<td>Jan 18</td>
<td>MLK Day, no class</td>
</tr>
<tr>
<td>3</td>
<td>Jan 25</td>
<td>Continue to go over syllabus, assign presenting schedule, and discuss presentation skills.</td>
</tr>
<tr>
<td>4</td>
<td>Feb 1</td>
<td>Meet Sarah Lucchesi, Associate Director for Education and Research, in the library in room 242. Citation searching, controlled vocabulary, Web of Science, SciFinder, and PubMed will also be discussed</td>
</tr>
<tr>
<td>5</td>
<td>Feb 8</td>
<td>Vagarshak Begoyan, oral presentation, 30 min</td>
</tr>
<tr>
<td>6</td>
<td>Feb 15</td>
<td>Mingxi Fang, oral presentation, 30 min</td>
</tr>
<tr>
<td>7</td>
<td>Feb 22</td>
<td>Ergun Kara, oral presentation, 30 min</td>
</tr>
<tr>
<td>8</td>
<td>Feb 29</td>
<td>Christina Welch, oral presentation, 30 min</td>
</tr>
<tr>
<td></td>
<td>Mar 7</td>
<td>Spring Break, no class</td>
</tr>
<tr>
<td>9</td>
<td>Mar 14</td>
<td>Shuai Xia, oral presentation, 30 min</td>
</tr>
<tr>
<td>10</td>
<td>Mar 21</td>
<td>Alex Ye, oral presentation, 30 min</td>
</tr>
<tr>
<td>11</td>
<td>Mar 28</td>
<td>Bay Zhang, oral presentation, 30 min</td>
</tr>
<tr>
<td>12</td>
<td>Apr 4</td>
<td>Poster Presentation, Bay Zhang, Alex Ye, Shuai Xia, and Christina Welch, each 10 min</td>
</tr>
<tr>
<td>13</td>
<td>Apr 11</td>
<td>Poster Presentation, Ergun Kara, Mingxi Fang, and Vagarshak Begoyan, each 10 min</td>
</tr>
<tr>
<td>14</td>
<td>Apr 18</td>
<td>TBA. Finish and submit the poster presentation evaluations</td>
</tr>
<tr>
<td>15</td>
<td>Apr 25</td>
<td>Final week, no class</td>
</tr>
</tbody>
</table>

Note:

1. Oral presentation abstract and slides need to be uploaded into Google Drive and shared with the class and me before the presentation and remain there for the semester

2. The due time of oral presentation evaluation (including abstract evaluation) is two days after the presentation (Monday 11:45 pm). Send the word file to me by email. One day late will reduce 3 points and so on

3. Posters should be uploaded into Google Drive and shared with the class and me before the presentation, and remain there for the semester

4. The due time of poster presentation evaluation is April 22 (11:45 pm). Send the word file to me by email. Late submission will not be accepted
YOUR NAME: (Please Print): __________________________

SPEAKER’S NAME (Please Print): __________________________

Please note that your comments (not scores) will be passed on to the person you are reviewing (anonymously) and that the quality of your review will be used by me to decide how many points to award you, the reviewer. For tips on scoring and comments, see syllabus.

1. Quality of Abstract: You may give a score between 0 – 10 points.
   
   _______ Points

2. Quality of Oral Presentation: You may give a score between 0 – 10 points.
   
   _______ Points

3. Quality of slides. You may give a score between 0 – 10 points.
   
   _______ Points

Add comments you wish to be passed on to the presenter (anonymously).
YOUR NAME: (Please Print): _________________________

SPEAKER’S NAME (Please Print): _________________________

Please note that your comments (not scores) will be passed on to the person you are reviewing (anonymously) and that the quality of your review will be used by me to decide how many points to award you, the reviewer. For tips on scoring and comments, see syllabus.

1. Quality of Oral Presentation of the Poster: You may give a score between 0 – 10 points.

          _______Points

2. Quality of the Poster. You may give a score between 0 – 10 points.

          _______Points

Add comments you wish to be passed on to the presenter (anonymously).