

Seminar Coordinator: Dr. Art van der Est

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Brief Summary of CHEM 5P95 Requirements: Attendance at a minimum of 10 seminars plus the presentation of a seminar by the students. Students maintain continuous registration in CHEM 5P95 until both requirements are met.

Location/Time of CHEM/BTEC 5P95 seminars: CRN 550, Thursdays 12.00-13.30; this is also the timeslot for the BTEC 5P95 graduate seminar series. Attendance at any CHEM 5P95 or BTEC 5P95 seminar, as well as the Chemistry Departmental seminar series, contributes towards the total seminar attendance count.

See the Chemistry departmental website for a list of current speakers and any alterations to the normal seminar schedule held on Fridays. Graduate students are notified by email of all upcoming seminar presentations, CHEM 5P95, 7P95 and departmental seminars. Graduate students can contact Beulah Alexander at baalexander@brocku.ca to ensure that they are on the email list.

Timeline – Both MSc and PhD students register in CHEM 5P95 upon entering their programs. It is anticipated that MSc students will normally complete CHEM 5P95 within three consecutive terms in which the course is being offered. It is anticipated that PhD students will normally complete CHEM 5P95 within two consecutive terms in which the course is being offered. Upon completion of both seminar attendance and seminar presentation of CHEM 5P95, PhD students then proceed to register in CHEM 7P95.

Signing up for your seminar: Students should first consult their supervisory committee and obtain approval for a topic prior to choosing a date. It is important that your committee members attend your seminar. Make sure they are available on the date you choose. It is the student's responsibility to inform his/her supervisory committee about his/her seminar day and time. Once the student's supervisory committee has approved the title for the seminar, the title should be forwarded to the seminar coordinator so that the seminar can be advertised. Students can then use the sign-up tool on Sakai to reserve a slot. Students are not normally allowed to schedule their seminars outside the period in which undergraduate classes are scheduled as listed in the academic timetable.

Course objectives

1. **Attendance:** Graduate students are expected to attend all seminars given by invitees to the departmental seminar series as well as the CHEM 5P95 and 7P95 seminars presented by chemistry graduate students. Graduate students need to make sure their attendance is recorded by signing the sheet provided by the seminar coordinator. Students must attend **a minimum of 10 seminars** in order to successfully complete the seminar attendance part of the course.
2. **Seminar Presentation:** The seminar talk should be 45 minutes in length on a research topic approved by the candidates' supervisory committee. **The topic must not be on your own research area.** Candidates should be prepared for a ten-minute period of discussion and questions from the audience and members of the supervisory committee immediately following the seminar. The seminar should be prepared at a suitable level for a broad audience who are not necessarily experts for the chosen topic.

Academic Integrity

Every student must be aware of Brock's Academic Integrity policy. A link to the Academic Integrity policy as stated in the Graduate Calendar is here:

<http://www.brocku.ca/webcal/2015/graduate/acad.html - sec44>

and a link to the university website on the Academic Integrity Policy is here:

<https://www.brocku.ca/academic-integrity>

Students are reminded that using other authors' work figures, tables, text without appropriate acknowledgement and citation is a violation of the academic integrity policy.

Important: In your seminar you will normally use figures and diagrams taken from the literature. Each diagram **must have a caption stating: "Figure taken from:"** and the reference to the article, paper, website where the material was obtained.

Marking Scheme

A CR (Credit) or NC (No-Credit) grade will be awarded for this course. Students must pass **both parts** of the course (attendance and seminar) in order to be awarded a credit.

The breakdown of the final grade is as follows:

Attendance – Pass attendance at 10 or more seminars or **Fail** attendance at fewer than 10 seminars.

Seminar – Pass or Fail. For the seminar, the passing grade is 70% or above.

Breakdown of marks awarded for the 40 minute seminar: There will not be any numerical marks, but instead an "A", "B", "C", or "lower" mark will be assigned to the student for the below three categories. Note that an overall mark "C" denotes to "Fail" of the course.

1. PowerPoint slides – Marks will be awarded for the clarity of the slides. Has the topic been referenced adequately and correctly? Is the style and content of the slides appropriate?

2. Presentation – Marks are awarded for the quality of the presentation, which includes the clarity of the speaking and the ability to address the topic in a logical and thorough manner at an appropriate scientific level. Has the candidate addressed the topic given in the title of the presentation? Has the candidate presented the research topic in a timely fashion?

3. Ability to handle questions and the discussion section. Has the candidate demonstrated a knowledge and broad understanding of the topic? Is the candidate able to think critically and participate in the discussion?

Assessment of Seminar

The seminar will be graded by each member of the supervisory committee. If a member of the committee is absent; the seminar coordinator will either seek a suitable replacement or step in as a replacement member of the committee and evaluate the students' performance. The median grade awarded by the members of the supervisory committee will be calculated and awarded as the final grade for the seminar. The marks and comments awarded by each member of the supervisory committee will be communicated to students after the seminar. Members of the audience will also be invited to write and submit constructive comments regarding the content and delivery of the seminar. All feedback will be collected by the seminar coordinator and made available to the student.

A sample of the mark sheet used to the supervisory committee is provided below:

Mark sheet for CHEM 5P95/7P95 - Graduate Seminar I/II

On completion please hand in to the seminar coordinator.

Candidate's Name -----

Date -----

Seminar Title-----

Supervisory Committee members name -----

Please award a non-numerical grade considering the following criteria

1. Slides

A B C lower

Award a mark assessing the content, subject matter, clarity and appropriateness of the slides presented. Please circle which is appropriate.

2. Presentation, content and subject matter

A B C lower

Award a mark assessing the clarity of the delivery, ability to address the topic, appropriate scientific level and timeliness of the presentation. Please circle which is appropriate.

3. Ability to handle questions and participate in a discussion

A B C lower

Award a mark assessing how competently the candidate is able to respond to questions and participate in any discussion related to the research topic. Please circle which is appropriate.

Total seminar component grade awarded

A B C lower

Please circle which is appropriate

PASS / FAIL

(Please note that students are required to receive a grade of "A" or "B" in order to pass a graduate course)

Additional notes/comments you wish to share with the candidate

Penalties

Attendance

1. Graduate students are expected to attend all departmental seminars and seminars held by other graduate students. If a graduate student is absent for an extended period of time during the fall or winter semester it is his/her responsibility to inform the seminar coordinator. A medical certificate will be required if a student is consistently absent from the seminar series due to illness. Should a student spend a semester as an exchange student at another University it is his/her responsibility to inform the seminar coordinator and make arrangements to attend research seminars at the host University. The number of seminars attended, specified in a letter from the supervisor at the host institution, will be required.

Seminar

1. Students who speak for considerably less or more than 45±5 minutes will be penalized.
2. If the members of the supervisory committee consider the seminar to be problematic and/or below standard, the student will be asked to repeat the seminar, normally on the same topic.
3. If the student has repeated the seminar and the grade awarded is still C or lower, the student will receive a Non Credit (NC) grade for the course.
4. If the student fails to show up to present his/her seminar without due notice and there are no extenuating circumstances, then the student will be awarded a Non Credit (NC) grade for the course. Students are required to give the seminar coordinator and members of their supervisory committee at least one-week notice if they wish to cancel their seminar.