

Chemistry 7800: Org/Inorg Seminar Spring 2019

Organizer:

Dr. Tom Chang

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Meeting Time/Place: F 3:30 – 5:20 pm, Widtsoe 330

Learning Objectives

1. Learn how to conduct scientific presentation that can convey your idea and leave a strong impression on your audience.
2. Learn how to design professional slides.
3. Learn how to speak confidently in front of audience of diverse background.
4. Learn how to response to the question following your presentation.

Recommended Time Span:

Presentation: 40-45 min.

Question and discussion: 10-15 min.

Criteria for Pass or Fail

1. Participation of the seminar

a. Duties of Discussion leader

- Prior to the seminar, you should check and pay attention to the room light and the visibility of speaker's slides from the back of the room.
- For the introduction of speaker, you should know your speaker beyond what group and year he or she is in.
- For time management, you should be flexible on the question and discussion following the seminar, and be prepared to ask question if needed.

Points will be assigned as following after each seminar: 2 points for good management; 1 point for management that needs some improvement; and 0 point for poor management.

b. Asking question following the seminar

- Students are expected to ask at least **five** questions in this course.
- Same student is allowed to ask more than one question in each seminar.

Points will be assigned as following after each seminar: 2 points for good question; 1 point for question that appears to be pre-arranged; and 0 point for no question.

c. Attendance

Every student is required to attend the seminar on time. No excuse absence will result in point deduction (-5 points each time).

You need to have at least 12 points to be qualified for a “pass” consideration in conjunction with your seminar presentation.

2. Your seminar presentation

Faculty will discuss your performance, including, but not limited to, presentation, slide design, answering question. Feedback will be provided immediately followed the discussion. If your presentation is deemed unsatisfactory, you may be required to re-present your seminar full or in-part pending on the recommendation made by faculty.

Here are some guidelines for getting a “pass” grade from the org/inorg seminar:

1. Preparation for your presentation.

- a. Know the general background of your audience. Do some homework and simple investigation. Construct your presentation that can best accommodate the broad background of the audience.
- b. Give a completed story and expect questions from people who may not be familiar with your research project.
- c. Know the time you have and be flexible to shorten or extend your presentation without being a hassle for your audience.
- d. Make the subtitle of each slide “self-explanatory” that summarizes the content of this slide.
- e. Make the information of each slide “mind-ready” so audience can easily get the key info you wish to convey. Know all the information you plan to present. Avoid placing information that you will not discuss.
- f. Be aware how the color or background will appear in the projector.
- g. Check if the spot or laser pointer is too small to see by the audience in the back.
- h. Check the layout of the room so it will suit your presentation style (stay behind the podium or walk around).
- i. Practice at least twice with your group members or friends.

2. During your seminar presentation:

- a. Maintain eye contact with your audience.
- b. Avoid being monotonic. Try to emphasize on exciting or important finding or information.
- c. Feel free to give audience your thought or opinion.
- d. Maintain adequate speed of your talk.

3. Answering question following your seminar:

- a. Be sure that you understand the question before answering. Ask for repeating question if necessary.

- b. Do not be afraid to say “I don’t know the answer.” However, you should keep this to a minimum.
- c. Compliment the question adequately but not excessively.