



acceptable. Also, you can use a review article as a springboard to explore a related subject not covered by the article. Beware, faculty are pretty savvy at sniffing out a presentation that has relied mostly on one review article.

### **Written Paper**

The talk's accompanying paper (the "synopsis") should essentially be a summary of the talk. For Chemistry 381, you should shoot to have the text be approximately 1000 words, which when





**Questions**

You will most likely be asked a few questions after your talk. You should view the questions as a compliment: the person asking was interested enough to want more information. It is also a chance to clarify any points which may have not been presented clearly. Only rarely is the questioner checking up on your knowledge.

Your response to questions should be thoughtful and honest. There are two extremes to be avoided. If there is a question for which you don't have a prepared answer, don't panic and say you don't know. On the other hand, feeling that an answer should always be given, the speaker may ramble on and give an answer which is unrelated to the question. Instead, when a question is asked, make sure you know what the person is asking you; think about it for a few seconds if necessary. Don't be afraid to speculate, but indicate that this is the case if you are doing so. If you are totally lost, don't be afraid to admit you don't know. None of us knows everything!

**Evaluation**

The chemistry faculty will discuss your presentation, using a categorized, standard form. Each faculty member will also assign a letter grade to your overall performance. The faculty will judge the presentation according to, roughly, the following scheme:

- (1) Written Paper (organization, clarity, use of language) - 20%
- (2) Content (depth of knowledge and scope) - 40%
- (3) Presentation (slides, organization, continuity, speaking style, etc.) - 40%

At the end of the semester you need to make an appointment with me to discuss your seminar performance. I will supply you with a written summary of the faculty's comments and resulting grade. The summary will include constructive criticism as well as highlight areas in which improvements can be made. The final grade is calculated by averaging the grades given by each of the faculty members present at your seminar.

## **2015 Schedule**

BYP = Before Your Presentation