1. Course Overview

All students enrolled in CHM 5000 and 5001 will give one seminar before or during the semester enrolled in 5001 after enrolling in CHM 5000 for three semesters. Students enrolled in CHM 5000 and CHM 5001 must attend all seminars in each semester. Each student will be assisted in the seminar preparation by a faculty coach, chosen with the approval of the coach and the seminar instructor.

2. Attendance

All students enrolled in CHM 5000 and 5001 are required to attend ALL Monday and Wednesday seminars (including those presented by outside speakers).

The department has adopted the following attendance policy for the seminar courses:

- Each unexcused absence above the allowed eight in the four semesters enrolled in 5000 & 5001 will result in a one letter grade deduction from the final grade.
- Students in 5000 get a grade of “Audit”; however, the unexcused absence penalty will be carried over to the term in which a letter grade for the seminar is given.
- An unexcused absence for the seminar immediately preceding or following a University holiday will count as two absences.
- Gross inattention during seminars or habitual lateness will count as an unexcused absence.
- Excused absences must be arranged before the class in question.
- In an emergency, the student must make a good faith effort to contact the instructor as soon after the missed class as possible.
- For an absence to be excused, the student must provide acceptable documentation (e.g., a statement from the Health Service or a physician in the case of illness).
3. Seminar protocol

- All students attending seminar should sit in the **front three or four rows** of room 4157 or 1205 (Phipps).
- During the question and answer session, students will be given the first opportunity to ask questions.
- Sleeping, reading the newspaper, talking etc. are unacceptable behavior and will be treated as gross inattention (see above).

4. Scheduling

- Student seminars will begin after the outside speakers.
- Student seminar dates will be chosen by credit status.
- Graduate students will be expected to present their seminars during their third semester of enrollment in the Master's program.
- **Coach assignments** must be turned in to Dr. Peebles by 5 PM by **Monday, January 29th, 2007** to avoid a grading penalty.
- **Titles** for ALL seminars for the Spring semester (which require coach approval) are due to Dr. Peebles by 5 PM on **Monday, February 5th, 2007**. Late titles will be subject to grading penalties.
- Your abstract is due by 5 PM the Monday or Wednesday **one week prior to your seminar**. One typed copy (ready for photocopying) should be provided to Dr. Peebles after your coach has approved it. Late abstracts will be subject to grading penalties.

5. Abstracts

- Your abstract should be of the form shown by the attached example.
- The body of the abstract should briefly summarize your presentation. This should include a brief overview of the field that you are concentrating on in addition to some specifics about what you will be presenting.
- References should be written in the style recommended for American Chemical Society journals.
- The references listed must include **at least two** published in the last five years (2002 to 2007) and **at least one** of those must be a primary journal article.

6. Seminar Length

- Seminars given by graduate students in CHM 5001 should be **at least 40 minutes and not more than 50 minutes** in length.
• Grading penalties will be assessed for seminars that are outside of these ranges.
• If the seminar length is less than 30 minutes, the student will automatically need to repeat the seminar on a different topic.

7. Grading
• Faculty in attendance at each seminar will be asked to complete an evaluation form after completion of the presentation. These forms will be collected by the seminar instructor and eventually forwarded to the faculty coach for discussion with the student.
• Your faculty coach will be asked to assign you a grade that takes into account your presentation as well as aspects of the preparation, such as keeping appointments, and the amount of time and effort invested.
• These evaluations will be weighted as follows in determining a student's grade:
  - Coach's evaluation: 1/3
  - Faculty evaluations: 2/3
• The final grade also depends on the penalties accumulated by unexcused absences, missed deadlines, and seminar length (refer to sections 2, 4, & 6 above). For each unexcused absence, points equivalent to a letter grade will be deducted from your course grade. In addition, for each missed deadline, points equivalent to a half-letter grade will be deducted from your course grade.
• Note that one of the questions on the faculty evaluation form asks the faculty to decide whether you must repeat a seminar. If you must repeat the seminar, it cannot be on the same topic. Ensure that the quality of your seminar is sufficient that you do not need to do another one!