1. Course Overview

All students enrolled in CHM 3000, 3001, 4000, and 4001 will give one seminar during one of the two semesters enrolled in 3000 & 3001 or 4000 & 4001 and must attend all other seminars. Each student will be assisted in the seminar preparation by a faculty coach, chosen with the approval of the coach and the seminar instructor. The junior seminar is given on a topic from the chemical literature. The senior seminar may also be given on a topic from the chemical literature, but will be in greater depth than a junior seminar. The senior seminar may also be given on a topic which incorporates chemical research that the student has performed. The research thesis advisor must give permission for the latter.

2. Attendance

All students enrolled in CHM 3000, 3001, 4000, and 4001 are required to attend all Monday and Wednesday seminars (including those presented by outside speakers).

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

- More than three unexcused absences in two semesters or more than two in one semester will result in a letter grade deduction from the final grade.
- Students in 3000 and 4000 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 rows of 4157 or Phipps (1205).
• During the question and answer session, students will be given the first opportunity to ask questions.

4. **Scheduling**

• Students enrolled in CHM4000 and CHM4001 will be expected to present their seminars during the Fall semester. Students enrolled in CHM3000 and CHM3001 will be expected to present their seminars during the Spring semester.

• Student seminar dates will be chosen by credit status.

• For 3000/3001 students, field of topic also will be determined by consultation with seminar coordinator.

• **Coach assignments** must be turned in to Dr. Peebles by 5 PM, **Monday, September 12th, 2005**. Late coach assignments will be subject to grading penalties.

• **Titles** for ALL seminars for the Fall semester (which require coach approval) are due by 5 PM **Monday, September 19th, 2005**. Late titles will be subject to grading penalties.

• **Abstracts** must be presented to your coach at least 2 weeks prior to your seminar and must be approved by your coach at least 1.5 weeks prior to your seminar. If you fail to meet these deadlines, a grading penalty will be applied.

• 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.

• For 3000/3001, references should be pertinent to the topic and should be as up-to-date as possible. **At least one** of those must be a primary journal article.

• For 4000/4001, the references listed must include **at least two** published in the last five years (2001 to 2005) and **at least one** of those must be a primary journal article.
6. **Seminar Length**

- Seminars given by seniors (CHM 4001) should be at least 40 minutes and not more than 50 minutes in length.
- Seminars given by juniors (CHM 3001) should be at least 20 minutes and not more than 25 minutes in length.
- Grading penalties are assessed which are proportional to the seminar length less than the recommended length (20 minutes for junior and 40 minutes for senior seminars).
- If the seminar length is less than 75% of the required minimum time (15 minutes for 3001 and 30 minutes for 4001), 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 (attached) 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!
- Beginning with the 2004/2005 academic year, awards will be given to the junior and senior seminar with the highest overall faculty evaluations.