



**Mech 594/595/695 – Graduate Seminar  
Term – SUMMER 2016 (201605)**

<b>Instructor</b>
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**Seminar Schedule**

Section:	Days: Wed	Time: 12:30-13:30	Location: ECS 116
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TA Name	E-mail	Office
Alyona Ivanova	aivanova@uvic.ca	ELW B231

**COURSE OBJECTIVES:**

The graduate seminar series is meant to strengthen students' presentation skills. This is achieved by both preparing for and presenting your own work, and by observing and offering feedback to other presenters. Additional reference materials and presentation skills instruction will be provided to provide guidance on effective strategies for oral presentations. Your **supervisor** should also be consulted **before and after** your seminar presentation to receive guidance and feedback. The seminar is not meant as a venue for presenting extremely detailed, specialist information covering all facets of your graduate work.<sup>1</sup> Rather, the presentations focus on delivering key takeaway messages from your research to a general graduate engineering student audience, insights which are valuable to the engineering community in general and that explain the significance of your work. The ability to deliver an effective, time-limited presentation is a key skill to be successful in both academia and industry.

**LEARNING OUTCOMES:** At the end of this course, students will be able to:

- Critically evaluate technical presentations for content, delivery and impact
- Prepare effective and appropriate audio-visual materials to accompany presentations (e.g. PowerPoint, Beamer, Prezi, etc.)
- Deliver a concise presentation focusing on key take-away messages in a time-limited situation, accessible to a non-specialist technical audience

<sup>1</sup> Other venues such as conferences/workshops are more appropriate venues for extended presentations on detailed research methods and findings, as they are typically up an hour long and with specialist audiences.

## SEMINAR FORMAT AND PROCEDURES:

- The seminar room doors will be closed at the start of the prescribed time seminar time. No entry or exit will be possible after this time for the duration of the seminar. The only exception to this will be emergency situations.
- The TA will moderate the speakers' time and question period. Times will be strictly enforced, with **speakers cut-off** if they exceed their allotted times.
  - 15 minutes for the talk,<sup>2</sup> with 5 and 1 minute warnings
  - 5 minutes for questions
- At the end of the final talk & questions, students must individually hand-in completed evaluation form to the TA.
  - The TA will check-off each student's name on his/her list, **if** the evaluation form is completed satisfactorily (i.e. all tick-boxed checked, >= proper sentence feedback to the presenter(s)).
  - If the evaluation form is unacceptable, the students name will not be recorded as attending the seminar. This hand-in process should be done in an orderly fashion to expedite the process.

## COURSE COMPLETION REQUIREMENTS:<sup>3</sup>

### Seminar attendance as participating audience member:

- Participation includes asking questions of the speakers and turning in a **fully completed evaluation form with constructive feedback comments**
- Graduate students are required to attend a minimum of **6 seminars per term** over the nominal term of their degree:
  - MEng & MAsC 2 year nominal degree length, for a total of **36 seminars**
  - PhD 3 year nominal degree length, for a total of **54 seminars**
- If attendance is below 6 in any given term, the student must **write and sign** a memo to the course instructor, initialed by their supervisor, detailing why the minimum was not meant and providing a plan for completing the total number of seminar attendances required over the degree. Email is not acceptable.
  - Note that research off-campus within a reasonable distance; i.e. Sidney/Saanich/Nanaimo does not preclude seminar attendance and students should schedule their on-campus time to coincide with the seminar schedule.

### Seminar presentations:

- MEng students are not required to present a seminar
- MAsC students present **1 time** over their degree
- PhD students present **2 times** over their degree. The two seminars must be given within 16 and 34 months of registrations respectively.<sup>4</sup>

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<sup>2</sup> A good rule of thumb is 2 minutes/slide, so 8-10 slides per presentation. Backup slides can be addition for use to answer potential questions

<sup>3</sup> The calendar entry for the seminar course is available online: <http://web.uvic.ca/calendar2016-01/grad/programs/mech/program-requirements.html>

<sup>4</sup> <http://web.uvic.ca/calendar2016-01/CDs/MECH/695.html>

The presentations must be prepared so that they fit within allotted presentation time. The talks should be formulated to deliver one of two key takeaway messages, either:

1. A key research idea/result, focusing on the impact and general usefulness to the great engineering community
2. A key experimental or analytic method, focusing on uniqueness/capabilities and how the method could be used in other areas

The presentation should be prepared specifically for the seminar series; using a presentation for a conference/defense/etc. is not acceptable, as it will typically have a different scope than the seminar requirements detailed above. The presentation should strive to be informative for the **entire audience** and delivered in a dynamic manner to capture the audience's attention.

### Grading:

The course will be registered as INP (In Progress) until all the requirements are fulfilled, changing to COM when all the requirements detailed above have been met.

### SEMINAR ATTENDANCE:

If you attend a seminar in a given week, and indicate your attendance through a sign-in sheet, turning in an evaluation form, or other method as required in that session, you are certifying that you fully attended the session. Therefore, if you leave early (without due cause), get another student to sign-in for you, or otherwise fraudulently represent your attendance at a given seminar, you will receive **zero credit for any seminars attended that term**, as these actions constitute serious cheating and violate the UVic policy on academic integrity.

### REFERENCES

#### Note to Students:

Students who have issues with the conduct of the course should discuss them with the instructor first. If these discussions do not resolve the issue, then students should feel free to contact the Chair of the Department by email or the Chair's Secretary to set up an appointment.

#### Accommodation of Religious Observance (AC1210)

<http://web.uvic.ca/calendar2015-09/GI/GUPo.html>

#### Discrimination and Harassment Policy (GV0205)

<http://web.uvic.ca/calendar2015-09/GI/GUPo.html>

#### Faculty of Engineering, University of Victoria Standards for Professional Behaviour

*"It is the responsibility of all members of the Faculty of Engineering, students, staff and faculty,*

*to adhere to and promote standards of professional behaviour that support an effective learning environment that prepares graduates for careers as professionals...."*

You are advised to read the Faculty of Engineering document Standards for Professional Behaviour which contains important information regarding conduct in courses, labs, and in the general use of facilities.

<http://www.uvic.ca/engineering/current/undergrad/index.php#section0-23>

Cheating, plagiarism and other forms of academic fraud are taken very seriously by both the University and the Department. You should consult the Undergraduate Calendar for the UVic policy on academic integrity.

#### Policy on Academic Integrity

<http://web.uvic.ca/calendar2015-09/GRAD/FARe/PoAcI.html>