

Dept. of Natural Resources & Environment
Seminar Management and Graduate Student Responsibilities (NR 791)

Objectives of Seminar:

The primary objectives of the Graduate Seminar in the Dept. of Natural Resources and Environment are:

1. to serve as a means for graduate students to gain experience in presenting scientific papers and technical reports.
2. to widen students` knowledge of recent development in Soil Science and allied disciplines

Administration of Seminar:

Seminar programs in NRE Dept. will be administrated by a faculty member appointed by the Dept. Head. Responsibility for seminar may rotate annually among different faculty members. The assigned faculty member will be responsible for determining seminar topics and approve all presentations by graduate students.

The faculty member in charge of seminar will evaluate all student presentation seminars for performance, knowledge of subject matter, clarity of speech, clarity of presentation materials, and overall style.

Seminar Structure:

1. Attendance at Departmental seminars is a requirement for all graduate students. Only rarely will graduate students be excused from seminar attendance, and then with good reasons such as thesis or class work that cannot be planned for another time, or important personal reasons.
2. Each graduate student is required to present a seminar on the subject of his/her thesis or dissertation when the research work is started, preferably during the second semester of residence on campus. Cases that merit exception are given special consideration. Scheduling is also given special consideration.
3. A faculty member will assist in selecting topics and schedule seminars each academic year, in consultation with each student and his/her Major Advisor. It is the responsibility of each student to inform his Major Advisor and the faculty member arranging seminar if he/she intends to register for seminar. A meeting of seminar participants will then be arranged to finalize subject matter and schedule seminars.
4. The faculty member appointed by the Dept. Head has prepared a seminar evaluation from which identifies factors that are considered important in the presentation of seminars by graduate students. Evaluation of seminars are intended to make seminars a better learning experience for all participating students and to help students improve delivery of oral technical reports. Two faculty members and two graduate students will be asked to evaluate the seminar presentation using the seminar evaluation form. These evaluations will be reviewed by the faculty member in charge of the seminar who will meet the student to review the comments.

5. Each student seminar speaker will prepare a 250 to 350 word abstract of his/her seminar, and a list of associated literature references in accordance with the SSSAJ guidelines.

“An abstract should contain a concise statement of : (A) the problem under investigation; (B) the experimental method used; (C) the essential results obtained including quantitative data for representative experiments, or summary data; and (D) conclusions.

6. Student seminar speakers are responsible for typing the abstract and list of references. Departmental secretaries are not to be asked to type abstracts. Students should ask their Major Advisor to arrange for the copying of abstracts for distribution.
7. Both the abstract and the list of references should be placed in the faculty and graduate student mailboxes by the student seminar speaker before 12:00 Noon of the Thursday preceding the seminar date.
8. Student seminar speakers are responsible for reserving, setting up, and returning audio-visual equipment.