SYLLABUS
CHEMISTRY SEMINAR
Chemistry 580 - Fall, 2015

INSTRUCTOR: Dr. Rose McConnell

OFFICE NUMBER: 214 Currens Hall

OFFICE HOURS: 11:00 – 11:50 M-Th & by appointment.
(I will also try to accommodate walk-in visits, but may be in a meeting.)

OFFICE TEL No. 309/298-1538
FAX No. 309/298-2180
email: RM-McConnell@wiu.edu

Meeting Time: Friday 3:00-4:30, Currens 202
Course Credit: 1 semester credit hour of graduate credit

Expense Materials Required: None.

The Primary Goals of CHEM 580 are:
2. Gain experience in preparing abstracts and presentation materials.
3. Simulate a professional presentation at a scientific conference.

Grading: Grading will be calculated by 50% of the faculty reviewers (see Seminar Evaluation sheets), and 50% by the instructor.

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<tr>
<th>Course Grading Scale:</th>
<th>Percentage</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
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<tr>
<td>80 - 89%</td>
<td>B</td>
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<tr>
<td>70 - 79%</td>
<td>C</td>
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<td>60 - 69%</td>
<td>D</td>
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<td>≤ 59%</td>
<td>F</td>
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An incomplete grade will NOT be given to a student with a failing grade. No incomplete grade will be given to a student unless requested by the student’s research mentor or the student provides documented evidence of an emergency that requires him/her to be
away from the university so that the student misses his/her scheduled seminar presentation. Students shall notify the instructor of the emergency as soon as possible.

**Faculty Evaluation of the Seminar**

During a graduate student seminar each faculty member of the Department of Chemistry is issued a Seminar Evaluation Sheet. The reviews of each faculty member will be averaged and calculated as a percentage. This will be half the student's grade for the semester or fifty (50) points.

**Instructor's Evaluation**

The instructor will have the remaining fifty (50) points and determine how many of the fifty points the student will receive.

Deductions will occur for the following:
- 5 points. Missing seminar class when another student or speaker is presenting.
- 2 points. Arriving late to seminar. Please note that seminar starts precisely at 3:00. You should be in your seat and ready by 3:00.
- 2 to 10 points. Unprofessional, rude, impolite behavior. This includes sitting in the back of the room; cell phones ringing, texting, talking; etc.
- 5 points. Submitting the signature form 1 (CHEM 580 Form 1- shown below) for topic, five journal article references, and for abstract/announcement to the CHEM 580 instructor late. (It is due by 3:00 pm Friday two weeks prior to your scheduled seminar.)
- 5 points. Submitting the signature form 2 (CHEM 580 Form 2- shown below) of mentor approval of the power point slides to the CHEM 580 instructor late. (It is due by 3:00 pm Friday one week prior to your scheduled seminar.)
- 5 points. Not posting the abstract/announcement outside the Chemistry office within one week prior to your scheduled seminar (One day late is late.)
- 2 points. For either finishing your seminar under 15 minutes or exceeding 20 min.

Additions to the graduate student’s point total will occur for the following:
- 1 point. Asking a salient, well thought question about the topic. Please note that only one question may be asked per student per class meeting (not each seminar, if two seminars are presented). Additionally, only the first three (3) questions will be permitted to count. The questioners are selected by the seminar speakers.
Preparing for the Seminar:
Each student is expected to have the following approved by his/her thesis (internship) faculty mentor:

1. Seminar Topic, References, and Seminar Abstract/Announcement
2. Power point slides for the seminar

A schedule of seminar speaker presentations will be developed by the CHEM 580 course instructor. Each student must have their his/her thesis/internship faculty mentor sign the following forms and return each form to the CHEM 580 instructor by the following deadlines.

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CHEM 580 – Form 1
Due: Friday 3:00 two weeks prior to the scheduled seminar

Student name: ________________________________  I.D. No. __________________

Mentor Name: ________________________________

Seminar Title: ________________________________

“I have reviewed the seminar topic, title, 5 references, and abstract/announcement for my student and fully approve of the topic, title, references, and announcement as being sufficient and appropriate for CHEM 580.”

Signature of thesis/internship mentor ________________________________

Date Signed: ________________________________

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CHEM 580 – Form 2
Due: Friday 3:00 one week prior to the scheduled seminar

Student name: ________________________________  I.D. No. __________________

Mentor Name: ________________________________

Seminar Title: ________________________________

“I have reviewed the seminar powerpoint slides prepared by my student and fully approve of them as appropriate for a 15 to 20 minute professional seminar in length, accuracy, and legibility for CHEM 580.”

Signature of thesis/internship mentor ________________________________

Date: ________________________________

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Format for PowerPoint Seminar Presentations of Research

1. Title.
   Title of your seminar/thesis, your name, faculty mentor, and affiliations.

2. Introduction.
   Why is your research important?

3. Background.
   Previous work by faculty mentor and others. (Must include important references.)

4. Specific Aims.
   What aspect of the project do you intend to accomplish with your research?

5. Approach.
   General direction of your research.

6. Experimental.
   A summary of experimental methods you utilized or plan to utilize.

7. Discussion of Results.
   Your findings. Do they agree/disagree with other researchers.

8. Conclusions.
   Your conclusions and plans for future experiments.

Format for PowerPoint Seminar Presentation of a Chemistry Topic

1. Title.
   Title of your seminar, your name, faculty mentor, and affiliations.

2. Introduction.
   Why is the topic important?

3. Background.
   Previous work by other researchers. (Must include important references.)

4. Points of the Research.
   What aspects of the reported work are important to report to the audience?

5. Discussion of Points of Research.
   How are the different research projects related? Does a summary of the researchers indicate possible new avenues for experimentation?

6. Conclusions.
   What are the conclusions of your seminar?
**Attendance Policy:** You are expected to attend every seminar meeting punctually. Any student arriving late for a seminar will be subject to a deduction of two (2) points. Any student not attending a seminar will be subject to a deduction of five (5) points.

**Classroom and Course Policies:** Any student convicted of academic dishonesty will receive a failing grade and may be subjected to further academic penalty, including expulsion. See the WIU academic dishonesty policy (http://www.wiu.edu/policies/acintegrity.shtml). CHEATING WILL NOT BE TOLERATED.

Assigned seating, rearrangement of seats, and closing of selected seats and areas of the classroom are the option of the instructor. No student should sit more than six (6) rows from the front of the seminar room. Any student sitting more than six rows from the front of the seminar room will be subject to a deduction of two (2) points.

**Emergency Preparedness:** WIU Office of Risk Management and Emergency Preparedness provides resources on how to respond to emergency situations. Please view the video resources at www.wiu.edu/rmep/ (Click “Resources” on the right side of the page).

**Students with Disabilities**
Students with disabilities: In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact the Disability Resource Center at 309-298-2512, disability@wiu.edu or in 143 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.

**The Following Action is Prohibited under the Student Conduct Code:** Disorderly Conduct. Disorderly conduct is defined as any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others. (http://sjp.wiu.edu/CodeOfConduct/index.asp)

**Student Rights and Responsibilities:** Student rights and responsibilities are listed on the WIU website (http://www.wiu.edu/provost/students/).

Any situation, condition, or circumstance not covered in the syllabus is the option of the instructor and subject to the decision of the instructor.
Important Dates:

- Classes Start: Mon. Aug. 24, 2015
- Fall Break: Fri, Oct. 16, 2015
- Classes resume: Monday, Nov. 30, 2015
- Final Exam Week: Dec. 14-17, 2015