COURSE POLICIES

Attendance and Grading
Students registered for CHEM 8903 are required to attend 70% of the seminars presented over the course of the Fall and Spring semesters. Penalties for failing to meet the 70% attendance policy are:

- No penalty will be incurred for attending 70-100% of talks given over both semesters
- Deduct one letter grade for attending only 60-69% of talks given over both semesters
- Deduct two letter grades for attending <60% of talks given over both semesters

Final grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>Seminar Grade</td>
</tr>
<tr>
<td>10%</td>
<td>Seminar Topic Submission Form and References</td>
</tr>
<tr>
<td>MINUS</td>
<td>Penalty for absenteeism</td>
</tr>
</tbody>
</table>

The final grades will be reported as follows:

- A: 70 – 100
- B: 60-69
- C: <60

Letter grades “A” and “B” are passing grades for this course. Students who earn a final letter grade of “C” are required to repeat this course and earn a passing grade in order to satisfy the PhD degree requirement.

Registration
CHEM 8903 is a two-semester course due to the high enrollment each year. Students should audit CHEM 8903 in the Fall and register in the Spring on letter grade basis.

Scheduling
A preliminary schedule will be posted online during the summer. The order of speakers is based in part on completion of the literature examinations. Those who successfully complete their literature examinations first will be given first priority for the scheduled Graduate Seminar.

If you have an unavoidable conflict with your scheduled date, then swap with another student and notify Dr. Peek and all relevant people including the research advisor(s) of the schedule change.
If your research advisor has an unavoidable conflict and cannot attend your Graduate Seminar, then do your best to solicit another senior member of your group to introduce you. Students will be allowed to give their Graduate Seminar even if no supporting members of the research group are able to attend.

No significant changes to the schedule will be made after classes begin in the Fall. Adjustments to the schedule due to pressing demands dictated by the instructor may be required. Students should regularly review the online schedule for updates.

**Seminar Topic Selection**

Seminar topics are subject to approval by the evaluator for the course. Topic changes are strongly discouraged once approved. If you wish to change the topic of your seminar, this should be done in consultation with the evaluator for the course.

Since the Graduate Seminar is intended to give graduate students an opportunity to demonstrate breadth of knowledge in chemistry and practice in developing strong oral communications and presentation skills, each seminar should cover important, high-quality, recent progress in an area of chemistry/biochemistry.

Requirements for the seminar topic:

- Cutting-edge and contemporary research (within the last 5 years)
- NOT related to the graduate student’s research at all
- NOT work done at Georgia Tech
- NOT work done at the presenter’s undergraduate (or previous graduate institution)
- NOT research presented in a seminar over the last two academic years.

The quality of science is usually related to the quality of the journal in which the work is published. However, we realize that some cutting-edge work may not be mainstream enough to merit publication in the more highly recognized journals at the beginning stages of development. To avoid gross discrepancies in the quality of information being presented across disciplines in the Graduate Seminar course, the instructor has composed a list of reputable journals that faculty within the School of Chemistry and Biochemistry have approved as appropriate. The journals are listed under the “JOURNAL LISTINGS” link on the home page for this course.

There are numerous types of journal articles published today. Some are very short (i.e. 2-4 pages) while other are very long (i.e. review articles that are the length of book chapters). The expectation for the Graduate Seminar is that students select full research articles (generally 5-12 pages in length) as opposed to communications, letters, etc. Journals such as *Applied Physics Letters* will be listed among those publications that are acceptable even though the entire journal primarily consists of letters! If necessary, students may select one short paper as a primary reference for his/her talk.
References
Each Graduate Seminar should be based on work described in two primary research articles. However, additional references may be reviewed for development of general information and for citation in the presentation itself. However, data being presented should come from the primary research articles.

Presentation Guidelines
CHEM 8903 is scheduled for 11:05 am until 12:25 pm each Tuesday and Thursday with the following general agenda:

11:05 – 11:10 Set up
11:10 – 12:10 Presentation and Question/Answer Session
12:10 – 12:25 Written and Verbal Feedback

Each Graduate Seminar should be a PowerPoint-styled multimedia presentation. Each presentation will be timed and penalties for exceeding the 1-hour limit or for grossly falling short of the time limit will be imposed to the discretion of the evaluator. A general rule-of-thumb is that there is one slide covered per 1-2 minutes when speaking at a moderate pace. Detailed guidelines for preparing for the seminar, preparing the slides, and presentation of the seminar are described in the PRESENTATION GUIDE linked to the home page for this course. The information presented there is not exhaustive, but rather is meant to be a starting point for preparing a talk that can be well received.

Audience members are permitted to ask questions during the Graduate Seminar. This is important for clarity and for development of skills in interacting with the audience. Presenters should be prepared for interruptions, but should still exercise control over the presentation with respect for the audience members.

Time has been allotted at the end of each presentation for audience feedback that will be collected in writing and transposed at a later time to maintain anonymity among the responders. The feedback will also serve as a record of attendance at the Graduate Seminar for that day. (Completion and submission of an Audience Feedback Form for someone other than yourself is considered a violation of the Georgia Tech Honor Code.) The evaluator will also give each presenter direct feedback before the end of class; the purpose is to serve as constructive criticism and not public humiliation.