

Chemistry 4000 and 4001 Spring 2010

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1. Course Overview

All students enrolled in CHM 4000 and 4001 will give a 40 minute seminar the semester **and must attend all other seminars** (see attendance policy in section 2). Students will first be required to choose a faculty coach, subject to the approval of the coach and the seminar instructor. The faculty coach will help the student with the understanding of the subject material, slide preparation, and seminar presentation. The topic for the seminar must be from the chemical literature, and have enough chemical content to satisfy the faculty audience and meet the longer time requirements. The senior seminar may also be given on the chemical research that the student has performed, subject to the permission of the research advisor.

2. Attendance

All students enrolled in CHM 4000 and 4001 are required to attend **all** Monday **and** Wednesday seminars (including those presented by outside speakers). Note that since students in 4000 receive a grade of "Audit," any and all penalties from unexcused absences will be carried over to the term in which a letter grade for the CHM 4001 seminar is given.

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** unexcused absences in one semester will result in a letter grade deduction from the final grade. An unexcused absence for the seminar immediately preceding or following a University holiday will count as **two** absences.
- Excused absences must be arranged **before the class in question**. 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).
- In an emergency, the student must make a good faith effort to contact the instructor as soon after the missed class as possible if the absence is to be excused.

3. Seminar protocol

- All students attending seminar should sit in the **front two to five rows** of Phipps (1205).
- During the question and answer session, students will be given the first opportunity to ask questions.
- Sleeping, reading the newspaper, talking, text messaging, gross inattention, etc. are unacceptable behavior and will be treated as an unexcused absence for each occurrence.
- Cell-phone ringing will result in the deduction of half a letter grade from the final grade.
- All students will fill out an evaluation for each of the student seminars, due to Dr. Treadwell by **4 pm** the Wednesday or Monday following each seminar. Failure to, or lateness in, turning in these evaluations will result in a grade penalty.

4. Scheduling

- Student seminar dates will be chosen by credit status.
- The field of seminar topic will be determined by consultation with faculty coach.
- **The “Coach Sign-up” form, which requires the signature of the seminar coach,** must be turned in to Dr. Treadwell by 4 PM, **Wednesday, January 20, 2010**. Late coach sign-up forms will be subject to grading penalties (see section 7).
- **The “Seminar Title” form, which requires the signature of the seminar coach,** is due by 4 PM **Monday, February 8, 2010**. Late seminar title forms will be subject to grading penalties (see sect. 7).
- **First drafts of your abstract** 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. Failure to do so will likely result in a lower grade from your faculty coach.
- Your **final abstract** is due by **4 PM** the Monday or Wednesday **one week prior** to your seminar. One typed copy (ready for photocopying) should be provided to Dr. Treadwell after your coach has approved it. Late abstracts will be subject to grading penalties (see section 7).
- Your **preliminary PowerPoint slides** should be sent to Dr. Treadwell at least **48 hours before your seminar**, and a **final copy** sent no later than your seminar presentation. Late submissions will be subject to grading penalties (see section 7).

5. Abstracts

- Your abstract should resemble in format the sample abstract attached to this syllabus.
- The abstract (and presentation) must be **your own work**. **Do not copy or paraphrase journal articles or other sources** (I will be checking to be sure this is not occurring). Copying of this nature constitutes plagiarism and will be reported to the Office of Judicial Affairs and penalized severely. The University’s recommended penalty for plagiarism is an “F” in the course.
- The body of the abstract should briefly but concisely summarize your presentation. This should include a short (1-3 sentence) overview of the field that you are concentrating on, followed by some specifics on what you will be presenting (including what type of experiments were done).
- Any figures in the abstract should be clear and crisp, and pasting images directly from a pdf or html file is discouraged. It is worth your time to redraw the molecules yourself in ChemDraw or ISISDraw and then paste them into the word document.
- References should be written in the style recommended for American Chemical Society journals.
- Your references should be pertinent to the topic and should be as up-to-date as possible. The references listed must include **at least two** published in the last five years (2002 to 2008) and **at least one** of those must be a primary journal article. Review articles should not be used as the primary reference.

6. Seminar Length

- Seminars given by seniors should be **at least 40 minutes** and **not more than 50 minutes** in length.
- Grading penalties will be assessed for seminars that are shorter than the lengths stated above. For each minute the seminar is short, one-fifth a letter grade penalty will be deducted from the final grade.
- If the seminar length is less than 75% of the required minimum time - that is, 30 minutes, the student will **automatically** need to repeat the seminar, **on a different topic**.
- Conclusions and acknowledgements should only take 2 minutes at the most, and intentional “dragging out of the seminar” in order to make time will result in grading penalties.

7. Grading

- Your grade will be determined by three sources: a grade from your coach, a collective grade from the faculty in attendance at your seminar, and any penalties incurred from absences, missed deadlines, and seminar length. These evaluations will be weighted as follows in determining a student's grade:

Coach's evaluation: 1/3

Faculty evaluations: 2/3

- Your faculty coach will assign you a grade that takes into account your presentation as well as aspects of the preparation, such as getting an early start (not waiting until last minute), keeping appointments, the amount of time and effort invested, how well you incorporated their suggestions for improvement, and how well you understood the material you presented.
- The faculty attending each seminar will be asked to complete an evaluation form after your presentation. A sample faculty evaluation form is available on the WebCT site, and it is suggested that you look at this form as you begin to prepare your seminar. These forms will be collected by the seminar instructor and eventually forwarded to the faculty coach for discussion with the student.
- Note that the final question 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 and length of your seminar is sufficient that you do not need to do another one!
- 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.

8. Web Page

- Course materials will be posted to the course WebCT page. Log on with your EIU assigned username and password.