

Chemistry 432 - Chemistry Seminar
Fall 2016
Course Syllabus

Lecture Instructor: Dr. Rosalynn Quiñones
Science Building, Room 496
Phone: 696-6731

Email: quinonesr@marshall.edu

Meeting Times: Science Building 465, Tuesday 11:00 – 11:50 am and Friday 2:00 – 2:50 pm
Office Hours: Tuesdays 2:00 pm – 3:30 pm or by appointment. I welcome drop-in visits, but cannot guarantee that I will be available to help you during non-office hours. Simple questions can be answered via email.

Prerequisites: CHM 490 (Chemistry Internship) or CHM 491 (Capstone Experience)

Seminar webpage: www.marshall.edu/chemistry/seminars.asp

Course Overview:

Successful completion of your capstone experience or chemistry internship culminates in effectively communicating to faculty and to peers two comprehensive reports of your project. In this course you will present an oral presentation and write a report.

Student Learning Objectives:

Students will:

1. Gain experience delivering oral and written presentations with clarity and with scientific accuracy.
2. Demonstrate your understanding and retention of fundamental chemistry concepts.
3. Express your ability to retrieve, digest, and share relevant information from chemical literature.
4. Develop communication skills necessary for scientific dissemination.

Materials

Book: None

Grading

This course will be graded as either Credit (CR) or No Credit (NC). A grade of Credit will be earned upon successful completion of your oral presentation, your written report, and regular attendance.

Attendance

Attendance is mandatory for this class and will be monitored. Missing more than 25% of the seminar periods including excused absences will result in a grade of **No Credit (NC)**. Absences from lectures can only be accepted if the absence falls within one of the categories outlined in the undergraduate catalog. All excused absences must be obtained as soon as possible. During each seminar period attendance will be taken by passing around a sign-in sheet and it is your responsibility to sign it. Furthermore, students must meet outside speakers for at least 50% of the seminars during lunch. Participation is **mandatory** and you will be expected to ask one (1) question to student speakers as well as outside speakers over the term which you will document to me by uploading them in *MU online*. Students will briefly state speaker's name, date, their questions, and the speaker's answer. **On the day of the seminar, Dr. Quiñones will assign a specific student to ask questions to the speaker.** The scheduled seminar list on the website will be updated throughout the semester and scheduled seminars will be posted around the fourth floor of the Science Building. It will be up to you to know when a seminar is planned.

Written Report

On Friday August 26th, you will turn in a short (4 – 5 sentences, less than 300 words) *abstract* including your Capstone Title and the name of your research advisor. The abstract must be uploaded at MUonline /Course Content

folder in a Word document. Detailed guidelines for writing your research report can be found on the seminar webpage. The written report will be evaluated by your research advisor and one other faculty member. I will assign the second reader and help make sure you get feedback in a timely fashion. A completed draft of your paper must be submitted to me by Friday September 30th by 11:59 pm. *You will submit the draft to me by email with your advisor carbon copied (cc) to the email for the first round of reading/revision. **If I have not received the paper by September 30th, you will receive a grade of No Credit for the course.*** Your second reader must receive a full completed draft in a Word document approved by your capstone advisor by Friday November 18th. *You will submit the approved draft to me by email with your advisor and second reader carbon copied (cc) to the email.* The scanned cover page of your paper with both readers' signatures and a final electronic copy of your paper ((PDF form)) are due Friday December 9th, 2016. No hard copies (printouts) will be accepted. **You will submit the final paper and the scanned cover page with the signatures to me by email.**

****Note that you must get both readers' consent to submit the final copy of your paper and it may take several interactions before approval so don't wait until the last minute. ****

Oral Presentation

The oral presentation can be conducted either during a seminar to the Department of Chemistry or at an approved scientific meeting outside the department. If you have the opportunity to present your research outside the department, **you must have it approved by me *before* giving the presentation** to receive credit. For oral presentations within the department, the schedule will be determined on a first come, first served basis. Several seminar periods will be allotted for Capstone students with each time slot accommodating up to three presentations. The seminar coordinator will assign each student the date from the list of available dates for the oral presentation. Therefore, check your email and seminar webpage to see the assigned date for your final oral presentation and inform your capstone advisor of this date ahead of time. Guidelines to prepare for the oral presentations can be found in more detail on the seminar webpage. A PowerPoint outline of your oral presentation is due to me on Friday October 14th. The PowerPoint outline must be uploaded at MU online /Course Content folder in a Word document or PowerPoint. If I have not received the outline by October 14th, you will receive a grade of No Credit for the course. Your performance on the presentation will be evaluated by faculty members in attendance that day. If more than one fourth of the faculty members find your presentation unacceptable, you will be asked to repeat the seminar. There will be time slots reserved at the end of the semester for those who must repeat their presentation. Failure to receive a passing grade on your oral presentation will result in a No Credit grade for the course.

Timeline

| EVENT | SUBMISSION / GUIDELINES | DEADLINE |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Seminar Orientation | Attendance signature required | August 23 |
| Abstract Due | Submit in MUOnline/Course Content folder | August 26 |
| Completed Written Draft Due | Submit by email to capstone mentor and carbon copied (cc) Dr. Quiñones | September 30 |
| PowerPoint Outline Due | Submit in MUOnline/Course Content folder | October 14 |
| Completed Full Draft must be sent to 2 nd reader | Submit by email to capstone mentor, 2 nd reader, and carbon copied (cc) Dr. Quiñones | November 18 |
| Completed Written Report Due | Submit by email to Dr. Quiñones with final digital copy and cover page scanned and signed (PDF form) by capstone mentor and 2 nd reader | December 9 |

We will have an orientation to seminar on Tuesday August 23rd at 11:00 a.m. in Room S465 to go over the syllabus and answer questions concerning your responsibilities.

Miscellaneous policies

I have an Open Communication Policy: If you have any questions class related please do not hesitate to email me or come by my office. Please silence cell phone ringers during class. The instructor reserves the right to answer any ringing cell phones during lecture, or to dismiss the offending student. Use of cellphones / PDAs / MP3 players and similar devices during class will be considered academic dishonesty. Recording of lectures without the instructor's permission is prohibited. Laptops should not be used during class without permission.

University Policies

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to <http://www.marshall.edu/academic-affairs/policies/> and clicking on "Marshall University Policies." Or, you can access the policies directly by going to www.marshall.edu/academic-affairs/policies/. Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/Dead Week/Students with Disabilities/Academic Forgiveness/Academic Probation and Suspension/Academic Rights and Responsibilities of Students/Affirmative Action/Sexual Harassment

Academic Honesty

The university policy will be enforced. See page 71 of the 2015 – 2016 undergraduate catalog. Some examples of academic dishonesty include (but are not limited to) copying another student's assignment, lying about being ill on the day of a test, using a cell phone or other communication device during a test, quoting an author's writing (including material found on the internet) without giving due credit.

http://www.marshall.edu/catalog/files/UG_15-16_final_published.pdf

Incomplete Coursework

The university policy will be enforced. See page 94 of the 2015 – 2016 undergraduate catalog.

http://www.marshall.edu/catalog/files/UG_15-16_final_published.pdf

D/F Repeat Rule

See page 89 of the 2015 – 2016 undergraduate catalog.

http://www.marshall.edu/catalog/files/UG_15-16_final_published.pdf

Accommodations for Disabilities

Students with disabilities must contact the Office of Disabled Student Services in Prichard Hall 117, phone 696-2271 to provide documentation of their disability to ensure proper accommodation. Please visit

<http://www.marshall.edu/disabled> for additional information.

Sexual Harassment

This course will follow Marshall University's policy on Sexual Harassment, which can be found on p. 69 of the 2015– 2016 online undergraduate catalog. http://www.marshall.edu/catalog/files/UG_15-16_final_published.pdf