

**Chemistry 432 - Chemistry Seminar**  
**Spring 2016**  
**Course Syllabus**

**Lecture Instructor:** Dr. Rosalynn Quiñones  
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**Meeting Times:** Science Building 465, Tuesday 11:00 – 11:50 am and Friday 2:00 – 2:50 pm  
**Office Hours:** Tuesdays and Thursdays 2:30 pm – 4:00 pm located at Residence Hall TTW – Lobby, 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](http://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 without 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 at least 50% of the seminars during lunch. Participation is **mandatory** and you will be expected to ask 2 questions 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. 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 January 15<sup>th</sup>, you will turn in a short (4 – 5 sentences) *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 March 4<sup>th</sup>. *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 March 4<sup>th</sup>, you will receive a grade of No Credit for the course. Your second reader must receive a full completed draft approved by your capstone advisor by April 15<sup>th</sup>. *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 are due Friday April 29<sup>th</sup>. Note that you must get both readers' consent 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 period 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 March 11<sup>th</sup>. 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 March 11<sup>th</sup>, 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	Date
Seminar Orientation	January 12
Abstract Due	January 15
Completed Written <i>Draft</i> Due	March 4
Powerpoint Outline Due	March 11
Completed Full Draft must be sent to <b>2<sup>nd</sup> reader</b>	April 11
Completed Written Report Due	April 29

We will have an orientation to seminar on January 12<sup>th</sup> 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 are 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**

A link to all Marshall Policies is attached (<http://www.marshall.edu/academic-affairs/policies/>).

#### ***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](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](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](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.