To: Graduate Student Seminar Speakers

From: Area Seminar Chairs

Date: May 6, 2009

Subject: 2008-2009 Graduate Student Seminars

**Deadlines for topic approval**

**Fall 08:** Aug. 22  
**Spring 09:** Dec. 5

Inorganic Seminar Chair—Professor Michael Green  
mtg10@psu.edu  
Organic Seminar Chair—Professor Scott Phillips  
stp12@psu.edu  
Biological Seminar Chair—Professor Tae-Hee Lee  
thlee@psu.edu  
Analytical Seminar Chair—Professor Christine Keating  
keating@chem.psu.edu  
Physical Seminar Chair—Professor Will Noid  
wnoid@chem.psu.edu

We will soon be setting up the seminar schedule for second year students. We have listed some requirements for the seminar below. Please note that the seminar is graded as a department requirement and also to meet the graduate school reading, writing and speaking requirement.

1. Please consult with Amanda Ault (Royer), 508 Chemistry Building to set a date for your seminar. Topics must be approved before you set the date for your seminar.

2. The area chair must approve your seminar topic. Please provide Amanda with a descriptive title, a short (<150 words) abstract, and copies of two pertinent publications. If your seminar is scheduled for the fall semester, your topic must be approved by August 22. Topics for spring semester seminars must be approved by December 5. As stated in the Chemistry Department Guidelines for Graduate Students, your seminar must be “on a topic not closely tied to research being done within the department.” Therefore, a proposed topic that is a trivial derivative of your own research project has no chance of being accepted.

3. You are required to organize an evaluation committee consisting of two faculty members, **neither** being your thesis advisor, but should be from your thesis committee. Please submit the attached form to Amanda Ault (Royer) **no later than two weeks** prior to the seminar.

4. **One week** prior to your seminar you must provide both your evaluation committee and Amanda a concise written report on your seminar topic. Your report must be 8-9 pages in length (excluding schemes). The text of this report should be one and a half spaced in Times New Roman 12 font (use top, bottom, right, left margins of 0.75 in Microsoft Word and
5. Please arrange for a colleague to introduce you to the audience. Your seminar presentation should be 20-25 minutes in length, with 5-10 minutes for questions, **but not more than 30 minutes total time.** Make sure to fall within these time guidelines, in particular, presentations that are too short might be graded poorly and those that are too long might be cut off. It is unfair to the second student to speak if the first runs over. A standard grading sheet is attached which lists the various criteria that will be used to evaluate your seminar and written report.