

Immunobiology Graduate Student Seminar Series
IMB 696A Research Seminar
IMB 696B Student Research Seminar

Fridays 10AM – 11AM Medical Research Building Room 102
Department of Immunobiology, University of Arizona

COURSE DIRECTOR

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OBJECTIVES

1. To expose the students to a wide variety of research disciplines, approaches, methods, and styles of presentation.
2. To provide the students with a forum to present their research finding and receive constructive criticism and instruction.

COURSE ENROLLMENT

Immunobiology students are required to register for IMB696B every semester of graduate school until their fourth year. In the fourth year and beyond, students should enroll in IMB696A. Students will present during the regularly scheduled Department of Immunobiology Seminar Series.

GRADING: *attend, present, evaluate*

IMB696B (1 unit)

Pass (P)/Fail (E)

Requirements for a Pass: Each student (first year-third year) will *present* a 30 minute seminar (20 minute seminar/ 10 minute question and answer) on their research once a year starting in their first year and continuing through their fourth year. Students must *attend* all departmental seminars including the regular Immunobiology seminar series and the student seminar series. Two unexplained absence per semester are permitted. Each student must also *evaluate* the seminars of 2 other students per year.

IMB696A (1 unit)

A (90-100%); B (80-89%); C (70-79%)

Attendance 50%

Seminar 50%

Requirements: Each student will *present* a one-hour seminar (45 minute seminar/ 15 minute question and answer) on their research once a year beginning with their fifth year. Students must *attend* all departmental seminars including the regular Immunobiology seminar series and the student seminar series. Two unexplained absence per semester are permitted. Each student must also *evaluate* the seminars of 2 other students per year.

GENERAL GUIDELINES

1. This course should be FUN and INSTRUCTIVE and, with a little effort, everyone should earn an A or Pass without thinking about it.
2. Seminars are WORK IN PROGRESS. You will always end up being scheduled for a seminar just before you have all the data you wanted or planned to have. It is often the case that other events in life (i.e., moving, trips, earthquakes) happen at times that makes your scheduled seminar inconvenient. Present the data you have at the time of your seminar with pride. You will not be graded based on the content of your seminar. The student series is about learning to communicate ideas and findings to an audience.
3. You must attend all seminars (student/faculty/outside speaker) sponsored by the department of Immunobiology. Two unexcused absences are permitted per semester. Other absences should be approved by the course director *in advance*.
4. It is the responsibility of each student to (a) sign in on the sign in sheet to have your attendance counted and (b) evaluate at least two seminars each semester (four per year).
5. It is the responsibility of each student to arrange to switch with another student if you are unable to present or to evaluate on the date(s) that you are scheduled. Once you have switched, it is your responsibility to inform Michelle of your changes.
6. Evaluations serve the purpose to help students improve their oral presentation skills. Evaluation of your peers should be constructive and detailed. General comments such as “slides were not good” or “seminar was boring” are not constructive. Detailed comments such as “slides contain too much text and text font is too small” or “speaker talks too quickly and too softly” are more instructive. Evaluations should highlight both the positive as well as the negative aspects of each presentation. Each student will receive at least two evaluations from faculty in the department and at least two evaluations from student peers for each seminar they give. Leave your evaluations for the speaker at the front of the conference room after the seminar is completed. If you are on the PHX campus, please email your evaluation to the speaker.
7. Students will share introducing speaker and moderating the seminar. Students will introduce the speaker for the next scheduled seminar date after they speak. Alternative arrangements will be made for introductions as needed. Please let the speaker know if you will be absent at the seminar following yours and the speaker can choose another student.

GUIDELINES FOR PRESENTATIONS

1. Presentations must be prepared and presented digitally using software such as Power Point, Keynote, Canvas or the like.
2. Avoid slides with excessive amounts of text or that are too busy.
3. Avoid including data on a slide that you are not going to discuss.
4. Avoid using fonts smaller than 16 point. As a general rule, use 28 pt or greater font for titles/headers and 16-20 pt font for all other text is appropriate.
5. Avoid reciting or reading your seminar. While the seminar is largely a monologue, making it as conversational as possible will better engage and hold your audience's attention.
6. Use humor when appropriate and keep it appropriate for a professional audience.
7. Avoid distracting mannerisms such as repetitive "ums", pacing, pen clicking, the hyperactive pointer, looking at the floor or turning your back to your audience.
8. As part of the background and introduction to your talk, make the aims and significance of your work clear.
9. When presenting data, the following formula for each data slide can work to your advantage. Start by describing the question followed by a brief description of the experiment designed to answer the question. Then present your results and end each data slide with the concluding statement of what the experiment added to your story.