ABE 990 – Seminar

Rationale of the course

- Improve technical presentation skills in public speaking and evaluating
- Promote what is being done in the department
- Network with others of different interests
- Promote cohesiveness throughout the department
- Share knowledge and experience
Ideally students leaving the department must be able to:

- **Speak effectively** in public
- **Produce quality presentations** in both oral and poster formats
- **Write a clear proposal**

### Calendar description

- **Description**: Prerequisite: None. 1S over both terms.
  - Reports and discussions on current topics of interest to agricultural and bioresource engineers. All graduate students within the Department are required to register, attend, and participate throughout their program. At least one oral presentation per year and one poster presentation on their thesis topic is required for registered students during the period of their candidacy, whether one year or more. For students in programs lasting more than one year, either one oral presentation or one poster presentation is required each year.
Additional Requirement

- **Thesis proposal** incorporated in the course – write proposal with advice from the faculty supervisor and Graduate Advisory Committee.

Grading is Pass–Fail

- **Requirements:**
  - Registration in and attendance throughout the program
  - Satisfactory oral presentation of at least one seminar
  - Satisfactory completion of at least one poster presentation, and
  - Satisfactory completion of a written Research Program Proposal.

A fail in any one of the four above categories results in a “fail” for the course.
Course format

- Seminar topics – graduate student and faculty responsibilities.
- No longer than 15 minutes.
- Use of slides is strongly encouraged
- 5 minutes question
- 5 minutes evaluation: time split between a student not in the same area of interest, and a faculty member

At each seminar, several students and faculty will be expected to complete an evaluation form
- Posters may be presented in a special seminar session during the last meeting of each term
- Abstract must be submitted a week before the presentation
Requirements of the Presenter

- Submit to the coordinator
  - An abstract
- Due one week before the presentation

The Chair

- Before the Seminar:
  - Insure that the seminar room is adequately prepared
  - Insure that evaluators are ready
  - Call the seminar to order
  - Provide/facilitate announcements
  - Introduce the speaker
The Chair

During the Seminar:
- Insure that the oral presentation and the question period do not go over the allotted time
- Act as mediator between the questioners and the speaker
- Thank the speaker, the audience and adjourn the seminar

The Chair

After the Seminar:
- Collect the evaluation forms and give them to the coordinator.
- Insure that the room is returned to its original condition.
- The Chair will be a presenter from the previous week.
Critical and constructive evaluation of a presentation is necessary. Oral and written comments are to be taken as constructive guide for future presentations. Overall Goal. Provide feedback to help the speaker to improve presentations.

Seminar Evaluation

- Basic Level
  - Presentation Mechanics
- Intermediate Level
  - Meeting objectives
- Advanced Level
  - Achieving purpose
By the end of the seminar students will demonstrate ability to:

- Analyze and target their audience in different communication situations
- Present clear and accurate evaluation of peer presentations
- Develop effective oral presentations
- Write a clear and well-developed Research Program Proposal
- Showcase their research visually through a poster presentation.

Graduate Studies in the program of Agricultural and Bioresource Engineering
Agenda

- Organizational structure
- Desk access policy
- Players of the graduate program
  - Graduate student
  - Supervisor
  - Graduate advisory committee (GAC)
- Timelines

Organizational Structure

- **Head** – Prof. Charles Maule
- **Graduate Faculty** – Profs. Baik, Barber, Crowe, Fonstad, Helgason, Guo, Maule, Meda, Noble, Panigrahi, Tabil
- **Graduate Chair** – Prof. Oon-Doo Baik
- **Graduate Committee** – Profs. Baik (chair), Tabil, Maule (members)
- **Professor Emeriti** – Kushwaha, Gillies, Norum, Sokhansanj
Adjunct Professors – Feddes, Laguë, Lemay, Predicala, Pietroniro, Pomeroy, Prowse, Roberge, Steppuhn, Wulfsohn, Chang, Karunakaran, Paslawski, Dunmade
Teaching faculty – Brad, Welford
Professional Affiliates – Bantle, Tollefson, Wasserman
Associate Member – Wood
Support Staff – Hunchak, Horosko, Roth, Miller, Blodin, Prokopishyn, etc.

Desk Access Policy

- M.Sc. students would be allowed to use a desk for 30 months.
- Ph.D. students would be allowed to use a desk for 48 months.
- Students transferring from a M.Sc. degree to a Ph.D. degree would be allowed to use a desk for 60 months.
Vacated desk – existing students given opportunity to move.

Order of priority: PhD over MSc student
- Senior student over junior student

Students with access to a desk at other institutions (e.g. Prairie Swine Center Inc.) – low priority, may be required to share desk

Players of the graduate program

- Graduate student
- Supervisor
- Graduate Advisory Committee (GAC)
- Others – Dept. Head, Graduate Chair, other faculty, support staff
Expectations of a **graduate student**

**Junior partner** and **colleague** of supervisor and GAC

**Commitment to the program**

Entitled to **mentorship**, **advice**, **guidance**, **monitoring** and **yearly evaluation of progress** by supervisor and the GAC

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**Responsibilities of graduate student**

- Accessible for and maintain regular and frequent communication with supervisor and GAC
- Know and adhere to policies, regulations, expectations and standards of the department, CGSR and University
- Aware of and meet deadlines for registration, coursework, research, applications, reporting, defence, convocation preparations
- Strive for excellence in and take full responsibility for coursework and research
Establish and adhere to a timeline and milestones for completion

Record research systematically, completely and honestly

Report on progress and prepare a yearly report for the Advisory Committee

Submit work for evaluation, allowing reasonable time for review

Responsible use of resources

Maintain, keep clean and return to order the workplace and laboratory

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**Expectations of a supervisor**

- Mentor, **advisor**, monitor and senior colleague
  - **Critical role** in the graduate program
  - Encourage commitment, but never exploit or indoctrinate the student
Responsibilities of a supervisor

- Guide the choice of the GAC, Program of Studies, research project, timeline to completion, milestones
- Regular meetings with student
- Scheduling of qualifying and comprehensive examinations, outline expectations and prepare the student for examination
- Provide expectations, criteria and evaluation for written work, including the thesis, in a timely fashion
- Explore, inform about and provide funding opportunities
- Inform student of policies, regulations, expectations and standards of the department, CGSR and University

Convene the GAC meeting at least once yearly
- Provide the student with opportunity to present research at a conference
- Ensure the eligibility of the thesis for examination, provide the names of potential suitable external examiners, and prepare the student for the defence
- Provide letters of recommendation on request, in a timely fashion
- Arrange for suitable supervision during absences
Expectations of the GAC

- Mentor, guide, advisor, evaluator and provider of feedback
- M.Sc. – supervisor, 1 regular member, chair
- Ph.D. – supervisor, 2 regular members, 1 cognate member, chair
- Chosen early in the program by the student and the supervisor, in consultation with grad chair, to reflect diverse expertise in the chosen field of research

Responsibilities of the GAC

- Establish a Program of Studies
- Remain familiar with the research project and the student’s progress
- Meet with the student at least once yearly to review and report to the CGSR the student’s progress
- Be prepared to recommend withdrawal or alternatives if progress is unsatisfactory
- Consultation with the student on academic, research-related, or other matters such as might arise
Provide feedback on suitability of material for publication, suggest relevant journals for submissions
Examine the thesis for defence in a timely manner
Provide opportunities for the student to present the research at a conference
Provide letters of reference upon request

Timelines

- M.Sc. – 2 years
  Research proposal done by the second term
- Ph.D. – 3 years
  Qualifying exam within 1st year
  Proposal done within 1st year
  Comprehensive exam after course work
Contract

- A contract is needed between faculty supervisor and graduate student
  - Prevent misunderstandings and conflicts between parties
  - Expectations from both parties are laid out in the contract
  - Provide for efficient management of the program of a graduate student
  - Provide for positive student experience