

University of Florida
Environmental Horticulture Department
HOS 6931: GRADUATE SEMINAR
(offered every spring semester)

1 credit Spring 2016 Fifield 2318 or Polycom 7832030 Mon – 9th period (4.05pm-4.55pm)

Instructor: Thomas A. Colquhoun, Ph.D.
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Office: 1523 Fifield Hall
Office Hours: As needed

First class: 1/11/2016

COURSE DESCRIPTION: This course is a series of graduate student seminars focusing on the development of multimedia oral presentations on topics pertaining to individual student research and/or areas of interest.

Environmental Horticulture Requirement: Environmental Horticulture graduate students are required to present one seminar for which HOS 6931 course credit is earned. This seminar concerns the student's proposed research (present in the first/second semester). Student pursuing their MS (thesis option only) or PhD must also present an exit seminar (no HOS 6931 credit required).

Two presentations will be made in this course, all on the student thesis topic:

- (1) the main thesis proposal presentation
- (2) a three-minute thesis presentation (three minutes, single slide), and

COURSE OBJECTIVES: The objective of this course is for students to develop and present informative and effective oral presentations. Students will also improve their ability to provide positive feedback to their peers in a co-teaching role.

COURSE FORMAT: During the class period, students registered for HOS 6931 will attend seminars presented by graduate students. The class will meet weekly until all seminars are presented. There may be weeks during which the course does not meet, and the first seminar will not be until students are ready for presentations.

ASSIGNMENTS AND GRADING: S/U

There are no exams or out-of-class assignments. Your S/U rating is based on the seminar presentation (50%), participation in the three minute thesis and webinar presentations (25%), and participation in seminar critiques (see critique summary below; 25%).

POLICIES:

- A class meeting will be held early in the semester during which the seminar period and student presenters will be chosen.
- Attendance is required during all student peer seminars as well as other speaker seminars during the course of the semester. Students will generate a one-page **self-critique** of their own thesis proposal presentation, including a list of positive attributes and a list of suggestions for improvement. These lists will be turned in no more than **4 days** after the seminar is concluded to

the instructor. Students will also participate in an oral critique of other students' presentations after each presentation.

- The self-critique must be emailed to Dr. Colquhoun **before the next class period**.
- Two or more unexcused absences may result in a U grade.
- Students should communicate clearly with their graduate advisors regarding presentations given in the course—it is the student's responsibility to provide their advisors with seminar presentation date and time well in advance.
- Presentations must be developed using MS Powerpoint to familiarize students with this conventional presentation method unless an equivalent, suitable alternative is demonstrated.

Presentation guidelines:

- Evaluation of all presentations
 - 1) Communication style: was the thesis topic and its significance communicated in language appropriate to an intelligent but non-specialist audience?
 - 2) Structure: Did the presentation follow the usual thesis presentation format, or have a different clear format that was clearly justified
 - 3) Comprehension: did the presentation help the audience understand the research?
 - 4) Engagement: did the oration make the audience want to know more?
 - 5) Technology: was the student comfortable with technology (other than unavoidable glitches!)
- Thesis Proposal presentation guidelines
 - 1) ~ **25 minutes for spring 2016** (length determined by the instructor at the start of the semester, depending on the number of students and available time).
 - 2) Presentation length for exit seminars will be longer as determined by the graduate student's advisor, and may be during a different time period than regular HOS 6931 classes.
 - 3) Typical format:
 - Title slide. Clear, relevant, name, degree, proposal or exit
 - Introduction. Problem statement, Literature review, Objectives, Hypothesis, Research Question
 - Research methods. Experimental design, Data collection, Statistics
 - Results. Bullets, Charts, Photos. Expected results if proposal stage.
 - Conclusions. Bullets, Scientific Impact, Horticulture Application, Future Research
 - Acknowledgements. Committee, lab group, funding
- Three Minute Thesis presentation (see <http://research.unsw.edu.au/three-minute-thesis-competition>) guidelines:
 - 1) Presentations are limited to 3 minutes maximum
 - 2) A single, static PowerPoint slide is permitted
 - 3) No additional electronic media
 - 4) No additional props
- **Graduate students located at RECs:** work with your advisors to register for HOS 6931 either (a) during a semester in which you will be located in Gainesville and can attend all seminars (best) or (b) if you will not be on the Gainesville campus you can register for HOS 6931 as follows:
 - Contact the department graduate course coordinator to set up a section number that will allow you to enroll through your REC and ensure that a Polycom connection is set up in advance of the semester.

- Present your seminar via Polycom, or travel to Gainesville to present your seminar as part of the series. It is your responsibility to ensure that Polycom arrangements are made with your REC, but a bridge will normally already have been set up.
- After you present your seminar, prepare a 1-page critique summary of your own seminar. Detail what you have learned from preparing and presenting your seminar, and include a list of positive attributes and a list of suggestions for improvement for your presentation.
- If you are not able to attend every seminar in real time, discuss alternatives with the instructors.
- Graduate students are encouraged to present their seminar during the spring semester if possible. If circumstances require it, **students may present a seminar in the fall or summer**, but attend/register for credit for this course in the spring. Provide the instructor with notice about when the seminar will be presented.

THESIS PROPOSAL PRESENTATION SCHEDULE (This may be amended based on student number and available time)

- During the class period, students should be briefly **introduced by their major professor**, present the seminar in **25 minutes**. Practice your timing before the seminar – 25 minutes goes by quickly! After the presentation, students will address comments for **the remainder of the class**. Coordinate dates with your major professor to ensure their availability. Following the two presentation for the class period, the class will share comments and critique the presentation for the final minutes of class. Our target schedule:

4.05-4.30	first presenter
4:30-4:35	questions
4:35-4:55	critique from peers

Grades and Grade Points

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Absences and Make-Up Work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be

reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

Software Use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/*
 - Counseling Services
 - Groups and Workshops
 - Outreach and Consultation
 - Self-Help Library
 - Training Programs
 - Community Provider Database
- *Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Distance Education

Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See <http://distance.ufl.edu/student-complaints> for more details.