

# MCB 7410: MOLECULAR AND CELLULAR BIOLOGY SEMINAR

## Guidelines for Students and Faculty

1) The MCB student seminar is a 45-50 minute oral presentation related to a specific area of molecular and/or cellular biology.

2) With the exception of first year students, all MCB students will be required to present one seminar per year. Students graduating within the academic year will be allowed to substitute their research seminar in place of a literature seminar in order to fulfill the requirement. In addition, more advanced students (generally 3rd or 4th year) may give an hour-long research seminar focused on their current research efforts. Students may choose this option once only. Another option is to give a recruiting seminar at a neighboring college or university to fulfill the requirement. See the MCB director for more details on this option. Any student (other than first year) who fails to present a seminar during the academic year will be given a grade of "I" for MCB 7410 during the spring quarter. The "I" will turn to an "F" if a seminar is not given within the first 6 weeks of the following fall quarter. Said student will therefore be required to give 2 seminars during the academic year following when the "I" was given. All students (including first year students) will be required to register for MCB 7410 (when offered) and attend the student seminars.

3) Attendance Policy:

a) Students will only be allowed one unexcused absence (excused absences will be determined by the seminar instructor). Two unexcused absences will result in a grade of "C" for the course; three unexcused absences will result in a "D" and four will result in failure of the course regardless if the student has presented a seminar or not.

b) Students should always inform the seminar instructor if he/she will miss a seminar.

c) In addition, MCB students are strongly urged to attend all MCB sponsored visiting speaker seminars.

4) A single page typewritten abstract (in MS Word format) with approximately 10 references should be prepared and sent via e-mail to Eileen Schulz (delehant@ohio.edu) with a copy sent to the course coordinator for that semester. The abstract will be posted at the MCB web site: [www.ohio.edu/mcb](http://www.ohio.edu/mcb) for MCB students and faculty to read. The abstract should have the student's name, title and date of the seminar at the top of the page. References should be referred to in the text and listed at the end of the abstract in an acceptable scientific journal style. The abstract should be a concise summary of the seminar, including background information and conclusions.

5) Requirements and helpful hints for students presenting seminars:

a) Audiovisual aids (i.e., PowerPoint) should be used in the presentation. Most tables and figures from journal articles or books will require enlarging in order for those seated in the back of the room to see. No more than two figures or tables should be placed on each slide.

b) Practice the seminar beforehand, alone and with other students, and/or your advisor present. These

people can give you helpful suggestions for a better seminar and thus as better grade.

c) Use a pointer and stand next to the projection screen when discussing slides.

d) Finally, and most importantly, make sure tasty snacks and beverages are provided at the seminar. Eileen Schulz, MCB secretary, is responsible for keeping the snacks stocked, please contact her if supplies are running low. Failure here not only threatens your grade but also your life. Eileen will prepare the cart with a cookie tray, hot beverage mixes, cups, napkins, etc. The student responsible for snack can pick up the cart in the Environmental and Plant Biology office, Porter Hall room 315. Eileen will have copies of the seminar evaluation forms prepared and on the cart in an orange folder. After the seminar return the cart to room 315. Eileen will put things away when she arrives in the morning.

e) If, Eileen is out sick and/or not available on a Tuesday, the snacks are stored in Porter 303 in the lower cabinets to the left when you walk in the door. The door is usually not locked, but if it is you can get the key from Martha Bishop (Plant Biology Lab coordinator, room 302 Porter Hall). The snack person is responsible for making sure the snack cart with hot water gets to the seminar site and back to the storage area safely.

6) Grading of the seminar is up to the seminar instructor. However, the instructor should refer to the faculty and student comment sheets before a grade is assigned. Students not presenting a seminar can have no more than two unexcused absences and will receive a CR for the course.

7) Instructors should meet individually with each presenting student after his/her seminar in order to review the comment sheets and most importantly provide constructive ideas to improve the student's next seminar. Faculty and student comments should remain anonymous at this meeting.