Grading Sheet for Graduate Seminar (CHEM 5120)

Date: **To: Chemistry and Biochemistry Faculty**
Subject: Seminar Grading   **From: Michael L. Hayes, Seminar**
Coordinator

Please evaluate the talk of XXXXXXX by placing checkmarks in the spaces below to rate the speaker in each of the following categories. The student will receive a copy of this form. Please make written comments as appropriate.

CATEGORIES	Exceeds expectations	Meets expectations	Needs improvement	Not satisfactory
TOPIC SELECTION AND TREATMENT[1]				
Focus on research within the last 5 years				
Originality				
Talk emphasizes results and analysis over introduction				
Critical analysis of original data is emphasized				
KNOWLEDGE OF SUBJECT MATTER[2]				
Focus on primary literature (not review articles)				
Presentation shows knowledge of chemistry and biochemistry				
Experimental details are well understood				
Handling of questions				
ORGANIZATION AND PREPARATION				
Talk as a whole is well organized around a clear, central theme				
Slides/overheads are well designed to convey the information				
An appropriate number of slides/overheads are used				
Timeliness and Quality of Abstract				
Work is appropriately cited (orally and written) during the seminar				
DELIVERY[3]				
English is understandable				
Appropriate speed, volume, and tone of delivery				
Minimal use of jargon				
Figures and tables clearly explained				
Good eye contact with audience				
Effective and judicious use of pointer				
Appropriate use of time				

NOTES: [1]Presentation of topics used in prior courses, or from the student's host research lab, automatically receives an overall grade of C- or lower. [2]The greatest weight for the overall grade shall be placed on knowledge of subject matter in a novel topic. An unsatisfactory performance in either of these areas automatically results in a grade of C- or lower. [3]Seminar length should ideally be 45 minutes (excluding questions), plus 5-10 minutes for questions. Too long or short lowers grade, though **presentations less than 35 minutes (without questions) automatically receive an overall grade of C- or lower).**

Overall Grade_____

COMMENTS: