

## Graduate Seminars (ME 758)

The Graduate Seminar Course is a seminar series presented by graduate students and guest speakers. ME758 is a zero-credit course. All full-time, in-time Mechanical Engineering graduate students are required to register in the course and are responsible for satisfying the requirements before the completion of their degree. Dr. Gadsden is the coordinator/instructor for ME 758 ([gadsdesa@mcmaster.ca](mailto:gadsdesa@mcmaster.ca), JHE 307).

### Purpose of the Course

- To widen the scope of knowledge of each graduate student by requiring them to participate in seminars related to and different from their research topic
- To enable each graduate student to gain knowledge of what each other is doing in-order-to establish a sense of community
- To develop/improve confidence in presentation skills and techniques
- To gain some useful skills during mandatory workshop sessions (only for those students presenting that semester)

### Seminar Schedule

The seminar schedule can be found on the Resources page of our website, under “Graduate”

Please note that the seminar schedule changes regularly. Check regularly and pay attention to any announcement emails. The seminars will take place once per term, near the end of each semester (typically early December and April).

### General Information

- Graduate students **must** register in ME 758 **in both Term 1 and Term 2** so long as they have full-time, in-time status
- Overtime, part-time, visiting, and exchange students must not register in ME 758 although they are more than welcome to attend the seminars
- Full-time M.A.Sc. students are required to make one presentation in term 4, 5 or 6 of their six-term full-time eligibility. Full-time Ph.D. students are required to make one presentation in term 7, 8, 9, 10, 11 or 12, of their twelve-term full-time eligibility.
- Each presenter will have a 10-minute timeslot, 7 minutes for the presentation and 3 minutes for questions.
- Please consult the Seminar Schedule for details on the date, location, and list of presenters.
- Any student wishing to change the session in which they have been scheduled to make their presentation must make their own arrangements to exchange with another student. The

change must be emailed to the Graduate Program Administrator well ahead of time. For anything more complicated, please contact Dr. Gadsden.

## Attendance

- Attendance is required for the entire day and will be recorded throughout the day of the seminar.
  - Initial attendance will be taken at the doors at the start of the day by the Graduate Program Administrator via sign-up sheet. Please ensure you find Diane Siv-Parr at the beginning of the day to sign in.
  - Attendance will be based on your participation in providing constructive feedback to all presenters through their feedback sheet & is required to pass ME 758.
    - Only one presentation can be missed without an explanation being provided.
    - If for any reason you are not able to attend a presentation, you must send an e-mail to Dr. Gadsden ([gadsdesa@mcmaster.ca](mailto:gadsdesa@mcmaster.ca)) to get authorization; copy the Graduate Program Administrator ([mechgrad@mcmaster.ca](mailto:mechgrad@mcmaster.ca)) and your supervisor.
  - Attendance is tracked after each presentation.
- **The grade for the course is either Pass or Fail (P/F) based upon attendance.**

## Seminar Assessment

All students are encouraged to convey their assessment & feedback of each presentation using the feedback form provided after each seminar presentation. The assessments will be made available to the seminar presenters after the seminar session.

*Note: It is expected that all feedback will be professional in nature and appropriately reflect the quality of the presentation. We reserve the right to ask for further clarification on feedback provided in order to ensure course requirements are satisfied.*

## Presenters

- Students who are scheduled to present must participate in monthly workshops. Attendance will be taken at each workshop. **Attendance at all monthly workshops is required to pass ME 758.**
- Students who are scheduled to present must provide an extended abstract and their presentation prior to the presentation date.
  - The two-page abstract is expected to be uploaded to a MacDrive link no less than 1 month preceding the seminar day. The MacDrive link that will be provided to you via email & the ME 758 MS Teams Channel. Please refer to the Extended Abstract Guidelines on the ME 758 MS Teams Channel. *Changes to the abstracts will not be permitted after the due date.*

- Presenters will also have to provide a peer review to other presenter's abstracts. The Graduate Program Administrator will send details on the peer review once all abstracts have been submitted.
- The presentation is expected to be uploaded to a MacDrive link no less than 1 week preceding the seminar day. The MacDrive link that will be provided to you via email & the ME 758 MS Teams Channel. *Changes to the presentations will not be permitted after the due date.*

### *Assessment of Best Abstract & Best Presentation*

- One month prior to the seminar, abstracts will be graded by peers and faculty via feedback form. Each feedback form will grade the abstracts out of a total of 50. The average of all feedback per abstract will be calculated, and the top 3 students will be awarded the Best Abstract Award for that term.
  - *Abstracts that are submitted after the deadline will be subject to a 3% penalty for each day past the deadline.*
- On the day of the seminar, presentations will be graded by peers and faculty via feedback form. Each feedback form will grade the presentations out of a total of 10. The average of all feedback per presentation will be calculated, and the top 3 students will be awarded the Best Presentation Award for that term.
  - *Presentations that are submitted after the deadline will be subject to a 3% penalty for each day past the deadline.*

### **Presentation Guidelines**

- Your audience is generally not familiar with your research topic. The time allotted to you for your presentation is very short so that that is unlikely that you will be able to present your entire research project. Focus your presentation on some interesting aspect of the research investigation in which you are engaged.
- Review your slides with your supervisor at least 3 days in advance of your presentation so that necessary changes can be made in time.
- Rehearse your presentation to get the timing right. You have limited time to give your presentation, and you will be asked to stop if you exceed this time.

Some examples of great technical talks:

- Prosthetic knees  
<https://www.youtube.com/watch?v=Lly2oVJtJsA>
- 3D Printing  
<https://www.youtube.com/watch?v=ihR9SX7dgRo>
- Nanopatches for vaccinations  
<https://www.youtube.com/watch?v=BGRy5VU-Lfl>

- Packaging material designed from fungus  
<https://www.youtube.com/watch?v=zmDENxTPn8Q>

Some options for PowerPoint:

- Infographic design for knowledge mobilization  
<https://spark.mcmaster.ca/infographic-design-for-knowledge-mobilization/>
- PowerPoint Design for Learning  
<https://mi.mcmaster.ca/powerpoint-design-for-learning/>
- McMaster Powerpoint Template  
<https://tinyurl.com/3hhz5php>

Non-PowerPoint options:

- A tutorial on how to use Prezi  
<https://www.youtube.com/watch?v=-hVaJuTYKss>
- How to use Latex (Beamer) to make presentations  
<https://www.youtube.com/playlist?list=PLCRFsOKSM7eO-WX2ENa5A5vtNx1kjPefY>
- Information on some other web-based presentation tools  
<http://www.sitepoint.com/top-5-webpresentation-tools-compared/>