

Graduate Seminars (MECHENG 758)

The Graduate Seminar Course is a seminar series presented by graduate students and guest speakers. MECHENG 758 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. Judd is the coordinator for ME 758 (juddr@mcmaster.ca, JHE-308B, ext. 24993); the course is administered through [Avenue to Learn](#).

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 their peers are doing in order to establish a sense of community; and
- to develop/improve confidence in presentation skills and techniques.

Seminar Schedule

Please note that there may be changes to the seminar schedule/presenters throughout the year. You should refer to the Avenue to Learn announcements for details, possible changes, and a list of the upcoming presenters from week to week. The regular schedule is as follows:

Fridays, Sep 18 – Nov 27
9:30 AM-10:20AM (Online)

Mondays, Jan 15 – Apr 5
1:30 PM-2:20 PM (Online)

General Information

- Graduate students must enroll in ME 758 **for both Term 1 and Term 2** as long as they have full-time status.
- Overtime, part-time, visiting, Industrial Ph.D., and exchange students must not enroll in ME 758 although they are more than welcome to attend the seminars.
- M.A.Sc. students are required to present one graduate seminar before they graduate; Ph.D. students are required to present 2 seminars.
- Each presenter will have a 15-minute timeslot (10 minutes for the presentation and 5 minutes for questions).
- Attendance is recorded at each seminar using MS Teams; a minimum of **90% attendance per term** (not year) is required to pass ME 758, which means that only one can be missed without an explanation being provided. If for any reason you are not able to attend a seminar, you must send an e-mail [Dr. Koshy](#) (copy [Nicole](#) and your supervisor) before the seminar session. Attendance will be tracked via MS Teams.
- The grade for the course is either Pass or Fail (P/F) based upon attendance.
- 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 e-mailed to [Nicole](#) well ahead of time. For anything more complicated, please speak to [Dr. Judd](#).
- **For students scheduled to present a seminar: Your abstract is due at noon on the Tuesday of the week of your presentation in the Fall semester and at noon on the Thursday of the week before your presentation in the Winter semester.**
 - You should complete your abstract based on the template found under "General Information" in Avenue's table of contents; once finished, **submit by clicking "Assessments">"Assignments">"Abstracts"**, and complete the form. Please submit as a PDF using the filename "YourLastName_Abstract".

- After your presentation, on the same day, please **submit your presentation by clicking "Assessments">"Assignments">"Presentations"**; it will be archived and available for viewing by all students. Please submit as a PDF using the filename "YourLastName_Presentation".

Seminar Feedback Sheets

Students are expected to complete feedback sheets through Microsoft Forms (not Avenue to Learn, as previously indicated). That said, a link to each presenter's feedback sheet will be available through Avenue to Learn, email, and the Microsoft Teams Chat. The feedback sheet will remain active for 24 hours, beginning the day of the presentation. Responses will be limited to one per person, and you will need to log in to Microsoft using your McMaster credentials to complete your feedback sheet. Though Microsoft Forms will record your identity when the feedback sheet is submitted, the feedback, itself, will be shared with each presenter anonymously.

The feedback sheets completed by faculty members are not returned until they have approved the choice of the Best Presentation Award winner at the end of the term.

Audience Guidelines and Virtual Etiquette

- On the days of the seminar, please enter the virtual classroom with your microphone muted and your video turned off.
- When the times comes to ask presenters questions, please use the raised hand icon (toward the bottom of your screen) to indicate your interest in posing a question. Dr. Judd will then invite you to unmute yourself to pose your question to the presenter.

Presentation Guidelines

- On the date that you are scheduled to present, please enter the virtual classroom with your microphone muted and your video turned off. Dr. Judd will invite you to unmute and turn on your video to deliver your presentation.
- Once your presentation is complete, and questions have been answered, please mute yourself once again and turn off your video.
- Your audience may not be familiar with your research topic. The time allotted to you for your presentation is very short so you will not 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, and to ensure you are familiar with how to present using Microsoft Teams. You have 10 minutes maximum 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=LIy2oVJtJsA>
- 3D Printing <https://www.youtube.com/watch?v=ihR9SX7dgRo>
- Nanopatches for vaccinations <https://www.youtube.com/watch?v=BGRy5VU-LfI>
- Packaging material designed from fungus <https://www.youtube.com/watch?v=zmDENxTPn8Q>

For some options in Powerpoint, visit YouTube and search for “Infographics in Powerpoint” or “Graphic Design in Powerpoint”.

- Sample Graphic design in Powerpoint 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/>