

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

THE CMB STUDENT SEMINAR **Special Topics in Seminars (CMBIOL 850)** *Fall/Winter (1 credit each semester)*

The CMB 850 course is a series of student seminars presented every Monday at noon, and is attended by both students and faculty. Discussion and criticism of the research by the audience is encouraged.

Registration and Attendance

CMB students are required to enroll every semester for 1 credit, although they may request to enroll “unofficially” if they are taking other courses that preclude the ability to take more credits. Attendance is required weekly from CMB students. Students who have a scheduled defense date will also be expected to attend until their defense, but those students need not register for the course in their final semester. PIBS or MSTP students interested in CMB are highly encouraged to attend as well, and may also request an opportunity to present if they desire.

CMB students are allowed one unexcused absence with no questions asked, per semester. Any additional attendance-related requests should be made before the seminar in question, and should be directed to the Course Directors for CMB 850. Allowed absences include conference attendance, personal illness and family emergency. These must be emailed to the course directors ahead of time.

Student Requirements in 2nd/G1 – 4th/G2 Year

CMB students will be assigned a week to present a seminar both in their 2nd/G1 year (pre-candidates), and in their 4th/G3 year (candidates). A third-year student and assigned faculty member serve as **evaluators** on assigned weeks. **Student presenters** should work with their mentors to prepare a talk.

Roles and Responsibilities

Audience (faculty, students, etc.) – all attendees should sign in and prepare to ask questions at the Q&A. 5th years and above are asked to submit presenter evaluations and other audience members are encouraged to do so as well.

Presenter – should prepare a talk a couple weeks ahead of time, attend the rehearsal (and reschedule the rehearsal with the group if there are time conflicts), send an abstract (and article if applicable) to CMB a week ahead of time, bring or request presentation equipment (including a laptop or projector if necessary, laptop adapter, and USB drive with the presentation to the seminar)

Presenter’s Mentor – should attend rehearsal/presentation, provide feedback, and fill out an evaluation

Faculty & Student Evaluator – should attend the rehearsal and presentation, prepare remarks to introduce the speaker, read the paper if applicable, provide comments at the rehearsal, fill out a seminar evaluation after the seminar, and facilitate the seminar – including the introductions, transitions, and Q&A session afterwards. During the Q&A, the evaluators should have a couple prepared questions in case of a lull in questions, and should facilitate the handheld microphone so Zoom participants can hear questions. They should also be prepared to help troubleshoot any technical issues. Furthermore, the student evaluator should email a list of attendees to CMB if other students attend as a make-up.

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THE CMB STUDENT SEMINAR (continued)

Presenter Guidelines:

- **CONTENT:**
 - 2nd year/G1 students should see this presentation as an opportunity to practice their prelim presentation. Hence, they should present on their own planned research, providing background, premise, hypotheses, specific aims, and, if available, preliminary data supporting their hypotheses. The presentation should be a critical evaluation of the work, not simply a summary of it.
 - 4th year/G3 years should do essentially the same, with the expectation that the background, premise, hypotheses elements are more concise to leave enough room to share actual results. A working model and preliminary/final conclusions should be presented as well.
- Start preparing a few weeks before the presentation. Discuss with your mentor, and identify interesting papers that put the research into context. Select papers from high-quality journals of broad interest rather than from specialty journals
- ***One week before the presentation (Monday) – your abstract is due to the CMB administrator.*** Please include a title, authors, and departments of those authors. This will be distributed by email to all students and faculty the week before the presentation.
- Don't forget to implement suggestions from the rehearsal into the seminar
- Bring your presentation on a USB drive – and ***test the equipment*** in the room you will be doing your presentation. It is also recommended you bring (or ask CMB for) an adapter, in case one is not available in the room you are presenting.
- Please talk to your mentor to determine whether it's alright for your talk to be recorded and/or posted to the CMB website. If not – please let the CMB administrator know as soon as possible.