

PRELIMINARY SEMINAR SCHEDULING INFORMATION

General Considerations:

1. The date of the preliminary seminar should be agreed upon by the student and his/her three-member faculty thesis committee.
2. Once a date has been confirmed with all committee members, it is the student's responsibility to reserve a room for the seminar. The student should request a room through the Chemistry Office Staff. In most cases, DH 505 is a suitable room unless it is already reserved or an audience of more than 35 people is expected.
3. The finalized date and location of the preliminary seminar should be shared with the Chemistry Department **3-7 days in advance** of the presentation. The Research Advisor of the presenting student is responsible for sending an email to all Department faculty and staff with the title, abstract, time and location of the presentation. Please note that a **written abstract** is one of the evaluation criteria for passing this degree requirement.
4. Both graduate and undergraduate students are encouraged to attend the preliminary seminars. In some cases, the instructor for the Department Seminar Series may ask students enrolled in Chem 285 to attend the preliminary seminar; attendance at a preliminary seminar may substitute for an absence in Chem 285, if the instructor agrees.
5. The student giving the seminar should consult the "Preliminary Seminar Guidelines and Evaluation Form" for details, as found on the Forms page of the Department website. A hardcopy of the Committee Evaluation Form should be printed after filling in the top two lines and then brought to the seminar by the student or Research Advisor.

http://www.sjsu.edu/chemistry/Forms/Preliminary%20Seminar%20Scheduling%20Information_101716.pdf