### CEE 8099 – SEMM Graduate Seminar

**Spring 2015**

**Class Meeting:** Friday 10:05 – 10:55 am in Mason 2117

**Instructor Office Hours Office Email**

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### Course Objective:

To help graduate students improve their oral presentation skills in technical talks. We will focus on how to do the following:

* Create coherent, content-rich presentations;
* Achieve a professional delivery that includes proper eye contact, voice volume and pace, body movement, and time management;
* Design effective slides (text and graphical elements) that complement the oral component,
* Modify delivery for large and small groups;
* Use constructive feedback to improve future presentations.

**Learning Outcomes**

* Students will demonstrate the ability to communicate effectively in professional and technical presentations.
* Students will understand how textual and graphical slides complement the oral component.

**Attendance:** *Class attendance is mandatory*. Students will be allowed one unexcused absence per term without penalty. Students may also have additional excused absences during the term due to medical/personal reasons, travel, or unavoidable conflicts related to research activities (e.g., conflict with coordinated laboratory work). The Instructor will work with students to avoid negatively impacting their research activities during the term.

**Course Format:** This course will primarily involve SEMM graduate students making presentations based on their research activities. Although the technical content of these presentations is important, the focus of the course is on improving presentation skills. The formal presentation schedule will begin in Week 4 of the Spring 2015 term, following the basic schedule outlined below. The goal of the course is to have each student make at least one presentation during the term:

* During weeks 4-7 of the term, students in the initial stages of their research will give short (10 minute) presentations on some facet of their research activity (such as a critical review of pertinent literature.)
* For the rest of the term, more advanced students will give a 20 minute presentation focused on their research project itself.

All students must participate in the Seminar by giving written and verbal feedback to presenters. The presenters will, in turn, analyze this feedback and prepare a summary memorandum of areas for improvement they will focus on going forward.

*Students taking their qualifying examinations in Spring 2015 will be excused from presenting. These students will still be expected to attend the Seminar each week and provide feedback to students who are making presentations.*

**Grading:** This course is conducted in letter grade format. Final grades will be determined as follows:

Attendance: 34%

Participation: 33%

Feedback Analysis (presenters): 33%

Total 100%

**Learning Accommodations:**

The Georgia Institute of Technology has policies regarding disability accommodation, which are administered through The Office of Disability Services.  See <http://disabilityservices.gatech.edu/>. For students with disabilities, please contact this Office to request classroom accommodations.

**Honor Code:**

This course will be conducted under the guidelines of the Georgia Tech Academic Honor Code. A copy of the code can be found at <http://www.catalog.gatech.edu/rules/18b.php>