

Instructions for Capstone Presentations

Successful completion of your capstone experience culminates in an oral presentation. This presentation, in addition to attendance and a written report, is used in assigning your CHM 432 course grade. Be aware that either CHM 490 or 491 is a prerequisite for CHM 432, so plan ahead to be sure you graduate on time. Several seminar periods are generally allotted for Capstone presentations with each time slot accommodating up to three student presentations. Students can choose their seminar date from the list of available dates as they turn in their written reports. (i.e. time slots are assigned on a first come, first served basis) Therefore, to be sure and get the seminar date you want, turn in the written report as soon as possible. Please see Dr. Day (S 479, x7054, day17@marshall.edu) for more information on the presentation schedule.

Suggested Time Line:

- 1) At least two weeks prior to your talk prepare an outline and discuss it with your research advisor. Internship students should see Dr. O'Connor as early in the semester as possible about their presentations.
- 2) Make a first draft of the slides you plan to use on paper and prepare a first draft of your talk. Again show them to your advisor.
- 3) Refine the first draft by adding slides where further information/explanation is necessary. Remove slides that are unnecessary or confusing.
- 4) Prepare your abstract now that you know what you will be discussing.
- 5) Practice your seminar on your own no later than one week before your presentation to get your timing down. Then do a dress rehearsal in front of a group of friends and your research advisor. Have them give you an absolutely honest evaluation of your seminar and give you suggestions in writing before they leave.
- 6) Incorporate their suggestions and rewrite your talk. Practice it again.

General Suggestions

- 1) If you've never been to seminar before, try coming to a few to see how it's done. This is particularly helpful if there are student talks (both Master's and Capstone) before yours.
- 2) "Memorize" parts of your talk, but don't present it stiffly. It's permissible to use note cards if you forget something, and your slides should guide your talk through points that you want to cover. Do not read your talk from either notes or from slides. The majority of the time should be spent looking at the audience as opposed to looking at your notes or slides.
- 3) Follow the rule: One idea – one slide.
- 4) Slides containing great quantities of data or other information should NOT be used. Slides or overheads that cannot be read easily from the back of the room should not be used. If you have to apologize for the appearance of a slide consider doing the talk without it.
- 5) When preparing your talk, assume that everyone in the audience has had and remembers a good bit of general chemistry, organic chemistry, analytical chemistry (CHM 345) and their associated labs. Review basic concepts central to your talk but do not go far afield to review concepts on the periphery of your talk.
- 6) If you encounter a problem in your talk, move on as best you can. Do not lose your poise because you see someone is sleeping or because you are asked a question or because you suddenly think of something new in the middle of your talk.