

THESIS A SEMINAR WEEK STUDENT CHECKLIST

1. SEMINAR – DATE, TIME, LOCATION
 - Seminars are normally scheduled in week 11.
 - See schedules on the Thesis website: <http://scoff.ee.unsw.edu.au/thesis/thdex.html>
 2. TIMETABLE FOR SEMINAR WEEK
 - Prepare this early.
 - Include 6 seminars to attend.
 - You must be acting as the chairperson for the presentation that follows yours.
 3. PLAN PRESENTATION
 - Duration = 30 minutes in total (20 minutes for talking + 10 minutes for questions and setting up)
 - Duration = 45 minutes in total for a group presentation (35 minutes for talking + 10 minutes for questions and setting up)
 - Address to be aimed at informing and convincing your examiners and the audience (mainly 4th-year students) about your work.
 - Avoid detailed analysis.
 4. PREPARE TALK
 - Produce a PowerPoint presentation and save it in a USB memory stick.
 - Rehearse your talk.
 5. PREPARE SUMMARY SHEET
 - One page (type) – aim of your thesis, general background, and how you solve the problem.
 - Include thesis title, your name, and the names of your supervisor and assessor.
 - Make 20 printed copies for handing out to the audience.
 6. AT YOUR SEMINAR
 - Check that the summary sheets have been distributed.
 - Be the chairperson for the next speaker.
 7. ATTEND SIX SEMINARS BY OTHER STUDENTS
 - Download seminar attendance sheet from the thesis website.
 - Enter details of each seminar that you attend.
 - Immediately after each presentation, get your attendance sheet signed by the thesis supervisor or assessor of that seminar.
 8. AT THE END OF THE SEMINAR WEEK
 - Return attendance sheet to the School Office by 5pm Friday of the seminar week.
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