Syllabus CIIC 8996
Doctoral Seminar

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Office: Stefani 513
Office hours:
Tuesday 8:30 – 10:30 AM and Friday 10:35 – 12:00 AM & 1:00 – 3:00 PM
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Aims
This course is a workshop mainly intended to exercise the oral and written communication skills of the students.

Contents
This semester, the workshop will require from students:

1. A 25-minute oral presentation on a scientific or technical subject
2. A 6-page paper on the subject of the oral presentation
3. A written one-page (at most) summary of each one of the presentations attended in the workshop

Formats
Each oral presentation will be followed by 5 to 10 minutes for questions.

Within the week after an oral presentation all students, with the sole exception of the presenter, are required to turn in her or his summary of the presentation. The summary must include:

- A brief, non-technical description of the subject of the presentation
- Personal opinions on the subject of the presentation
- Personal comments on the quality of the presentation

NOTE: Student’s summary will not influence grading, but may be used as feedback to the presenter.

Each presentation must be organized as follows:

1. Title
2. Motivation
3. Outline
4. Core of the presentation
5. Conclusions
6. Future work
7. References
Each paper must be written in IEEE two-column style, and be organized as follows:

1. Title
2. Abstract
3. Introduction
4. Core sections
5. Conclusions and future work
6. Bibliography

Evaluation
Each presentation, paper and summary is graded in a scale 0 – 100. The final grade is computed as follows:

Grade = .35 Presentation + .35 Paper + .30 Average of Summaries

The Grade is translated into an alphabetical scale according with the following table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 60</td>
<td>F</td>
</tr>
<tr>
<td>60 – 70</td>
<td>C</td>
</tr>
<tr>
<td>70 – 85</td>
<td>B</td>
</tr>
<tr>
<td>86 – 100</td>
<td>A</td>
</tr>
</tbody>
</table>

The evaluation is based on:

1. Organization of the work
2. Redaction
3. Ability to convey a message
4. Appropriateness of the wording and expressions
5. Physical presence and stage domain
6. Pronunciation
7. Appropriateness of the answers to the questions