

ATTENTION – MASTER’S STUDENTS

Syllabus: ELEC 509 SEMINAR

Coordinator: Dr. Issa Traoré, Graduate Advisor, telephone 250-721-8697, email itraore@ece.uvic.ca

Objective: To expose Masters students to different areas of research and to provide a forum for presentation of graduate student research topics.

Requirements: Throughout the duration of their program, students are required to **attend a minimum of 16 seminars**. In general, all seminars organized within the Faculties of Science and Engineering are acceptable. For other seminars, please contact the course coordinator. Normally, 8 seminars must be taken per year.

All Masters students are also required to **present a minimum of 1 seminar** during the course of their program.

Presentations: The presentation should be 30-45 minutes with a 15-minute question period. The presentation should preferably focus on the student's research, but should be placed in a wider context to explain to fellow students and researchers, who may not work in the area, what the presenter's research is about. Typically, the seminar is given prior to the thesis defence. It is the student's responsibility to schedule the seminar well in advance of the presentation date, and ask their supervisor to reserve an appropriate room. It is also the student's responsibility to notify, via email, their supervisor, the Graduate Advisor, the Graduate Secretary, all faculty and graduate students in the Department of Electrical and Computer Engineering of their presentations at least 1 week in advance. This is done by sending email to engn-announce-ece@lists.uvic.ca and must specify the date, time and place, speaker, title and summary. This information should also be sent to Erik Laxdal elaxdal@ece.uvic.ca at least 2 weeks in advance for inclusion on the department website.

Evaluation: Details of seminars attended must be entered in the **attendance record** kept in a binder in EOW 448. There is a sheet for each student, and the sheets are alphabetically arranged. It is the student's responsibility to enter this information **shortly after or within 24 hours** of attending a seminar. Students must document the seminars they present using the same sheets in the attendance record. Students must also provide the list of seminars attended in their **Annual Progress Report** submitted to their supervisors.

In addition, students must keep their own record of seminars attended and give this to the Graduate Secretary when they start the degree completion process. Students should make a copy for their own records.

At the end of a student's program, the attendance, as well as the number of seminars given, will be counted. If a student has less than the minimum number required, they will receive an **N** or **F** grade.

Even after seminar requirements are met, it is still necessary for Masters students to register for ELEC 509 as it will not be graded until all degree requirements are completed.

Off-Campus: Seminars attended off-campus can be counted towards the course requirements if the subject falls within the scope of the Faculties of Science and Engineering. Students must send a record of the seminar to the Graduate Secretary within 48 hours of attendance. This record must include the abstract, date, time and place, seminar presenter, biography of the presenter, and a 300-word (one-page) summary of the knowledge acquired by the student from the seminar.