

GENERAL INFORMATION AND SYLLABUS

COORDINATOR (FALL): **PROF. JOHN S. MAGYAR**

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Office hours: Tuesday 2-4 pm; Friday 9-10 am

Seminar Schedule Fall 2009

Date	Friday Seminar (805 Altschul)
Sept. 11	Organizational Meeting
Sept. 18	No class meeting! Work in Lab!
Sept. 25	Summer Research Presentations...“What I did last summer” <i>Whole department</i>
Oct. 2	Written and Oral Presentations <i>Excel, PowerPoint, etc.; tips to improve your presentations</i>
Oct. 9	Research and Writing Tools <i>ChemDraw, Word, EndNote, SciFinder, etc.</i>
Oct. 16	Introductory Research Talks
Oct. 23	Introductory Research Talks
Oct. 30	Journal Article Presentations
Nov. 6	Journal Article Presentations
Nov. 13	Ethics in Science
Nov. 20	Fall Department Luncheon/Program Planning Prof. Jonathan Owen, Columbia University <i>No regular thesis meeting!</i>
Nov. 27	<i>Thanksgiving holidays – no classes</i>
Dec. 4	Research Updates
Dec. 11	Research Updates
Dec. 14	(Monday; last day of classes) First draft of thesis due: one copy to advisor, one to Prof. Magyar <i>Introduction, Experimental, Results (for completed experiments), References</i>

Columbia Department of Chemistry Colloquia are highly recommended:

Thursdays at 4:30 pm, 209 Havemeyer, preceded at 4 pm by cookies in 328 Havemeyer
(complete schedule at <http://www.columbia.edu/cu/chemistry/pdf-files/coll-fall09.pdf>)

Thesis Student	Advisor
Renee Harris	Christian Rojas
Brisa Hurlocker	Christian Rojas
Wen Qi (Maggie) Jiang	Kristina Harris
Bianca Lahiji	Marisa Buzzeo
Linda Suen	Dina Merrer
Julia Tolentino	Dina Merrer

RESEARCH TALKS

Scientists must know how to communicate their work, both orally and in writing. In the course of the year, you will have the opportunity to talk about your work at least five times: an introductory talk, three research updates, and a formal oral presentation at the end. You are encouraged to use PowerPoint or other visual aids even in the informal research updates. Any talk, even an update, should be planned, rehearsed, and timed.

Introductory research talks: These talks should give very general background about your project: what you will be doing, why it is interesting, what the initial approach will be. It is not expected that you will have any results of your own at this time. Plan these talks so that your fellow students will understand: avoid unnecessary jargon, and explain any required terminology. Plan for a 20 minute presentation, followed by questions.

Research updates: The research update typically starts with a quick review of the background material but focuses on results that have been obtained since the last presentation. Results include both successful and unsuccessful efforts. Expect these talks to be informal and very interactive, with lots of questions. This update is also an opportunity to talk about problems: others in the group may be able to offer useful suggestions. Plan for a 10-15 minute talk (20 minutes including questions).

Thesis presentations: This presentation is your chance to present your work to the world! We encourage you to invite your friends, and we will post signs inviting others to attend. This talk must include PowerPoint slides. These presentations should be carefully rehearsed and should be designed to last about 45 minutes.

Thesis defense: You meet privately with your committee, where they ask questions about your thesis, including related background material. No special preparation is needed: remember that after a year of research, you are an expert, and probably know more about this work than most of your committee! The defense typically lasts about an hour or a little longer.

THESIS DRAFTS

The process of writing often clarifies which points are solid and which need further work. To take advantage of this fact, and to gain practice in writing, the preparation of the written thesis is structured with several deadlines through the year. Your advisor may add to this schedule, either by asking for brief written reports, or by reviewing early versions of your drafts.

First draft: By the end of your first semester of research, it will be possible to write a reasonably complete introductory chapter. As you proceed, you should begin to generate the methods section of the thesis and to write preliminary portions of your results. Whenever you consult an original source, you should collect the current bibliographic information; the first draft should have a fairly complete set of references.

Second draft: Most of your experimental work should be completed by the middle of your second term. The remaining time is needed to finish the thesis. At least a first draft of every chapter should have been written by this time. (It is always possible to add a few last minute results.)

Penultimate draft: This draft is the thesis ready to be seen by your committee. It should be proofread, spellchecked, paginated, with complete figures, tables, and references.

Final copy: This copy incorporates any final revisions and corrections suggested by the committee.