

Syllabus for Nematology Seminar (NEM 6931)

The objective of this course is to equip the student with skills necessary to present data in a professional setting.

Offering frequency: Spring Semester, every year

Instructor: (*odd years*): Dr. Zane Grabau, 2213 Entomology and Nematology Bldg. (Building 970), PO Box 110620 Natural Area Dr., Gainesville, FL 32611, 352-273-3983, zgrabau@ufl.edu.

(*even years*): Dr. William Crow, 2215 Entomology and Nematology Bldg. (Building 970), PO Box 110620 Natural Area Dr., Gainesville, FL 32611, 352-273-3941, wtr@ufl.edu.

Attendance: Attendance is mandatory. Your class grade drops 10% for each unexcused absence. You must contact the instructor before seminar to request an excused absence. Make-up work will be provided for excused absences.

Grading: Engagement is 10%. You should ask questions to at least 7 speakers over the course of the semester. You will also introduce one speaker and moderate questions for that seminar.

Speaker Evaluations are 30%. You will turn in an evaluation for each speaker by the following week and we will meet at the start of class to discuss evaluations.

Your Abstract draft is 5%. The abstract is due by the beginning of the class session two weeks before your seminar presentation. The instructor will provide feedback by the Wednesday before your final abstract is due.

Your Abstract is 15%. The abstract is due by the beginning of the class session one week before your seminar presentation.

Your Seminar draft is 5%. The draft is due by the beginning of the class session one week before your seminar presentation. The instructor will provide feedback by the Wednesday before your seminar.

Your Seminar is 35%. Seminars are based on the student's thesis/dissertation research thus far except through prior arrangement with the instructor. Online students will deliver their seminar via zoom from their UF REC or from Steinmetz 1027 in Gainesville.

Grading scale:

93 – 100% = A

90 – 92.99% = A-

87 – 89.99% = B+
83 – 86.99% = B
80 – 82.99% = B-
77 – 79.99% = C+
73 – 76.99% = C
70 – 72.99% = C-
67 – 69.99% = D+
63 – 66.99% = D
60 – 62.99% = D-
below 60% = E

Seminar grading rubric:

Mechanics (5 points): Was the speaker clear? Did they make eye contact? Did they use the pointer effectively? Were they within the specific time limit?

Figures and layout (10 points): Are wording, figures and tables large enough to read? Do figures effectively convey message?

Organization (10 points): Does the presentation have all needed sections (background, methods, objectives, etc.)? Is the information presented in a logical order? Is there enough background information for the audience to follow the presentation?

Science (10 points): Is all scientific information accurate? Is sufficient information provided to understand biology behind research? Are statistics displayed, if necessary?

Spring 2025 Schedule: Mondays 12:50-2:45 PM. Week 1 will be *January 27*, due to MLK Day and an instructor conference. Seminars will begin *February 10*. Students registered for the in-person section of the class will meet in Steinmetz 1027. Online students will participate synchronously by Zoom (link to be provided). (Gainesville students are strongly encouraged to register for the in-person section.)

For the first two weeks we will have learning activities on how to prepare and deliver an outstanding oral presentation.

After seminars start in week 3, the class will meet from 12:50-1:35 to discuss our evaluations of the previous week's speaker and what we learned from their presentation. Seminars will be from 1:45-2:45.

Internet and Teams:

All assignments must be submitted as email attachments. Seminar evaluations and Abstracts should be submitted in word or pdf. Presentation drafts should be submitted in powerpoint or pdf format. I will not accept hard copies. Your graded assignments will be returned to you in the same format. I have your gatorlink email addresses. If you use an email address different from your

gatorlink as your primary email you need to provide it to me. It is your job to check your email regularly!

Grades and Grade Points: For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

Attendance and Make-Up Work: Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

Online Course Evaluation Process: Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.ua.ufl.edu/public-results/>.

Academic Honesty: As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

Software Use: All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Services for Students with Disabilities: The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities,

recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation 0001 Reid Hall, 352-392-8565, <https://disability.ufl.edu/> .

Campus Helping Resources: Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu Counseling Services Groups and Workshops Outreach and Consultation Self-Help Library Wellness Coaching

- U Matter We Care, www.umatter.ufl.edu/ .

- Career Connections Center, First Floor JWRU, 392-1601, <https://career.ufl.edu/>.
Student Complaints:

- Residential Course: <https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/>.
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