Senior Seminar Written and Oral Report:
Near the start of the semester you will work with a faculty member in your major to select a topic for giving a written (min 9 pages including abstract, bibliography, and table of contents) and an oral (20 minutes) report. This should be done using technology and terminology standard to your discipline. The reports will be scored by faculty using rubrics (which are attached to the end of this assignment). Your topic must include things that you have learned outside of regular coursework.

You may report on your honors thesis, your service learning project, your internship, or a topic from your discipline that you want to learn more about. If the report is based on work done with a group, you must do your own unique presentation and report. The material must not overlap substantially with material presented by others in the class. It may be necessary to do additional work or to concentrate on different aspects of your project. Be sure to discuss this with your advisor before working on your report or presentation.

Reference Selection Assignment:
Once you and your faculty mentor have identified the specific topic that you will be using for your presentation and report, you need to build a good foundation of references for the report. The following steps should guide you in the process:
- Define carefully the topic to be discussed.
- Determine key concepts or information needed to present this topic.
- Select resources necessary to provide the information (note that this should be more than websites). It is not sufficient to use only "what my boss said" from your internship experience.
- Explain your reasoning for selecting each of the resources that you will be using.

What to turn in: A brief document 1-3 pages that provides the information listed above should be turned in to the course instructor. You should also take a look at the Information Literacy Rubric to be sure that you are on track with what you are providing. Your reference selection assignment will be due roughly three weeks into the course (see the class calendar). Before you finish your project, you may find that you need additional references but the expectation is that your literature review will be thorough and that your final bibliography will not be significantly different from the list you turn in initially.

Written Report Instructions:
You will be writing a paper of at least 9 pages in length (including abstract, bibliography, and table of contents). Please be sure to pay attention to all of the critical elements of a well written paper:
- Clear structure that includes and abstract, table of contents, clear sections, a summary/conclusion and a bibliography)
- A clear statement at the beginning of the paper about the main topic covered by the paper
- Carefully crafted language
- Good transitions between sections
- Appropriate grammar and spelling
- Do not use the first person in writing the paper, good scientific writing is always in the third person. Your paper should not read like a summer travel log.
- Careful use of references to support your points. Ideas should be attributed and references should be quoted or cited in the body of the paper as appropriate and there

should be a link between the citation and the bibliography (pick one style and stick with it - MLA or APA is fine).
- You should not just report the ideas of others but should synthesize them to draw your own conclusions.

Before you turn in your paper, look at both the Information Literacy and Written Report rubrics and verify that you have covered all topics.

Note that your paper will be peer reviewed in class. You should make adjustments to your paper based on the input of your fellow students before turning in the paper.

What to turn in: You final paper and your self-assessment of your own work using the Information Literacy and Written Report Rubrics should be turned in to the course instructor.

Oral Presentation Instructions:
You will give a 20 minute presentation on your topic in class (15 minutes of presentation and 5 minutes for questions). Here are some important things to keep in mind:
- You should focus on extracting the most relevant information from your paper for the presentation.
- 15 minutes is a much shorter period of time than you imagine, practice repeatedly and time yourself.
- Project your slides in a classroom and stand at the back of the room. Can you see all important graphics and figures? If not, make the text larger.
- Find ways to engage the class. Have them do an activity, answer a question, make a guess about and example, etc.
- You should not read your slides during the presentation. You should be familiar with the material and the order of the slides so that you can make eye contact with the class. Practice, practice, practice.
- While you are practicing, have someone record you using a phone or camera. When you look at yourself talking you will gain some insights about good and bad habits and can prepare your final talk accordingly.
- Empty your pockets…. One of the most annoying tics that people display when giving a talk is rattling keys, change, etc. in their pockets. Remove the temptation.

Be sure to take a look at the Oral Presentation Rubric before you give your presentation. The rubric will guide you in making sure that your slides are well prepared and that you are ready to talk to a group.

What to turn in: Provide the course instructor with a final printed copy of your PowerPoint slides.

Student/Advisor Sign-off Sheet
Please note that you must meet the deadlines for the preparation of your report and your oral presentation. To monitor your progress, you need to have your advisor initial each of the steps in the schedule below.

Due date	Actual Date	Item	Advisor Signature or in class
Jan 14	_____	Advisor contacted/ possible topics discussed	_____
Jan 28	_____	Topic finalized, reference selection assignment, background material gathered	_____
Feb 11	_____	Abstract, final bibliography, outline	_____
Mar 11	_____	Paper draft for peer review	_in class_____
Mar 18	_____	Paper and PPT Drafts to advisor make changes base on peer review before giving the document to your advisor.	_____
Mar 25		PRESENTATIONS BEGIN	
April 8	_____	Final Written report along with self-assessment Using the Information Literacy and Written Report rubrics	_in class_____
TBD Randomly	_____	Final PowerPoint	_in class_____

Advisors will not sign off for an item unless it appears to them that the expected amount of time, as defined below, has been spent on each item

Background Reading/ abstract	10 hours
In-depth reading / outline prep	10 hours
1st paper draft	5 hours
PowerPoint draft	4 hours
Paper/PPT revisions	4 hours

For each day that an assignment with either an advisor or in-class deadline is late, **one page will be added to the length of the written report.** For example, if the abstract is 2 days late, and the PowerPoint draft is 1 day late, you will have to write 3 extra pages.

Extra pages = _____

The rubrics use a 1-4 grading scale with 4 being a high score. You will not pass if you receive an average of less than 2.5 on either your written report or your oral report.