

**Tamkang University Department of Chemistry  
Guidelines for Conducting Graduate Seminar Courses**

1. All graduate students must enroll in the department's Seminar course each semester of their first two years of graduate school. This course includes guest lectures on Mondays and student lectures on Wednesdays. During the second semester of a student's first year and the first semester of their second year, this course includes completing a written report and giving an oral presentation in front of the class.
2. Oral presentations begin the second week after the beginning of each semester. Each week a different student gives a presentation. Presentations are given in English and the student stands at the front of the class. Each student is allotted a total of 100 minutes: 50 minutes for the presentation and the remainder for discussion.
3. The content of the report should be a summary of three papers published within the past six months, of which at least one paper must be discussed in full.
4. Report topics should be approved by each student's supervising professor, and topics should be sent to the department's academic assistant before August 15. The department's academic assistant shall cooperate in assigning the date on which each report shall be given, and shall make a department-wide announcement of this schedule.
5. Students must sign their written report, bring it to their supervising professor for review at least seven days before the beginning of classes, and, after corrections have been made, obtain their supervising professor's signature on the cover page..
6. Before the beginning of classes, the written report should be sent as a PDF file to the department's academic assistant. On the first day of classes, students must bring their written report (on paper) and the three most important articles cited in it (also on paper) to the department's academic assistant, who will forward them to the professor in charge of the course.
7. The content and format of the written report must be as follows:
  - a. Written report must be written in Chinese; special terms may be added in English in parentheses or simply written in English.
  - b. The written report should be a summary of a number of articles and should include at least the following items: title, abstract, introduction, results and discussion, conclusion and references. Sections for experimental methods, reaction equations and background information may be added as needed.
  - c. The written report should be six pages long. The first page should include the following contents: report title, report writer's name, abstract, the authors of the three most important articles summarized in the report, and other information such as the journal names, volumes, and years of publication.
  - d. In the written report, the introduction, results and discussion, conclusion, references, etc., must be written as separate sections; quoted material must be noted within the main content using footnotes.
  - e. References should be cited using the JACS format as a standard. If a different format is used, it must be used consistently for all references.
  - f. The format of the written report is as in Attachment 1. Format settings are as follows: 14-point fonts; Standard Kai font for Chinese; Times New Roman font for English and for numerals; single spacing; 0.3 lines between paragraphs; page numbering; total of six

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pages. The aforementioned six pages do not include illustrations or charts; illustrations and charts may be added as supplementary materials following the six main pages of the report. Explanations of illustrations and charts must be written in Chinese.

- g. Reports that do not follow the above guidelines will be returned to the student for correction within a limited timeframe.
8. For the oral report, students must create a PowerPoint presentation with illustrations, charts and a simple outline as the main content; long paragraphs of text are not permitted.
9. Grading for Seminar courses is based on factors such as attendance, class participation (asking questions), written report, oral expression and degree of understanding. Details of grading are left to the professor in charge to decide; general principles are as follows:
  - a. Beginning from a base score of 70 points, five points are deducted per unexcused absence, three points are deducted for tardiness, and five points are added per question asked. Absence or tardiness may be excused (without points being deducted) at the discretion of the professor in charge.
  - b. Grades for students who do not need to give an oral report in front of the class are calculated based on their attendance at and participation in Monday guest lectures (50%) and Wednesday student reports (50%).
  - c. Grades for students who must give an oral report in front of the class are graded based on their attendance at and participation in Monday guest lectures (50%) and on their score for the report for the Wednesday class (50%).
  - d. Grading for the report for the Wednesday class is based on the following factors: format and content of the written report; quality of the PowerPoint presentation; quality of the oral presentation; degree of understanding of the articles presented; use of time. Details are left to the discretion of the professor in charge.
10. The format of the written report is as in Attachment 1, which may be downloaded from the Chemistry Department's website.