

## GUIDELINES FOR MCDB 595

**Research:** Students are expected to devote >20 hrs/week to their research.

**MCDB Oral Presentations** - Oral Presentations will be held during **the last two weeks of the term** at various times. Signups will be on Google doc that will be sent by the Undergraduate Registrar. The Oral Presentations (PPT format) should be uploaded to the Canvas Assignment section at least 2 days before the scheduled presentation. Don't forget to include your 2-3 questions for the group.

Each student is required to give a formal seminar (PowerPoint slides) on their research progress at the end of the term in which they are completing MCDB 595 (always held in multiple sessions spread out over the last week or two of classes). Each student seminar is capped at 15 minutes, with the slide presentation limited to 10-12 minutes, followed by 3-5 minutes for questions from peers and course instructors. Students should also prepare a final slide that includes 2-3 questions for the audience to discuss. All students are required to attend two full seminar sessions. This includes attending the session in which you are a presenter, and also attending a second full seminar session on a different day in which you are not presenting, but are an active member of the seminar audience. Students are expected to arrive promptly and to remain for the duration of each of their two required seminar sessions. Most sessions consist of 5-8 student seminar speakers. The actual time of each session varies from 1.5 – 2.5 hours depending on the number of speakers and the extent of questions from the audience. A digital projector will be available; however, you should plan on bringing your own laptop to plug into the system.

After each talk, the audience will be allowed to ask questions, and then the speaker will be expected to ask 2 or 3 questions of the audience. A portion of your course grade will be based in part on participation in these sessions.

Individual slides should be simple and not overloaded with text. Many skilled presenters find it effective to present only one key idea on each slide, as a general rule, and to provide a title on each slide. Your talk should include an introduction of the overarching biological question that you addressed, an explanation of the approach you took to tackle this question, your results, and the conclusions. Your objective should be to make your presentation clear and interesting to individuals who do not share your research background. It is extremely important to define any technical terms and to avoid acronyms. You should assume that the audience does not know the terminology or background of your field.

Practice your talk. Give a practice talk to the lab you are working in before you give it to the class. As noted in the Research Mentor's contract, their attendance at the session at which you are presenting is expected; if they cannot attend, you should arrange for someone else from your lab to attend. Mentor participation is a critical aspect of the course. Consequently, consult your research mentor at the beginning of the term to select a date that fits with their schedule.

**Committee Meetings:** Students are to schedule committee meetings in each of the two academic terms no later than mid semester to discuss their thesis and research. The format of the meeting can be arranged by the research mentor. Students should notify the office of the DUS as to the date of the committee meetings via [andrea.chamba@yale.edu](mailto:andrea.chamba@yale.edu). The student should complete the top portion of the [Committee Meeting Form](#) (also available on Canvas) and provide the form to the Research Mentor for completion. The Research Mentor is expected to provide the completed form to the office of the DUS via [andrea.chamba@yale.edu](mailto:andrea.chamba@yale.edu). Committee meetings may be scheduled by the student through [25LivePro website](#).

**Submission and Formatting Instructions for All Written Work:** All papers should be uploaded to the Assignment section in Canvas by the deadlines stated. ***Additionally, please follow these formatting instructions:*** Students should follow the American Psychological Association Guidelines for formatting instructions. You can use the following URLs for more information:

- [www.apastyle.org](http://www.apastyle.org)
- [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) (which is referenced by the Center for Teaching and Learning at this URL: <https://ctl.yale.edu/FacultyResources/English>)
- <https://ctl.yale.edu/sites/default/files/files/Formated%20Writing%20an%20APA%20Style%20Empirical%20Paper%20KVCulin.pdf>

Be sure to include a title page with the following information: (a) Title of Research, (b) Student Name, (c) PI Name and names of other laboratory mentors (other than PI), (e) Course & Term. Make sure to include a header on pages 2 through the end of the document with (a) Student Name, (b) Course & Term and (c) Page Number. Save papers as a pdf using the following nomenclature:

*StudentLastName\_FirstName\_MCDBCourse\_Term&Year.pdf.*

***Please send a copy to your full committee at least 1-2 weeks before your Committee Meeting.***