University of Windsor - Department of Biological Sciences

Graduate Seminar Evaluation Form

Speaker: _____ Assessor: _____

Presentation Date: _____

Place written comments in the boxes and rank each section on a scale of 1 to 5 by checking the appropriate box:

1 = Needs Improvement, 2 = Satisfactory, 3 = Good, 4 = Great, 5 = Exceptional

Guidance on how to assess each section is provided on the back of this form. When completed, please give this completed form to Nancy Barkley in the Biology Office.

Introduction / Background Information: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐

Methodology: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐

Results / Expected Results: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐

Discussion / Conclusion / Significance: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐

Seminar Timing: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐

Presentation Style: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A ☐

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Instructions for completing the Graduate Seminar Evaluation Form

This evaluation form is intended to provide graduate seminar speakers with constructive feedback that will improve the speaker's future graduate seminars, defense seminars, conference seminars, lectures, job talks, etc. Below you will find guidance on the aspects of a quality graduate seminar. A top-notch seminar should exhibit the qualities listed after each section below.

Abstract: Accurately reflects the content of the talk; Summarizes the objectives; Describes the methods; States the results; Summarizes overall conclusions.

Introduction/ Background: Explains how project is relevant to the research field; States objectives clearly; References previous literature; Gives a comprehensive review of the literature; Logical development.

Methodology: Methods are clearly and simply described; Rationale explained; Properly referenced; Acronyms are explained; Statistical methods described; Alternative methods considered.

Returning students presenting results

Results: Tables and Figures legible; Units and scales identified; trends highlighted and explained; appropriate amount of detail for audience to interpret results; Analytical techniques appropriate; Statistical methods appropriate; key assumptions evaluated; relevant to objectives.

Discussion / Conclusion / Significance: Relates results to objectives; Explains how these results add to previous knowledge; Significance and implications of the findings; clear conclusions and summary.

New students presenting proposals

Expected Results: Any tables and figures legible; Units and scales identified; Appropriate amount of detail given; Relevance to objectives explained; Expected results follow logically from information provided.

Discussion / Conclusion / Significance:: Logical presentation; Consistency with other work; Statement of project progress; Expected significance and implications; Clear conclusions and summary.

Timing: The talk fit within the allotted time with appropriate timing for each section (i.e. too much time on background, more time need on significance, etc.).

Presentation Style:

Speech: Speech is clearly audible; Speed and pace was good; Proper use of grammar; Appropriate style; Technical terms used correctly; Confidence in speech; Minimal use of jargon.

Slides: Slides had a compelling style; All fonts highly readable; Good use of visual images; Compelling correspondence between spoken components and slide contents

Answers to questions: Ensured audience heard/ understood questions; Answered audience; Knowledgeable and confident; Friendly and professional; To the point