FACULTY OF SCIENCE

School of Optometry and Vision Science

OPTM7208

Research Skills in Optometry

TERM 1 2019

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Faculty of Science - Course Outline

1. Information about the Course
NB: Some of this information is available on the UNSW Virtual Handbook[1]

OPTM7208 Research Skills in Optometry consists of a research project, involving little or no didactic teaching, and a large component of hands-on learning. You will be required to work on a research project with supervision, and this may include data collection, data analysis and a written report of your work. This course is differentiated from the Research Project course (OPTM7218) by the fact that you are not involved in the project design and typically not involved in a project that requires application for ethical approval. The course may focus on one of the following aspects of research:

(1) Investigation of a research question, by conducting an extensive literature search, and developing aims and hypotheses. In this case, you will be involved in a research project at its developmental stages, including the refinement of the research question, the literature search, the ethical considerations, and the beginnings of project design. You would be required to write a report of your literature search findings, and your plans. You will also be required to present an oral summary of your work.

(2) Involvement in an ongoing project. In this case, the project you work on will be one that is already underway, so project design has already occurred, and ethical approval has been granted. You will be involved in data collection and analysis, the interpretation of outcomes, and communication of findings (a written report, and oral presentation). Taking this path, the course would develop your skills in the practical elements of research, with some focus also on literature search skills.

At the beginning of this course, you will choose a topic of interest, and directly contact a member of academic staff able and willing to supervise you on that area. At the beginning of session, you will need to discuss with your supervisor which of the form your project will take.

This is a single semester course, and both you and your supervisor need to be aware of this. Due to time limitations, you need to draft a timeline for your project soon after your early discussions with your supervisor. Make sure you both agree that the timeline is realistic. Writing should take place throughout the course, and will form a significant part of your research report, to be submitted at the end of the course.

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[1] UNSW Virtual Handbook: http://www.handbook.unsw.edu.au/2008/index.html

Year of Delivery	2019
Course Code	**OPTM7208**
Course Name	**Research Skills in Optometry**
Academic Unit	**School of Optometry and Vision Science**
Level of Course	**PG**
Units of Credit	**6UOC (3UOC Term 1 and Term2).**
Session(s) Offered	**Term 1**
Assumed Knowledge, Prerequisites or Co-requisites	**None**
Hours per Week	**3 HPW**
Number of Weeks	**10 weeks**
Commencement Date	**February 2019 (Term 1)**

Summary of Course Structure (for details see 'Course Schedule')				
Component	**HPW**	**Time**	**Day**	**Location**
Independent work and meeting with supervisor	3HPW	Time, day and location flexible – see your supervisor	Time, day and location flexible – see your supervisor	Time, day and location flexible – see your supervisor
TOTAL	3HPW			
Special Details	N/A			

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		A/Prof Michele Madigan	9385 9233 m.madigan@unsw.edu.au	No fixed times. Please contact by email in the first instance.
Additional Teaching Staff	Research supervisors	Any member of School academic staff or visiting researcher.	See School of Optometry & Vision Science website.	No fixed times. Please contact by email in the first instance.

3. Course Details

Course Description[2] (Handbook Entry)	This course offers the opportunity to develop a range of research skills including ability to search and critically read the literature, develop a research question, develop aims and hypotheses, develop awareness of ethical considerations in research, basic skills in data collection, data analysis, and interpretation of outcomes (where appropriate), and verbal and written communication skills. Participants in the course must elect to focus on one of two skills

[2] UNSW Virtual Handbook: http://www.handbook.unsw.edu.au/2007/index.html

	sets, with an emphasis on literature review, study design, ethical considerations and communication as the first option, and on literature review, data collection and analysis, ethical considerations and communication as the second option. If focusing on the first option, the course may be suitable by distance, but the second option must take place on the UNSW campus. The final presentation will occur at the UNSW campus.
Course Aims[3]	The aim of this course is to develop your skills in research, and your ability to interpret and communicate the findings of your literature search and review.
Student Learning Outcomes[4]	1. Understand and apply skills in reviewing, analysing and understanding published literature. 2. Demonstrate skills in developing research hypotheses and aims in the context of published literature. 3. Describe research methods and protocol development. 4. Explain and communicate disciplinary knowledge and your research findings in both written and oral form.

Graduate Attributes Developed in this Course

Science Graduate Attributes[5]	Select the level of FOCUS 0 = NO FOCUS 1 = MINIMAL 2 = MINOR 3 = MAJOR	Activities / Assessment
1. **Research, inquiry and analytical thinking abilities**	3	You will be involved in a research project, either in its early or later stages. In the process, you will need to conduct literature searches and to critically consider your findings and to question the previous findings of others.
2. **Capability and motivation for intellectual development**	3	While interpreting your research findings and taking into consideration previous findings, you will develop the ability and confidence to question received wisdom, and to form ideas based on your findings and prior work.
3. **Ethical, social and professional understanding**	3	Ethics are of primary importance in the conduct of a research project. The outcomes of the research often have an impact on the profession and on parts of society. Even though you will not usually apply for ethical approval, you will be required to consider the issues involved in such an application. This research project will develop an awareness of the role of ethics in research, and of the role of research in the practice of optometry or vision science.
4. **Communication**	3	You will be required to write a report of your project, in the style of a manuscript to be published for an optometry and vision science readership. This requirement will develop your ability to communicate your ideas and findings to others. You will also be required to give a verbal presentation of your findings to other students and academics as an end of semester presentation
5. **Teamwork, collaborative and management skills**	3	The research will require collaborative work/discussions with others, sometimes in the clinic, and will require substantial independent learning, including time management and other management skills.
6. **Information literacy**	3	The research will involve on-line literature searching, use of a bibliography

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	management program (e.g. EndNote) and will develop information literacy skills.
Other attributes	None
Professional accreditation attributes	None

Major Topics (Syllabus Outline)	Specific topics will depend on the project undertaken with the supervisor. Generally, the course will involve the areas of literature search, aspects of project design, data analysis and interpretation, writing and communication skills.
Relationship to Other Courses within the Program	Within the MOptom, Grad Dip Optom and Grad Cert Optom programs, only one research course can be taken. **OPTM7208 CANNOT be taken concurrently with, or in addition to OPTM7218**. It is possible, however, to transfer from OPTM7208 to OPTM7218 (and thus be awarded only OPTM7218). This course is not offered in the Grad Dip Res (Optom) program.

4. Rationale and Strategies Underpinning the Course

Rationale for learning and teaching in this course[6], i.e., How this course is taught?	This course involves no didactic teaching, apart from any teaching that may occur during meetings with your supervisor. Teaching and research style will vary across supervisors. Teaching in this course involves direct research supervision, within the context of mostly independent learning. This encourages you to develop the skills of independent research inquiry.
Teaching Strategies	This course involves no didactic teaching, apart from any teaching that takes place during your meetings with your supervisor. If applicable for the research to be undertaken, students may work with their supervisor to write and submit an ethics application to the relevant ethics committee at UNSW. Supervisors will provide feedback to students in terms of draft applications.
How the assessment supports and assists the learning	You will be assessed on your understanding and consistent engagement in the research project, your ability to analyse and interpret findings in the literature and ability to communicate and answer questions. This will include a final written report, and a final research presentation at the end of the course. The final presentation will be held at the School of Optometry and Vision Science and involve academics and other postgraduate students.

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[6] LTU – Teaching Philosophy: http://www.ltu.unsw.edu.au/content/teaching_support/teaching_portfolio.cfm?ss=0

5. Suggested Course Schedule OPTM7208 Term 1 2019 3 UOC/term

Note: please email, discuss and agree with your supervisor on a schedule for your project by no later than Week 2, Term 1.

Week	Term 1 Notes*
Week 1-2	Discuss projects with course convenor. Email and meet potential supervisors. Agree on a final research project topic with supervisor. ✝
Week 3-10	Commence literature review; refine research questions and aims and hypotheses. Ensure access to bibliography management software and consult with UNSW Library and UNSW Learning Centre for guidance. If required, finalise and submit ethics application for consideration by ethics committee or panel.

Week	Term 2 Notes
Week 1-2	Ethics application review and response (as required by ethics committee) completed. Approval of ethics application and recruitment of subjects (where appropriate).
Week 3 10	Continue literature review; where appropriate undertake data collection and analysis, synthesis of research findings, in consultation with supervisor and statistician (as needed). Collate research results, discuss results with supervisor. If needed, consider appropriate statistics and overview with supervisor. Incorporate supervisor feedback. **Submit draft research report to supervisor by Week 7 Term 2, and review feedback.** Finalise the written research report and submit to supervisor end of Week 10, Term 2. Prepare and review material for oral presentation to be held in the two weeks following end of Term 2.# **Note that report writing should take place throughout the course but is the sole focus of the final weeks**

✝Communications and meetings between you and your supervisor are ongoing and should occur weekly; other academic staff with appropriate expertise may also be involved. The aim of these discussions is to identify identify main research questions and ideas and raise any concerns at a sufficiently early stage in the course, and for you to obtain feedback on your progress during the project.

Report submission should be the end of Week 10, Term 2, or as discussed and arranged with your supervisor and the course convenor, prior to Week 10, Term 2**. Penalties may be imposed for late submission without a good reason and approval. Oral presentations usually take place in the two weeks following the end of Term 2, or as per discussion with supervisors and the course convenor.**

6. Assessment Tasks and Feedback

Task	% of total mark	Assessment Criteria	Date of Release	Date of Submission*	Feedback WHO	Feedback WHEN	Feedback HOW
Written report *^	50	This major assessment will be comprised of a written report submitted at end of the course encompassing a literature review and the student's research overview in the area including discussion and conclusions. The report should be no longer than 5, 000 words, and can be prepared as a journal submission in this field of research (the format will be discussed with supervisor). Variations are allowed based on how the type of research is usually reported. The report should generally be presented with an abstract, introduction, literature searching methods, findings and discussion and references. This report will be marked by one independent assessor in the school or elsewhere (when expertise is needed). This assessment is based on the following components. a. Literature review showing knowledge of the topic area, rationale for the research aims and questions. b. Details of the methods used to perform literature review. c. Content and organisation of the report, coverage of key issues. d. Overall discussion and conclusions, including key issues in the context of existing literature and any limitations of the research conducted. e. Correctness and appropriate use of references f. Appropriate use of figures and tables, including complete legends and details; overall organisation, logic and clarity of the report.	From the beginning of course	Week 10, Term 2 week.*	Supervisor and an external examiner^	During the research report writing.	Verbal and written comments from the supervisor and examiner.
Supervisor assessment	25	Overall participation mark including regular meetings with supervisor, independent research of literature and effort during the course. The supervisor will provide feedback of participation during and at the end of the course Each student will be assessed by the supervisor on the following: a. Quality of involvement and level of engagement in the research project	From the beginning of the course	N/A	Supervisor	During the project; and at end of course.	Verbal discussion with supervisor.

		b. Communication and clarity of ideas in oral and written communications and during meetings across the term. c. Demonstrated comprehension of the research topic and questions. d. Evidence of preparation for each meeting with the supervisor e. Willingness to take initiative in meetings/written communication; frequency of contributions to the project f. Willingness to raise relevant questions and ideas, discuss areas of lack of understanding, consider alternative viewpoints.					
Oral presentation #	25	Oral presentations will be assessed by academics attending the presentations. Feedback to the student and supervisor will be provided by the convenor. Academic staff will assess the quality of the scientific work and presentation using the following scheme: *Excellent (3) Good (2) Acceptable Not attended (0)* Presentation Style Super organised effort, interesting, logical presentation, very easy to follow; Well-organised, interesting, easy to follow; Mostly clear and organized; No presentation Communication Clear, engaging, easy to follow, interesting, excellent engagement with audience; Clear and understandable, good audience engagement; Clear and understandable; Limited audience engagement; No communication Q&A All questions understood and well answered with no difficulties at all; Most questions understood, attempted to answers all questions; Limited understanding of questions; Not present for questions Content Detailed, critically reviewed, accurate; Detailed information, relevant, accurate; Most areas covered, some details missing or inaccurate, No content References Excellent and extensive evidence of resources and references in all areas, Good evidence of resources used in research, Limited evidence of resources used for research; No resources used	At the beginning of the course	Following end of Week 10, Term 2#.	Assessed by academic staff in attendance.	After oral presentation - from supervisor	Verbal discussion with supervisor; see course convenor for average mark

| Final Mark | 100% | Combination of assessments above | N/A | N/A | N/A | UNSW Exam Results | Exams Section |

*Extensions for written reports may be requested PRIOR to end of semester, with discussion and agreement from the supervisor and course convenor.

^ The final report will be reviewed and marked by the supervisor and an external examiner with relevant research experience in the study area. The final mark will be the average of these assessments.

Oral presentations will be held following the end of Term 2; this is usually in the two weeks after end of Term 2. The final mark will be the average of these assessments.

7. Additional Resources and Support

Text Books	N/A
Course Manual	See additional pages at the end of this outline. These include guidelines for the written report, presentation and plagiarism, in addition to a paper entitled "Writing readable prose".
Required Readings	See supervisor
Additional Readings	See supervisor
Recommended Internet Sites	See supervisor
Societies	N/A
Computer Laboratories or Study Spaces	The School of Optometry computer laboratory is available in the Old Main Building, for quiet study. At times, this space is unavailable due to undergraduate teaching. Please check with the School office or timetable on the door in OMB for available times. There is wireless internet access for your computer across UNSW and postgraduate facilities with the University Library.

8. Required Equipment, Training and Enabling Skills

Equipment Required	None
Enabling Skills - training which may be required to complete this course	Those with limited English skills (relating to writing, oral delivery, grammar, expression) are encouraged to visit the Learning Centre for help as often and as soon as possible. Assistance via UNSW Library and Outreach Librarians is also available.

9. Course Evaluation and Development

Mechanisms of Review	Last Review Date	Comments or Changes Resulting from Reviews
Major Course Review	N/A	New course 2019
myExperience	N/A	New course 2019
Student Focus Group		
Other		

10. Administration Matters

Expectations of Students	**The University uses email as an official form of communication for students. All UNSW students have their own email account. The School of Optometry and Vision Science will also make use of this form of communication.** **It is extremely important that you know how to use your Unimail and ensure that you check it regularly. You are advised to link your official UNSW email address to your habitual email address (e.g. Hotmail or gmail). You will miss out on vital information from the School and University if you do not check your Zmail.** For more information or if you are having connection or access problems, see: **IT Service Centre** www.it.unsw.edu.au/ Telephone: 02 9385 1333 Email: itservicecentre@unsw.edu.au
Assignment Submissions	**Your final written report should be submitted by email directly to your supervisor who will oragnise nominated external assessors at the end of the course, or at a time agreed upon following earlier discussion with your supervisor and the course convenor.** The School Policy on Submission of Assignments (including penalties for late assignments) is available on the School website at: http://www.optom.unsw.edu.au/current/undertgraduate/policies.html These policies are applicable equally to undergraduate and postgraduate courses.
Occupational Health and Safety[7]	Information on relevant policies and expectations is provided during General Safety Induction training. A copy of the Induction booklet distributed at the training is available from the School of Optometry and Vision Science office (RMB3.003) and the School website at: http://www.optom.unsw.edu.au/current/undergraduate/cuohs.html These policies and procedures apply equally to undergraduate and postgraduate courses.
Assessment Procedures	**SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW** **SUPPLEMENTARY EXAMINATION INFORMATION, 2019** There are two circumstances whereby a supplementary examination may be granted: **COMPETENCY IN DOUBT** Students whose competency level is in doubt after the final examination(s) may be eligible to sit a supplementary examination in the course(s) concerned. Please check the School website for this information. **SPECIAL CONSIDERATION** On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. To do this you must make formal application for Special Consideration for the course/s affected as soon as practicable after the problem occurs and **within three working days of the assessment to which it refers**. The application must be made via Online Services in myUNSW. https://student.unsw.edu.au/special-consideration Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.

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[7] UNSW Occupational Health and Safety: www.riskman.unsw.edu.au/ohs/ohs.shtml

Special Consideration - Pre-Existing Conditions

Many conditions that are the subject of special consideration applications are pre-existing and could be used repeatedly to gain examinations at a later date. These include conditions aggravated or triggered by the stress of the assessment. With the help of your doctor and/or other health care practitioners, steps can be taken ahead of the assessment time to minimise or avoid the consequences of these conditions. When applying for special consideration on the basis of a condition that was already known to be a problem for you and which you have already used as the basis for a special consideration application, the School will require you to provide a certificate that details the preventative measures taken and why they were not successful. This will be taken into account when considering the application.

Absence from an assessment or final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639, email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed above.

You are reminded that supplementary assessments are not granted lightly or automatically. Eligibility for supplementary examinations, for the above situations, is determined by the School Examination Committee, which meets soon after the formal examination period has ended. You cannot "apply" for a supplementary examination, so please do not contact the School or Course Controllers to request a supplementary examination.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse

This information will be available on the School web site at https://www.optometry.unsw.edu.au (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2019 WILL BE HELD AS FOLLOWS:
FOR TERM 1:
- **STAGE 1-4* COURSES: Friday May 24th to 31st**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2019**

FOR TERM 2:
- **STAGE 1-4* COURSES: Friday September 6th to 13th**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2019**

FOR TERM 3:
- **STAGE 1-4* COURSES: end of December or early January (TBA)**
- **STAGE 5 COURSES: end of December or early January (TBA)**

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration for illness still applies.**

If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.

Please note the above applies to OPTM and VISN courses only. Any information on

	supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.
	* Stage 4 includes courses in the first year of the MClinOptom program.
Equity and Diversity	Those students who have a disability or are dealing with personal circumstances that affect their study that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course Convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (9385 4734 or http://www.studentequity.unsw.edu.au/). Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

Grievance Policy[8]	**School Contact**	**Faculty Contact**	**University Contact**
	Professor Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373	A/Prof Janelle Wheat Deputy Dean (Education) j.wheat@unsw.edu.au Or Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au	Student Integrity Unit (SIU) Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au

University Counselling and Psychological Services[15]	Information on UNSW Counselling and Psychological Services [CAPS] is available at: https://www.counselling.unsw.edu.au/ Level 2, East Wing, Quadrangle Building, University of New South Wales, Tel: 9385 5418

[8] UNSW Grievance Policy: http://www.infonet.unsw.edu.au/poldoc/student_grievance_resolution.pdf
[15] University Counselling and Psychological Services

11. UNSW Academic Honesty and Plagiarism

Please note carefully that it is very important for you to understand what is meant by 'plagiarism'. Plagiarism, as explained in more detail below, is the presentation of someone else's work as if it were your own. For example, if you are writing your report, you may have come across an excellent discussion in the literature that relates to your project. The discussion may be so well worded that you think you could not possibly write it better yourself, and perhaps even that it would be a credit to the original author if you were to use those words in your own assignment. It is not acceptable, however, to take a part of that discussion (even a single sentence) and copy it into your own work, even if you provide a reference to the original article. What you must do is to read the discussion, and others in the literature, consider them, perhaps discuss them with your colleagues, and form your own opinions on them. After you have read these materials, thought them through and perhaps discussed them with others, you are ready to start putting your own discussion together, in your own words. More detailed information on plagiarism is provided below:

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.
*Examples include:
- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered as plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via:

www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:
- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes

of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle
† Adapted with kind permission from the University of Melbourne

12. OPTM7208 Written Report Guidelines

You are required to write-up your research project, in the form of a manuscript for submission. Your supervisor will guide you on the appropriate format, but in general a manuscript of this kind would be of approximately 5,000 words in length, and would include the following sections: Abstract, Introduction, Methods, Results, Discussion, and Reference list. The journal articles you read as part of your project are usually in this format, so you have plenty of examples to choose from.

Depending on the type of project you have undertaken, this may involve a critical review of the literature, or collected data in addition to the literature search. In the former case, a Methods section would describe the methods used to review the literature, and the manuscript would take the form of a review, examples of which are abundant in the literature.

Marking criteria for the written report are as follows:

- Clarity of your explanation of the background to your chosen research area. This would be mainly in your Introduction section.
- Your apparent understanding of any methods you have used, and your ability to explain those methods clearly to the reader.
- Ability to explain your results (the outcome of your literature review, or your data).
- Evidence of critical reading of the literature (questioning published findings, and finding fault with published studies).
- Ability to discuss the findings of your study, and to suggest further research in this area.
- References properly cited and listed. For example, see: http://www.lc.unsw.edu.au/onlib/ref.html
- **No evidence of plagiarism as assed by Turnitin or similar plagiarism detecting software. See: http://www.lc.unsw.edu.au/plagiarism/index.html**

13. OPTM7208 Presentation Guidelines

As stated in the course outline, this presentation counts toward the final mark for this course. During the presentation, your ability in the following areas will be assessed by your supervisor and academic staff of the School:

- Ability to verbally communicate the background, hypothesis, aims and other aspects (methods, etc) of your project. This will be assessed on the basis of the quality of your talk, including how you address the audience, and whether you are able to explain the concepts you discuss.
- Understanding of the research area based on your summary of the background in this area, limitations of methods, interpretation of results, and your responses to questions raised by the audience.
- Ability to critically read the literature, and to question the literature in your research area. This will be assessed on the basis of any criticisms you raise during the presentation, on previously published work in this area.

Your presentation may be made using Powerpoint, and a computer will be set up for this purpose. You should bring your presentation on a USB key. If you prefer, you may use another form of presentation (such as an overhead projector). If you would like to use this type of equipment or need additional support for parts of your presentation (e.g., Internet access) please let me know before (at least one day).

Your presentation should be ~12 to 15 minutes' duration, and 3 to 5 minutes will be allowed after this, for questions and discussion. Keep to time allocated as overly long presentations may be stopped and/or penalised.

Tips for Presenting
Your supervisor will be able to give you specific advice on your particular presentation, and you should make time for a practice presentation with your supervisor prior to the actual presentation. More general guidelines are offered here:

- Address the audience directly. Avoid looking at notes or on the computer screen while you are talking.
- Talk in your own words in a spontaneous fashion, rather than repeating word-for-word from the slide.
- When you show figures, please explain to the audience what the figures are showing (e.g., the axes of a graph, and the symbols) so that they can follow your explanation.
- When responding to questions after your presentation, remember that there may not always be an absolute answer, and an educated guess may be required.