

Food Science Seminar Policies and Procedures

Date and time slots

Seminar slots are assigned by lottery. Those who have a grade of Incomplete from the previous semester must contact the seminar chair at least one week before the start of classes and must go first. Students who must have a specific date due to extenuating circumstances (job assignments, advisor availability, etc.) must put their request in writing to the seminar chair at least one week before the start of classes, and provide any justification for special consideration.

If there are any conflicts that are not resolvable, trades may be arranged before the end of the lottery session. The final schedule will be posted on the department website.

No date trades will be allowed after the final schedule is posted on the department website.

Attendance

All students registered for seminar are required to attend every seminar. There will be attendance sheets placed in the front of the auditorium/conference room, and students should sign in upon arrival. Late arrivals may be penalized at the discretion of the seminar chair.

Excused absences are approved at the discretion of by the seminar chair for circumstances that are unplanned or cannot be avoided, such as a last-minute change in work assignments or a *bona fide* illness.

Part-time students registered for seminar can attend seminar virtually via electronic means provided by the Food Science Graduate Program.

All full-time students and all Food Science Graduate faculty are expected to attend every seminar.

Pre- and Post-Seminar Responsibilities

All student should submit seminar titles, short and long versions of their abstracts by the end of second week of class, no matter when their seminar is scheduled.

All seminar titles and short and log abstracts should be approved by the students' faculty advisor and submitted via email to the graduate secretary, Deb Koch dmarion@SEBS.Rutgers.edu, as an MS Word attachment with a cc: to the seminar chair.

The graduate secretary will ensure that seminar titles and short abstract are announced by email to food science students, SEBS faculty, and posted on the Rutgers Calendar of Events. The graduate secretary will also ensure that announcements are posted in the Food Science building.

Faculty advisors should approve seminar presentation slides by the Tuesday before the seminar date. Faculty advisors should be prepared to introduce student speakers, and students may provide faculty with a short biography to assist with the introduction.

Students are expected to purchase snacks for seminar on the day of their presentation. The graduate secretary will provide a credit card and a list of approved stores. Students will also clean up the remaining of the refreshments after they have completed the seminar evaluation session.

Students should make copies of the long abstract and evaluation sheets in sufficient numbers at least 30 minutes prior to the beginning of seminar.

Seminar Presentation length

MS presentation: 20 min.

Initial PhD presentation: 25 min.

Final PhD presentation: 30 min.

Question/Answer period: about 5 min moderated by Seminar Chair