

**Seminar in Food Science
(16:400:601,602)**

**Current Policies and Procedures
September 26, 2024**

Date and time slots: Seminar slots are assigned by lottery, following a procedure developed by the current faculty seminar chair. Students with a grade of incomplete from the previous semester must contact the seminar chair prior at least one week before the start of classes and will be assigned the first available student speaking spot in the schedule. Students are allowed to trade speaking slots with other students if both parties agree. Students giving their final PhD presentation should present on a day with no other student presentations. MS and initial PhD presentations can be scheduled on the same day. MS presentations are 20 minutes, initial PhD presentations are 25 minutes and final PhD presentations are 30 minutes.

Attendance: Students taking Seminar in Food Science are expected to attend every seminar. Attendance will be taken in a manner chosen by the current faculty seminar chair. Policies regarding attending via Zoom or watching the recording will be sent by the current faculty seminar chair.

Titles and abstracts: Deadlines for submission of seminar titles as well as short and long versions of abstracts will be set by the current faculty seminar chair.

Seminar announcements: Students may be required to send titles, abstracts and other information to the appropriate staff person for posting announcements.

Faculty responsibilities: Faculty members are expected to be aware when their students are giving seminar and to review titles, slides, and other details as appropriate. Faculty members will also customarily introduce their students prior to their presentations.