GUIDELINES FOR THE PREPARATION

AND PRESENTATION OF SEMINAR

Faculty of Agro-Industry

Prince of Songkhla University

Academic Year 2018

Course Coordinator

Rajnibhas S. Samakradhamrongthai, Ph.D.

**Activity plan for seminar course for undergrad semester 1/2018**

**Course code** 850-496 **Credit** 1(1-2-0) Bachelor of Science (Food Technology)

**Title** SEMINAR **Semester** 1 **Academic year** 2018

**Course coordinator** 850-496 : Rajnibhas Sukeaw Samakradhamrongthai, Ph.D.

|  |  |
| --- | --- |
| **Date/Time** | **Activities** |
| 20 Aug 2018Room 3306 | Meeting for course activity orientation and give out course manual**Remark:** Class attending and demonstration on using computer software to submit report  |
| 29 Aug 2018 | Submit the Seminar title and List of main references (according to the assign pattern) at course coordinator |
|  12 Sep 2018 | Workshop on “Database query” by Khunying Long Athakravisunthorn Learning Resources Center, Prince of Songkla University- Time 1.00 – 2.30 PM : Training for Undergrad student Computer training room  |
| Submit the 1st progress report (Scope of the seminar presentation, content of seminar with main content not less than 10%) **Remark:** Food Technology Undergrad submits tasks via assigned website |
| 19 Sep 2018 | Training on complete report writing by Rajnibhas Sukeaw Samakradhamrongthai, Ph.D. |
| 26 Sep 2018 | Meeting with student to verify, follow up the understanding on seminar writing  |
| 17 Oct 2018 | Submit the 2nd progress report (Introduction, content of seminar with main content not less than 60% ***\*Not include 10% from 1st submitting***)**Remark:** Food Technology Undergrad submits tasks via assigned website |

|  |  |
| --- | --- |
| **Date/Time** | **Activities** |
| 24 Oct 2018 | Meeting with student to verify, follow up the understanding on seminar writing |
| 7 Nov 2018 | Submit the 3rd progress report (Introduction, content of seminar with main content not less than 30% ***\*Concluding 3 submitting as 100%***) **Remark:** Food Technology Undergrad submits tasks via assigned website |
| 14 Nov 2018 | Submit the hard copy of abstract at course coordinator (according to the assign pattern)**Remark:** Food Technology Undergrad submits tasks via assigned website |
| Training of academic seminar presentation by Rajnibhas Sukeaw Samakradhamrongthai, Ph.D  |
| 23 Nov 2018 | Seminar Presentation |
| 30 Nov 2018 | Submit Complete report (hard copy) at course coordinator ผู้จัดการวิชา (according to the assign pattern) and upload abstract file through assigned website  |

Remark : \* In case of changing date and time, all student will be inform again in advance.

Course coordinator contact information

|  |  |
| --- | --- |
| Name | Contact number/E-mail address |
| Rajnibhas Sukeaw Samakradhamrongthai, Ph.D. | 074-286-330 / rajnibhassukeaw.s@psu.ac.th |

Guideline for Seminar Report

**Seminar:** The purpose of this seminar is similar to the purposes of review paper. It is to succinctly review recent progress in a particular topic. Overall, the paper summarizes the current state of knowledge of the topic. It creates an understanding of the topic for the reader or listener by discussing the findings presented in recent research papers. You should read articles from one or more of these sources to get examples of how your paper should be organized. The papers that are used **should not be older than 5 years.**

**Arrangement of contents**

 1. Front Matter

 2. Text

 3. Reference

 4. Appendix

**1. Front Matter**

**1.1 Cover**: The top page of your report should carry the following information in printed form in block letters.

 1.1.1 Subject Name and subject code

 1.1.2 Title of Seminar

 1.1.3 Name of Student

 1.1.4 Department, Faculty,

 1.1.5 Semester and Academic year

**1.2 Title Page**: Written in the same format as in the cover on white A4 paper sheet.

**A specimen copy of the Cover page & Title page of the seminar report are given in Appendix 1.**

**1.3 Abstract:** The abstract must contain introduction, explain the importance of the topic and the objective(s) of your work. Method, state what was done and how it was done. Results, a summary of the main findings and conclusion, indicate the significance and application of the research findings.

***Abstract format***

 - Title: Times New Roman size 12 point, bold.

 - Name of student and student code: Times New Roman size 10 point, bold.

 - Text: Times New Roman size 12 point. **Abstract text not exceeding 250 words**, define all acronyms and abbreviations; do not cite references.

 - Keywords: Times New Roman size 12 point. Provide **up to** **5 key words** for indexing purposes.

 - Advisor’s name: Times New Roman size 12 point

- Margins: Top, left and right: 1” (1 inch=2.54cm)

 **1.4 Acknowledgment: A statement printed at the beginning of a report expressing the author’s gratitude to others**.

 **1.5 Contents**

 **1.6 Contents of Tables**

 **1.7 Contents of Illustrations**

**2. Text**

 **2.1 Introduction**: The main purpose of the **introduction** is to give a description of the problem that will be addressed. In this section the writer might discuss the nature of the research, the purpose of the research, the significance of the research problem, and the research question(s) to be addressed.

 **2.2 Text:** It is to succinctly review recent progress in a particular topic. It creates an understanding of the topic for the reader or listener by discussing the findings presented in recent research papers.

 **2.3 Conclusion**: The writer can summarize the paper’s findings and generalize their importance. It is also where the writer can raise questions, discuss ambiguous data, and recommend places for further research.

**3. References**

 **3.1 Reference order:**  Name-Year System

3.1.1 Name: Write only Last Name

 3.1.2 Year: The year that refered paper or thesis was published

For example

3.1.3 One author:

- Kader (1998) found that .........................................

- .......................................(Clark, 1954)

3.1.4 Two authors:

- Boss and Wright (1987) indicated that ..............................

- ............................................. (Bose and Rawat, 1984)

3.1.5 More than 2 authors: *et al.* (italic) is used in state of authors’ name.

 - .............................................. (Smith *et al.,* 1984)

 3.1.6 References more than 2 groups: use this sign (;) between the groups. Groups are arranged in the order of published year.

- ........................................(Smith *et al.,* 1974; Paterson and Clarke, 1985)

 3.1.7 If your references are referred by the other who is not the author, use “referred by”

- Smith (1984 referred by Harrington, 1989)...................

3.1.8 **References in Tables** and **Illustrations**

**For example**

 Table 1.

detail

Reference: Johnson and Smith (1980)

 mg/100 g sample

 days

Figure 1.

Reference : Johnson and Smith (1980)

**3.2 Citation**

Your Literature Cited section will contain the complete reference. You should give a detail of reference as much as possible because the reader can look it up there.

3.2.1 All citation entries are listed in **alphabetical order** based the first author's last name

 3.2.2 If the same author(s) are cited for more than one paper having the same order of authors' names, the papers should be listed in chronological sequence by year of publication.

 3.2.3 Authors' names MUST be listed in the citation in the same order as in the text.

3.2.4 If the same author(s) are cited for two or more papers published within the same year, place a small case letter after the year to denote the sequence in which you referred to them

- Boyd, A. H. and Andrews, C. H. 1984a.

- Boyd, A. H. and Andrews, C. H. 1984b.

3.2.5 Name of journal: abbreviation of the journal name; usually the header on the article will list the appropriate abbreviation for the journal

- Agron. Soil Sci. Aoc. Amer. J.

**3.3 Citation order**

3.3.1 Journal/Bulletin

 Author name. Year. Title. Journal name. No : Pages

 For exsample

 - Brooks, J. R. and Griffin, V. K. 1987.

 Liquefaction of rice starch from milled rice

 flour using heat-stable alpha-amylase,

 J. Food Sci. 52 : 712-717.

Secondary source in a journal article

Give the secondary source in the reference list. In the text refer to the original work and give a citation for the secondary source.

For example, if Smith’s work is cited in Harrington and you did not read the original work by Smith, list the Harrington reference in the reference list. In the text use the phrase 'cited in' inside brackets.

3.3.2 Text book/ Book

 3.3.2.1 Book: authors contributing a specific chapter

 Author name. Year. Chapter. *In* (book name). Vol no. number of Ed. (Editor, ed. or eds.). p.(pages). Publisher. Place.

 - Harrington, J. F. 1972. Seed Storage and Longevity. *In* Seed Biology. Vol. II. 3nd ed. (Kozlowski, T. T., ed.). p. 145-295. Academic Press. New York.

### 3.3.2.2 Book

Author name. Year. Book name. Vol no. number of Ed. Publisher. Place.

 - Bewley, J. D. and Black, M. 1982. Physiology

 and Biochemistry of seeds in Relation to

 Germination. Vol.11. 2nd Ed. Springer-Verlag.

 New York.

 3.3.3 Proceeding

Author name. Year. Title. In Proceedings of Conference name. Editors name (Editor, ed. or eds.) Place. Date of conference. p.(pages).

- Hill, M. J., Archer, K. A. and Hutchinson, K. J. 1989.

 Towards developing and model of persistence

 and production for white clover. In Proceedings

 of the XIII International Grassland Congress Nice,

 P. Singhand and F.A.R. Oliveria (Ed.) France.

 4-11 October 1989. P. 1043-1049.

3.3.4 Thesis

Author. Year. Thesis title. Degree. University.

- Phillips, O. C., Jr. 1962. The Influence of Ovid on Lucan’s Bellum Civil. Ph.D.

 Dissertation. University of Chicago.

3.3.5 Internet

From government, institute, company or organization website that

are reliable.

 - Department of the Environment and Heritage. 1999. Guide

 to Department and Agency Libraries (Online). Available [http://www.erin.gov.au/library/guide.html](http://www.erin.gov.au/library/guide.html%20%2817%20) (17 November 2000)

**4. Appendix**

 Information that is NOT ESSENTIAL to explain your findings in the essay or report that you have written. However, this information may support your analysis and validate your conclusions.

**Course Evaluation**

**1. Course Evaluation**

|  |  |
| --- | --- |
| **Evaluation** | **Mark (%)** |
| **1. Advisor** | **25%** |
|  1.1 progress report 3 times (each 1.5 mark = 4.5 mark) and abstract 1.5 mark | 6% |
|  1.2 final report  | 19% |
| **2. Evaluation committee** | **60%** |
|  2.1 evaluation committee team | 55% |
|  2.2 attendances | 5% |
| **3. Coordinator** | **15%** |
|  3.1 submit progress report, abstract and final report  | 15% |

 **2.1 Scoring rubrics**

Maximum is 10 and minimum mark is 1

 9-10 Very good

 7-8 Good

 5-6 Fair

 3-4 Unsatisfied

 1-2 Very unsatisfied

Determined by below factors

**2.1.1 Abstract**

 Title name; match the topic name with a detail inside an abstract, spelling and reference

**2.1.2 Report detail**

 - Introduction to the research problem and its significance

- Literature review

 - Report detail; It is not merely a report on some references you found. Instead, a review paper synthesizes the results from several primary literature papers to produce a coherent argument about a topic or focused description of a field.

 - Conclusion

**2.1.3 Presentation technique**

2.1.3.1 Personal approach

 - Gesture

 - Voice

 - Eye contact

 - Breathing

 2.1.3.2 Visual aid, clear slides, having a good storyline and prepare a presentation in a logical sequence.

**ps : should write a number of page in your slide**

**2.1.4 Timing: should be on time**

|  |  |
| --- | --- |
| **Presentation time** | **mark** |
|  14-16 min | 10 |
|  13-14 or >16-17 min | 9 |
|  12-13 or >17-18 min | 8 |
|  11-12 or >18-19 min | 7 |
|  10-11 or >19-20 min | 6 |
|  < 10, > 20 min | 5 |

**2.1.5 Q&A**

- Accuracy

 - Get to the point of the question

 **2.2 Report submission**

 2.2.1 Progress report

- Hand in your progress report with a progress report submission form to your department’s coordinator.

2.2.2 Final report

 - Submit one copy of your final report with cover to your department coordinator with final report submission form

- Upload your abstract file at website of the faculty

Upload your file by no later than final report submission date

**Format for Seminar**

1. Progress report form

**Semester.....................Academic year.....................**

 **-----------------------------------------------------------------------------------------------**

I am…………………………………………………………………………..student code……………..…………….. Department………………..………………Faculty of Agro-Industry. I would like to submit the progress report in

Title

……………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………..………………………

 .......(student’s signature).......

 (student’s name)

 .......(Advisor’s signature).......

 (Advisor’s name)

 ......../...date......../..........

|  |  |  |  |
| --- | --- | --- | --- |
| **Seminar plan** | **activities** | **Problems/ obstacles** | **Advisor’s signature** |
| Title submissionDue date………….…/Submission date…………....... |  |  |  |
| The 1st progress report submission(Seminar scope + 10% of seminar contentDue date………….…/Submission date…………....... |  |  |  |
| The 2nd progress report submission(Introduction + 60% of seminar contentDue date………….…/Submission date…………....... |  |  |  |
| The 3rd progress report submission(Introduction + 100% of seminar content+ conclusion)Due date………….…/Submission date…………....... |  |  |  |
| Final report submissionDue date………….…/Submission date…………....... |  |  |  |

**2. Abstract**

Times New Roman 12 bold

**Seminar….. (subject code...............)**

 **Seminar title**

Times New Roman 10

 **Name-Surname student code**

 **Abstract**

Times New Roman 12 bold

 (content : do not exceed 250 words)

Times New Roman 12

keywords **:** 3-5 words

Times New Roman 12

Times New Roman 12

 (References: 3-4)

.......(Advisor’s signature).......

Times New Roman 12

 (Advisor’s name)

 ......../...date......../..........

**Note : Upload abstract file (file name: ….) on …………………………….**

 (day/month/ year)

**Appendix 1.** **Cover**

พริ้น

เล่ม + ปกใน 8,9,10,7,6,11,12,5,4,13,14,3,2,15,16,1,17,0

ปกนอก 17,0