

Some Guideline for Presenting a Seminar in Anth 604

Introduction

Graduate seminars are an important part of any academic program. They provide an opportunity for a group of students to discuss important concepts or new material related to a topic and/or practical applications of this knowledge. The purpose of this seminar is to give you an opportunity to explore and examine a theme or topic in physical anthropology in reasonable depth and then to give a presentation on it to the group. In this seminar you will be encouraged to 'lead' two such seminars. In addition to presenting a topic you will be asked to 'direct' the discussion that takes place after your formal presentation. That is you will 'manage' the discussion that follows - by asking and responding to questions, controlling the group - to practice your critical, creative, organizational and managerial skills.

You should see this as a valuable opportunity to practice your organizational and presentational skills. At the conclusion of your presentation and after feedback from the instructor, you will receive an assessment (mark) for your presentation.

Time Limit: 40 minutes for presentation and 15 minutes for discussion

Seminar Topics

The seminars in this course will present a specialized topic within the broader topic being addressed that week. Some examples of these topics are provided in the syllabus. You are encouraged to select two different topics for your seminar presentations early in the course and begin preparing for them early in the semester.

Preparing for a seminar/General Guidelines

The key to giving a good seminar is thorough preparation beforehand. The following general guidelines will give you an idea of the type of thing you will be required to do.

1. Do the general assigned reading for the week that your seminar will be given. All members of the seminar group **MUST** read all the assigned reading.
2. Following this, you should begin to develop a specialized topic that will be the focus of your presentation. **The instructor must approve all seminar topics.**
3. Generally, select a focused (specialized) rather than generalized topic. A general (textbook) survey that covers a great deal of information but does not allow an in-depth focused consideration of your topic is not acceptable.
4. There is a strict time limit so it is advised that you rehearse your presentation (i.e. practice with fellow students including slide changes, use of visuals etc.) and have your presentation (probably PowerPoint) loaded and ready to go at the start of your presentation.
5. The style of your presentation should be smooth and flow without sounding as though you are reading it word for word or sounding like an info-commercial on

- the TV. Don't use too many images or tables of information and make sure everything can be seen by all in attendance. Avoid distracting mannerisms (e.g., random gesticulations with pointers, use of "ums", "uhs" etc.). Speak clearly
6. Your effectiveness in explaining the material in an easy to follow (minimal jargon) manner is also important. Present the relevant information without "snowing" the audience with too much information and data. Avoid presenting intricate details of your library research.
 7. 'Managing' the discussion is an important part of the evaluation that you receive for your presentation so leave time for the discussion and prepare for it by having the appropriate questions and organization skills ready.
 8. The components of a good seminar should follow the general guidelines for presenting scientific work at a conference: abstract, introduction (lead-in that explains the problems that you are interested in and its importance etc.), material and methods, results, and conclusions.