

## Guidelines for Genetics Student Seminar 2024-2025

- 1) Attendance is mandatory:
  - a) Student Seminar will continue to be presented in a hybrid format. Students conducting their research on the Stony Brook campus must attend in person, unless they have a compelling reason to attend remotely and get approval in advance from Dr. Furie. Students who are carrying out their research at CSHL may attend talks of others via Zoom or in person, but their own presentations must be in person. **Students attending via Zoom must have their cameras on throughout the presentation.**
  - b) The same attendance policy will apply to all students. **Each student may be absent no more than three times each semester.** Dr. Furie does not have to approve or even be notified of these absences. Any additional absences must be approved by Dr. Furie (in advance if possible). **Please use your allotted absences wisely – additional absences will be approved only for truly exceptional circumstances.** Unexcused absences beyond what is allowed will result in a grade of Unsatisfactory. (Note that the Speed Science sessions are not considered with respect to attendance.)
- 2) Arrive on time. We will start promptly at 12:00 PM.
- 3) Any switches in the schedule must be cleared with Dr. Furie.
- 4) Seminar titles must be emailed to Jen Jokinen ([Jennifer.Jokinen@stonybrook.edu](mailto:Jennifer.Jokinen@stonybrook.edu)) **at least two weeks** before the seminar date, and the email **must** be copied to Dr. Furie ([Martha.Furie@stonybrook.edu](mailto:Martha.Furie@stonybrook.edu)).
- 5) Students must send an email reminder to their mentors and dissertation committee members (if applicable) **at least one week** before the seminar. This email **must** be copied to Dr. Furie.
- 6) Sharing via Zoom is easiest using Dr. Furie's computer. Please send her your presentation the evening before by 10 PM if possible but definitely no later than 9 AM the morning of your talk. If you want to use your own laptop, you must tell Dr. Furie in advance so that she can make you a co-host on Zoom. A cable to connect your laptop to the projector is not needed; one is already in place in the room, **but it is VGA**. If you need an HDMI to VGA adapter or USB-C to VGA adapter, let Dr. Furie know. If you need a different kind of adapter (e.g., for an older Mac), it may be available in the Microbiology Office (LSB 130). But the safest approach in that case would be to bring your own adapter. **Speakers should arrive in Rm 038 well in advance** so that any AV problems can be resolved before 12:00 PM.
- 7) Presentations should be no longer than about 40-43 minutes (or 20 minutes for second-year students).
- 8) All students must turn in a completed speaker evaluation form to Dr. Furie after every seminar. **These will be used to verify attendance** and therefore must be signed, but names will be removed before passing them on to the speaker. Zoom attendees will fill out a Google Form as soon as possible after the seminar but no later than midnight that evening. Comments must be substantial and specific to demonstrate that full attention was given to the talk.
- 9) Dr. Furie will send anonymized evaluation comments to the speaker shortly after his or her talk.
- 10) Every student is expected to ask at least one question or make one comment each semester.