Guidance on Fourth Year MEng Seminars

You are expected to give a technical seminar describing the work undertaken over the year or the summer in a company to an audience comprising people from industry, members of the academic staff and other MEng students. As there are too many MEng students for one session, your assessed seminar will run on the same basis as the 3rd year project seminars.

http://studentnet.cs.manchester.ac.uk/ugt/year3/project/

I will try and advertise the times of all 4th year MEng seminars to the other 4th years and also to MEng 3rd year students who will be just starting to look for and apply for jobs. A bigger audience than just the assessors makes it much easier to present as some of those present may be genuinely interested. Therefore, please encourage friends and colleagues to come along and to stay for a complete session if at all possible.

Timing

You will be allocated a 30 minute slot, so you should aim to talk for 20 minutes, allowing a few minutes for questions. Normally, five minutes is reserved by the assessors for marking.

Organisation

The seminars **are going to take place using a model very similar to the way 3rd year project seminars run. Hopefully these will happen starting in week 6 of period 1, 30th October through** 3rd November 2017 onward. Remember you do not get a READING WEEK in year 4! However, it may be necessary for some **seminars to run early in week 5 or later in period 2 if necessary.** At least two members of staff should be present and hopefully as large an audience of MEng and other students as we can raise. In most cases the academic staff will also be the people who have read the report but this will probably not happen in all cases.

The audience will be unfamiliar with what you were doing so you should therefore not assume specialist knowledge of the audience. It is suggested that you start by introducing yourself, then give the title of your talk and state the company you worked for. You should then give an Introduction with some details of what your company does, where you fitted in the firm (e.g. testing department, system support etc.), an overview of what you were asked to do and how this benefited the company. A description of what you did should follow. This should include how you have set about the problem, the design decisions you took and some technical details about the implementation. You should describe how you tested what you produced and how the company determined that what you had produced met their requirements and standards. Finally conclude by saying if you managed to complete what you were asked to do, any extensions to the work that you consider should be undertaken, what you feel you have gained from the experience (reflection). If you have been offered a job by the firm, you may also wish to mention this.

NOTE: You should NOT include anything that is commercially sensitive information. If in doubt, check with your Industrial Supervisor.

Presentations

You are expected to prepare a suitable set of slides to assist your talk which you should place in a Power-point, PDF or similar file. Please bring all the files on a USB key or similar so that the handover between talks is reasonably seamless. Furthermore, it is strongly recommended that you try out operating the data projector early in the morning because looking at someone fumbling for a quarter of an hour trying to get the data projector to display just makes you look ill prepared and amateurish.

You must also submit your presentation materials so that these can be made available for the external examiners to check. For this submission should be through the COMP40901 entry in Blackboard.

You are expected to attend all the presentations in your session in your room.

Marks

Marks are given based on the organisation of material (40%), ability to communicate (15%), use of visual aids (15%), the technical merit of the work (20%) and your handling of questions in the presentation (10%). The seminar counts roughly 34% towards the overall placement mark and so is worth a significant ~8 credits or half a 4th year module! Therefore, give it an appropriate amount of preparation time!