



## Food Science Seminar

**Department: Food Science**

**Course Number: 7130**

**Academic Session: 2016-2017**

**Credit Hours: 3**

***Prerequisites and how they apply to this course:***

No course prerequisite is necessary.

**Classroom Location:** Ellis building, room # 245

**Meeting Days and Class Hours:** Tuesday and Thursday and Friday, from 1 pm to 2:15 pm

**Lab Location:** NA

**Lab/Hours:** NA

**Department Office location:** Ellis Building, RM 250

Learning management system for this course: D2L

### **Instructor Information**

Name & Title: Claudia Narvaez, DVM, M.Sc. PhD. Assistant Professor.

**Office Location:** Ellis Building room # 238

**Office Phone Number:** 474-6658

**Office Hours: by appointment.** I am generally in my office, 238 Ellis Building, from 8:30 a.m. - 4:30 p.m. daily and am easily available with a prior appointment. To make an appointment please use D2L email system ([Claudia.narvaezbravo@ad.umanitoba.ca](mailto:Claudia.narvaezbravo@ad.umanitoba.ca))

## **Students' Learning Responsibilities**

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The student is expected to participate actively in the course. Active participation means: actively listening and responding to questions in class (**I do not expect perfection!**); staying on top of lecture material and assignments and seeking help on course material that is not clear. PowerPoint presentations summarize only a portion of the knowledge content that needs to be covered in class. For the rest of the contents, you are expected to do research and use the library system.

I expect students to arrive on time and to be prepared to learn. Please do not use your personal electronic devices during class unless you are using them to take lecture notes.

If you do arrive late, I expect you to take your seat quietly, do not disrupt the class and to join in as soon as you are able. I expect that you will appreciate the diversity of our campus and respect the rights of each member of the class.

Attendance and participation are essential elements to the student's success in this course. Attendance is mandatory.

The effort by students to meet these expectations will be considered in the determination of your final grade.

Students in this course should strive for professionalism in all aspects of this class. Speakers should dress professionally (sneakers, shorts, tee-shirts are NOT acceptable). Whereas most students choose to use PowerPoint to present their seminar, overheads and the whiteboard are also acceptable media for visual aids. It is your responsibility to arrange for

any equipment you require. Visual aids should look professional and be readable in the entire room; use spell check and proofread for typographical errors.

I will be in class 5 minutes prior to the class, if you need to ask a quick question or talk to me about any issue related to the class. I will treat you with respect and will appreciate the same courtesy in return. For more information regarding a respectful work and learning environment please visit the following link:

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)

## **What you can expect from me?**

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You can expect me to be on time and prepared for class.

You can expect me to be available for consultation regularly.

Email is my preferred method of communication and you can expect to receive a response to any email within 24 hours on weekdays.

If you have a question that cannot wait, you may send an email. I will be happy to answer it, however make sure you are asking a relevant question (i.e. you could not find the answer or get an understanding of the material after reviewing the class notes or textbook). I will be glad to offer brief advice about class material or an assignment.

All assignments handed in on time will be graded and returned within 2 weeks of the due date; late assignments will be graded as my time permits.

You can expect me to treat all of your questions and comments with respect and to take your concerns seriously. If you are having a problem, don't hesitate to talk to me about it. Don't wait until the last moment to realize that you need some marks to pass the course! I won't be able to help you at this point.

## **Why this course is useful?**

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Effective communication skills are extremely important regardless of whether you are a student or not. An ability to communicate well is the leading primary factor for professional success and advancement. The ability to communicate technical information in writing, graphically or in oral form is a skill that virtually all employers actively seek in prospective employees. Knowing how to assess and adapt your communication to audiences with different levels of background or contextual knowledge is also vital.

## **Who should take this course?**

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Graduate students planning careers in the fields of Food Sciences, Food Technology, Food Engineering and related fields.

How this course fits into the curriculum.

Required by Food Sciences program.

## **Course Description/Objectives**

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This course is designed to improve oral and written communication skills of Food Science graduate students. Essentials of good oral presentation and scientific writing are emphasized throughout the course. Communication skills are practiced with short and long format presentations, both oral and written. These presentations are prepared and given by students on subjects related to food science and technology. The seminar is meant to showcase student's skills to organize and present knowledge on current trends and emerging topics in food science.

## Instructional Methods

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At the beginning of the term, tutorials and exercises are provided to assess and improve communication skills. These will be an interactive sessions where students will learn from and with each other. An initial session will be spent identifying individual strengths and weakness and the subsequent/discussions will be formulated according to the needs of the individual student. Typical exercises may include analyzing a published research paper, writing a literature review, preparing abstracts and posters, group discussion on a topical issues in communication skills, identifying the key issues involved in reporting on a seminar presentation, giving a short presentation on an agreed topic.

## Course Goals and Objectives

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The goal of this course is for student to develop competence and confidence in technical scientific communication, particularly in the seminar format.

### The general objectives include:

1. To understand the key factors for successful presentation delivery
2. Prepare effective visual aids
3. To articulate and prepare effective technical presentations including graphics
4. To demonstrate the use of different oral presentation techniques.
5. To describe the principles of good technical writing.
6. To communicate effectively complex scientific material
7. Evaluate presentation delivery

### Learning outcomes:

1. Describe the key factors for a successful presentation delivery.
2. Write reports that are well organized, informative and technically sound.
3. Describe key factors for delivery a presentation (time, attention, personal approach, preparation and rehearsal)
4. Understand the principles of good technical writing (structure, rationale, methods, results, discussion, conclusions, implications)
5. Understand the rules to observe when preparing visual aids.
6. Deliver a successful oral presentation

## Assessment

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During the course of the term students will each be required to submit a range of work for summative evaluation.

### Grade Evaluation:

Assignment	Weight	Due Date
Literature review and abstract	15 %	February 9
Research abstract (research project and one for your seminar)	20% (10% each)	February 9 (Research abstract) March 15 (for final presentation)
Presentation on one research paper	10%	February 28

Poster presentation	20%	March 10
Final presentation	30%	March 29-April 8
Participation	5 %	

Note: Calendar can be subjected to changes.

### Assignments description:

#### A. Literature review

The objective if the literature review is to provide a systematic review of the research topic of your interest. The literature review should be not more than three pages. It should outline previous work on the research question you are interested in (i.e. where are we now regarding this field). This review outcome is to make you start thinking about your research topic; it should not be just synopsis of existing work. Instead it should show a comprehensive understanding of the literature on the topic, you may also raise questions based on the current (newest) findings, highlight gaps or problems in understanding the topic, and show how the proposed research may aim to fill the gap. You are expected to use scholarly studies. This means no on-line encyclopedias. This review is practice in both summarizing and critiquing other people's work published in scientific journals.

Some of the questions that should guide you when you are compiling your literature review are:

- a. What has been done thus far in the field?
- b. Do you see any trends or shifts in the study of your topic?
- c. What methodologies and approaches were applied?
- d. How your research fit in the area? What questions your research will answer?

#### B. Research Abstracts

Abstracts should be concise (Limit 250 words), well written and free of grammatical and typographical errors. Be sure to tell complete story with your abstract. The abstract will also serve as an announcement for you final seminar and should include the time, date, and location of your seminar.

#### C. Research Paper

You will choose a research paper in agreement with your supervisor and you will prepare a presentation (20-15 min). The presentation must include: introduction, objectives, material and methods, results, discussion and conclusions.

#### D. Research Poster Presentation:

You will prepare a poster as you would for a research conference, reporting in your project (if you don't have results yet, you can use fake results for the purposes of this course). We will post them up and invite people to come look at them. You will stand by your poster and briefly explain it (5 minutes) and answer questions.

#### E. Final seminar presentation

You will present **one seminar** on topics of your choice by the student, agreed with the instructor. The seminar presentation will be between 20 – 25 minutes in length with 10 minutes allowed for questions and answers. An abstract must be prepared as explained in section B.

**Note: the seminar presentations will NOT be directly related to the student research topic**

**Standardized grades used are those followed by the Food Science Department:**

A+ 90 - 100%

A 80 - 89%

B+ 75 - 79%

B 67 - 74%

C+ 61 - 66%

C 56 - 60%

D 50 - 55%

F Under 50%

Note: Grades will not be curved.

Your final grade will be determined by several factors: the quality and content of your seminars, your improvement from the first to the second presentation, your participation in the class, and your ability to meet scheduled deadlines.

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## Important Dates

Voluntary Withdrawal (VW) deadline: Mar. 18, 2016

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## Texts, Readings, Materials

I will be using the iClicker student response system in class this fall 2015 term. iClicker helps me to understand what you know and gives everyone a chance to participate in class.

Textbook(s): There are no required text books for this course. Notes will be posted on UMLearn by the instructor.

**Supplementary Reading:**

Azar, B.S., 1998. Understanding and Using English Grammar. Prentice Hall Regents.

Ian Tuhovsky, 2015. Communication skills training.

J. Maxwell. 2010. Everybody communicates, Few connect.

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## Course Policies

**Late Assignments:**

Assignments (electronic papers and hard copies) are considered late if they are not submitted by the day they are due. For each day the assignment is late (excluding weekends) a 10% deduction to the grade will be applied.

**Make up exams or absence:**

Attendance is essential to student success in this course. Class roll will be taken each class period using iClickers. Make-up assignments or absence on required days will be given only with the professor's permission.

Arrangements should be made with the professor for excused absences or in the case of missed important evaluations.

Failure to meet deadlines will also be taken into account in final grading. Submit your topic to me for approval no later than noon on Thursday February 8 . At that time you will turn in (electronically or hard copy) a tentative title, a paragraph or two describing the topic, as well as several pertinent references (5-8 is sufficient).

## Academic Integrity

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Plagiarism or any other form of cheating on examinations, term tests or academic work is subject to serious academic penalties. Cheating on examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room. Exam cheating can also include exam impersonation. A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty. Students should acquaint themselves with the University's policy on plagiarism, cheating, exam impersonation and duplicate submission (see Section 7, p. 29 in the University of Manitoba Undergraduate Calendar 09/10).

## Students Accessibility Services (SAS)

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The University of Manitoba is committed to providing all students equal access to learning opportunities. "This means that our classroom, our virtual spaces, our practices, and our interactions should be as inclusive as possible. Mutual respect, civility, and the ability to listen and observe others carefully are crucial to universal learning."

Student Accessibility Services (SAS) is the office that works with students who have permanent, chronic, or temporary disabilities to provide and/or arrange reasonable accommodations.

- Students who have, or think they may have, a disability (e.g. mental health, attentional, learning, vision, hearing, physical, medical or temporary), are invited to contact Student Accessibility Services to arrange a confidential discussion at (204) 474-7423 (V), (204) 474-9790 (TTY) or [student\\_accessibility@umanitoba.ca](mailto:student_accessibility@umanitoba.ca)

- Students registered with Student Accessibility Services and who have a letter requesting accommodations are encouraged to contact the instructor early in the semester to discuss the accommodations outlined in their letter.

Additional information is available at the Student Accessibility Services website [umanitoba.ca/student/saa/accessibility/](http://umanitoba.ca/student/saa/accessibility/).



## Respectful Work and Learning Environment

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In this course we support a climate of respect in the workplace and in the learning environment where individuals or groups of individuals are free from harassment and discrimination. For more information in this policy visit the following link:

[http://umanitoba.ca/admin/governance/governing\\_documents/community/230.html](http://umanitoba.ca/admin/governance/governing_documents/community/230.html)



## Additional comments

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If you have any conflict with scheduled lectures or presentations, talk to the professor now (that is, at the beginning of the semester). Please don't wait until the evaluation time to present your conflict.

If you are struggling with coursework or any of life's other challenges, please familiarize yourselves with the resources available to you by visiting the Student Affairs website at <http://umanitoba.ca/student/index.html>.

The site contains helpful general information as well as links to webpages for the Aboriginal Student Centre, the International Centre for Students, the Academic Learning Centre, Student Advocacy & Accessibility, the Student Counselling & Career Centre, and University Health Service.

## Course Schedule

Date	Topic
Jan 07	Introduction and general information
Jan 12	How to prepare abstracts
Jan 14	Research resources
Jan 19	Making effective oral presentations
Jan 21	Making effective oral presentations
Jan 26	How to deliver an effective oral presentation
Jan 28	Presentation biography
Feb 2	Talking about criticizing other people's work (Lit review and abstracts)
Feb 4	Talking about criticizing other people's work (Lit review and abstracts)
Feb 9	Presentation research paper
Feb 11	Presentation research paper
Feb 16	Poster preparation discussion
Feb 18	Communication skills short presentations (Groups 1,2)
Feb 23	Communication skills short presentations (Remaining groups)
Feb 25	Reading and discussion topic
Mar 1	No classes – time to work on posters
Mar 3	No classes – time to work on posters
Mar 8	Poster presentations
Mar 10	Poster Presentations
Mar 15	Abstracts review in class
Mar 17	Abstracts review in class
Mar 22	Practice final presentations
Mar 24	Practice final presentations
Mar 29	Final presentation
Mar 31	Final Presentation
Apr 5	Final Presentation
Apr 7	Final Presentation

**Note: Calendar can be subjected to changes.**

### Criteria for assessing seminar presentations

1. **Organization of material**
2. **Clarity and effectiveness of the power point slides**
3. **Overall technical content (appropriate quantity, scope and depth)**
4. **Orderly flow and logical presentation information**
5. **Ability to generate interest and hold audience attention (includes audibility, clarity of speech, eye contact with audience, audience engagement, not reading from slides, preparation for the presentation (knowledge and performance) etc.**

## 6. Demonstration of independent thinking and interpretation on the part of the student.

Students will submit a detailed outline (1 – 1.5 pages) of their presentation and also a brief abstract (one or two paragraphs; 250 words max.) describing their presentation. Submit 3 printed copies and electronic copies, double-spaced. I will review both your outline and abstract and return them to you within a day or two. I will also ask two of your fellow students to review your abstract and outline. We will discuss it in class. You will revise your abstract (perhaps more than once, at my discretion) and the final draft of your abstract must be posted and distributed electronically to all department faculty, academic staff, and graduate students at least 3 days prior to your second seminar (by 5:00 p.m. Monday for a Thursday seminar). You do not need to distribute your outline. Same procedure will be follow for your poster presentation.

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### *Citation style*

All written assignments in this course shall include in-text citation.

Citation style that will be in use in this course: APA style:

[http://mypages.iit.edu/~aroback/research\\_paper/style/style4.html](http://mypages.iit.edu/~aroback/research_paper/style/style4.html)