

## PRESENTATION SEMINAR (Hauptseminar)

### Guidelines

#### Content:

1. Course's general description
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3. Schedule

#### 1. Description of PRESENTATION SEMINAR

- Presentation seminar
  - o Individual work on a professional topic
  - o Oral presentation of professional facts, to be held as a free speech in a limited time (15 minutes) in front of a professional audience
  - o Hosted by the professors of Geodesy and Geoinformatics
  - o Moderation is done by students
- in 2nd semester (Master)
- speech is based on individually researched literature to an ongoing topic
- 15-minute speech with a following discussion
- During the discussion students are expected to reflect the topic in detail
- Written report
  - o Three to five pages,
  - o approx. 1.300 words of continuous text
  - o three weeks after the presentation date at the latest, to be reached in to the supervisor digitally
- List of topics and supervisors
  - o Given to students at the end of the 1st semester
  - o Topics are issued at the end of the lecture period
- Presentation seminar is not graded
  - o For educational reasons a feedback is given from supervisors, teachers and other listeners directly after the discussion
- If the course work (speech and written report) is not passed, a new topic is given to the student. Depending on the time in the semester, the new presentation can be held at the end of the semester or at the beginning of the next semester.

#### The module "Presentation Seminar" consists of:

- o Passed presentation (not graded),
- o Passed written report (remains with the supervisor)
- o Taking part in the seminar: introduction and all presentations dates (compulsory participation, therefore an attendance list will be passed on at each appointment).

**2. Workflow for supervisors and for the institute:**

- Reach in topics (until mid of January)
- Supervisor take part in introduction appointment (end of January)
- Topics are distributed to students, participants choose topic and put their names in the list, student coordinator distributes list with assigned participants (beginning of February)
- Students come to supervisors during lecture break (February-March)
- Preparing presentation with students (start in April or before)
- Presentations (May-June) [number of dates = number of students/4]
  - o Technical equipment: students of the presentation day are responsible
  - o Moderation: students, that do not present on that specific date. Moderators are determined at the exercise at the beginning of the summer semester.
- Students reach in written report until three weeks after their presentation
- Passing the seminar: student coordinator tells all supervisors if attendance is passed. One person per institute registers the course work into the online exam-system (QIS), if presentation and written report is passed.

**3. Schedule**

	Presentation seminar	Who
<b>AUG</b>	Introduction appointment is planned	Student coordinator
<b>SEP</b>	<b>Appointments are released (LSF/StudIP)</b>	Student coordinator
<b>OCT-NOV</b>		
<b>DEC</b>	New topics are enquired	Student coordinator
<b>JAN</b>	Reach in new topics	Supervisors
<b>End JAN</b>	Topics are released to students	Student coordinator
	1st introduction date (organisation and schedule)	Students + student coordinator + supervisors
	Students turn in assigned list	Students
<b>FEB</b>	Presentation dates are planned	Student coordinator
<b>MAR</b>	<b>Appointments are released (LSF/StudIP)</b>	Student coordinator
<b>APR</b>	2nd introduction date (lecture and exercise for students)	Students + student coordinator
<b>MAY</b>	Presentations	Students + supervisors + professors + student coordinator
<b>JUN</b>	Presentations	Students + supervisors + professors + student coordinator
<b>JUL</b>	Attendance information and course work registration in online-exam system (QIS)	Student coordinator + supervisors (one staff member per institute)