

**SCHOOL OF HUMAN NUTRITION
GRADUATE STUDENT COLLOQUIUM POLICIES
WINTER 2024**

Attendance: As stated in the guidelines, it is compulsory that all School of Human Nutrition graduate students attend the Colloquium Presentation series held each Tuesday from 10:05-11:25 am. **Colloquium will be presented in a hybrid format, where the presenter is required to present in person in R2-046, and the presentation will be offered by Zoom for those unable to attend on campus. We highly encourage students to attend Colloquium in person to encourage their fellow students and engage in a scientific conversation. You are expected to attend at least 50% of the presentations in person.**

All students are required to attend every colloquium presentation. Each student in attendance is required to complete a written evaluation in Microsoft forms for both thesis proposals and defenses/project presentations. The form should be filled out as to provide feedback to your peers and consequently improve the quality of work produced by McGill University through its graduate students. A blank or non-submitted evaluation form will be interpreted as an absence from colloquium.

Documentation of attendance at Colloquium is required: The only valid excuse for missing a colloquium presentation is a course conflict, an exam, or a conference. Absence due to illness, research, work, or missed shuttle bus is not a valid excuse. As special circumstances do arise, we allow two unexcused colloquium absences per student per semester. Any subsequent missed colloquiums will need to be replaced by attending a scientific presentation which can include another nutrition-related seminar including grand rounds, conferences and special invited lectures and submitting a short abstract of the presentation. If you know you are going to be missing colloquiums in the future, attend presentations now. You are responsible for tracking your attendance for your records and for providing appropriate documentation at the end of every term by submitting your Colloquium Attendance Report to Christine Gurekian at christine.gurekian@mcgill.ca.

Before you present:

1. Presentation dates are arranged and confirmed by the supervisor with agreement of the student that the supervisor agrees to their colloquium date. This can be done through [Christine](#). Once the date is confirmed on the schedule, should the Professor and student agree that the student will not present on the assigned day, the Professor will find a replacement speaker for the time slot, which could include the Professor, a Post-Doc or another student in the lab. These re-arrangements must be confirmed two weeks in advance.
2. **One week before you present, please submit in a single email to [Christine](#):**

M.Sc. Thesis Proposal Presentations:

- an electronic copy of your written thesis proposal
- an electronic copy of your one-page announcement in **PDF format** *further details below

M.Sc. (Applied) Practicum Final Presentations:

- an electronic copy of your one-page announcement in **PDF format** *further details below

M.Sc. (Applied) Project Final Presentations:

- an electronic copy of your one-page announcement in **PDF format** *further details below

M.Sc. Thesis Defenses:

- **NOTE you must register for NUTR 697
- an electronic copy of your one-page announcement in **PDF format** *further details below

PhD Proposal Presentations:

- an electronic copy of your one-page announcement in **PDF format** *further details below

PhD Final Presentations: **NOTE you must register for NUTR 796

- an electronic copy of your one-page announcement in **PDF format** *further details below

NUTR 430 and NUTR 431 Presentations:

- an electronic copy of your one-page announcement in **PDF format** *further details below

Colloquium Announcements:

One week prior to your presentation, send [Christine](#) your Colloquium announcement in **PDF format** (a template will be provided to you).

Effective September 2017, your Colloquium announcement must include the following;

Title

Title of the method you will present

Your name

Your supervisor(s)

Date of presentation

Abstract (250 word maximum)

Short Biography (80 word maximum)

Personal photo (professional please)

Photos of your research for our website (optional but highly encouraged to promote your research on our website)

Presentation format:

1. **Masters Thesis students** will have 20 minutes to present proposals and defenses, 3 minutes to present their project method type, followed by 10 minutes for questions.
2. **Masters Applied Practicum students** will have 20 minutes to present proposals and defenses, followed by 10 minutes for questions.
3. **MSc Applied Project students** will present their final project results in a professional conference 10-12 minute format, followed by 3-5 minutes of questions.
4. **PhD students** will have 35 minute proposal or final presentation format, 3 minutes to present their project method type, followed by 10 to 15 minutes for questions.
5. **NUTR 430/ 431 students** will present their final project results in a professional conference 5 minute format, followed by 1 question from a Faculty member and 1 question from a Graduate student.

*Powerpoint presentations should be prepared in the 4:3 ratio (not wide) to fit the screen in R2-046

Chairing Colloquium sessions: Students scheduled to present on each day will chair each other's presentations. Collectively they will be responsible for starting and finishing each presentation on time, introducing the speakers and addressing questions from the students and staff. Please exchange biographies before the day to facilitate introductions, time the presentation and signal the presenter of the talk is going long. Actively chair the question period with special encouragement of questions from students before faculty. It is also the Chair's responsibility to keep the session on time.

Student Feedback: Attendees of each presentation will fill in constructive comments related to each presentation on the Microsoft Form. The forms will be reviewed by Dr Chevalier, sorted to have professor's comments first, and emailed to the presenter and supervisor who should review the comments together.

MSc Thesis students: A presentation of your MSc Thesis proposal is required while registered for NUTR 681. In your final fall or winter semester before you plan to submit your thesis, you will need to register for NUTR 697 which requires you to present your MSc Thesis results in Colloquium (your final Colloquium presentation is no longer part of NUTR 683). NOTE you must have a passing grade entered for all your courses before your initial thesis submission. Do not delay registering for this or any other course.

PhD students: Please schedule your Proposal presentation to take place before your comprehensive exam. For students having started the program in September 2017 or after, a new course NUTR 796 is required in your program. This is a presentation of your final thesis research. For students who have started the program before September 2017, registration in NUTR 796 is encouraged but not formally required for your final research thesis presentation. NOTE you must have a passing grade entered for all your courses including this one, before your initial thesis submission. Do not delay registering for this or any other course.