

# IOWA STATE UNIVERSITY

Fall

TOX 504 Toxicology Seminar

Credits: 1

Location: Arranged, All Semesters

Instructor: Aileen Keating, 2356J Kildee Hall, [akeating@iastate.edu](mailto:akeating@iastate.edu), 294-3849

Additional Information on presentation dates, times, and locations can be found at:  
<http://www.toxicology.iastate.edu/toxsmr.html>

Presentations are given by enrolled students during the TOX 689 Seminar Series.

Students will provide an abstract of their talk at least 48 hours prior to the talk to the Instructor or program coordinator

Students will meet with the instructor at least 1 week prior to presenting to discuss their talk  
--concerns with talk being understood by a diverse audience

Students will meet with instructor after talk to discuss presentation  
--review evaluations

Students should consider their audience in preparing the talk  
Never assume basic definitions and acronyms are known to the audience  
Should have 1-2 slides with definitions and basic knowledge of topic

**Student learning outcome:** Present own research before peers to share knowledge of on-going research at Iowa State, practice presenting to other scientists outside of your specific area of expertise, fielding questions, and listening to criticism.

The objectives of this course are to provide experience in:

- Critically reviewing literature
- Presenting a summary that covers a critical evaluation of research from
- Using constructive criticism

## ***Factors to consider when presenting***

**INTRODUCTION:** Describe:

Relevant background information.

The knowns, unknowns and the gap(s) your work will fill.

The approaches you are taking.

**The significance:** Why is it important? Why should the audience listen to you?

**ORGANIZATION:**

Logical flow

Background/Rationale

Hypothesis and/or Specific Aims

Experimental Approach/Methods

Experimental Results/Significance

Future experiments/Applications

**CLARITY:**

Can the audience follow you?  
How clear are the answers to why/what/how/where?  
Do not use lab lingo. Be precise, define the terminology and avoid abbreviations.  
Seminar should be understandable to those outside the immediate field.

### **DATA EVALUATION:**

Audience should understand how results are used to answer questions posed. Statistical analyses should be included where appropriate.

### **SEMINAR SUMMARY:** The “take home” message.

Recap major findings and indicate how they answer the initial questions asked. Indicate significance/future directions/applications.

### **SCIENTIFIC EVALUATION:**

Is the research scientifically sound?  
Is the hypothesis reasonable?  
Will the experimental design address the hypothesis?  
Are there appropriate controls?  
Are the conclusions justified by the data?

### **GIVE PROPER CREDIT**

Recognize your collaborators and funding sources.

### **VISUAL AIDS**

**DO:** Simplify graphics; one concept per slide; use cartoons; have large fonts; label gels; include titles on each slide; avoid complex illustrations; provide references for published figures and diagrams; use transitions to help keep your audience aligned with the flow of your discussion.

**DO NOT:** use dark colors on a dark background (e.g. red on a blue background), yellow on a white background, small or elaborate fonts; complex tables or let visual aids detract from talk (i.e. colors/graphics/transitions/animations).

### **EYE CONTACT**

Talk to several audience members, not the screen.

### **SPEAKING VOICE**

Speak clearly, loudly and with enthusiasm.

### **PERSONAL APPEARANCE AND POSTURE**

Dress professionally.  
Stand upright (don't slouch).  
Minimize body movements (avoid pacing and waving your hands around).

### **BEWARE OF TIME**

Stay within time limits allotted for seminar.  
Keep answers to questions brief and on point.

### **HANDLING QUESTIONS**

Repeat questions asked from front of the room.  
Keep questions brief and to the point - answer the question asked.  
Don't be afraid to ask for clarification of question if you don't understand.  
Don't be afraid to say "I don't know".

### **PREPARE AHEAD**

Practice the talk several times.  
If you are nervous about speaking, memorize an opening statement to get you started.

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### **Academic Dishonesty**

This class will follow Iowa State University's policy on academic dishonesty. Anyone suspected of academic dishonesty will be reported to the Dean of Students Office.

<http://www.dso.iastate.edu/ja/academic/misconduct.html>

### **Disability Accommodation**

Iowa State University complies with the Americans with Disabilities Act and Sect 504 of the Rehabilitation Act. If you have a disability and anticipate needing accommodations in this course, please contact (instructor name) to set up a meeting within the first two weeks of the semester or as soon as you become aware of your need. Before meeting with (instructor name), you will need to obtain a SAAR form with recommendations for accommodations from the [Disability Resources Office](#), located in Room 1076 on the main floor of the Student Services Building. Their telephone number is 515-294-7220 or email [disabilityresources@iastate.edu](mailto:disabilityresources@iastate.edu). Retroactive requests for accommodations will not be honored.

### **Dead Week**

This class follows the Iowa State University Dead Week guidelines as outlined in

<http://catalog.iastate.edu/academiclife/#deadweek>

### **Harassment and Discrimination**

Iowa State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon race, ethnicity, sex (including sexual assault), pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. veteran. Any student who has concerns about such behavior should contact his/her instructor, [Student Assistance](#) at 515-294-1020 or email [dso-sas@iastate.edu](mailto:dso-sas@iastate.edu), or the [Office of Equal Opportunity and Compliance](#) at 515-294-7612.

### **Religious Accommodation**

If an academic or work requirement conflicts with your religious practices and/or observances, you may request reasonable accommodations. Your request must be in writing, and your instructor or supervisor will review the request. You or your instructor may also seek assistance from the [Dean of Students Office](#) or the [Office of Equal Opportunity and Compliance](#).

### **Contact Information**

If you are experiencing, or have experienced, a problem with any of the above issues, email [academicissues@iastate.edu](mailto:academicissues@iastate.edu).