Seminar
Selected Topics in Communication Management

> ### Information and Advice

University of Bonn
Institute of Computer Science 4

Summer 2011

General Information

- Goals:
  - Getting familiar with a topic in a limited time frame.
  - Writing a good report.
  - Giving a good presentation to a group.

- Components:
  - Written report of approx. 10 pages.
  - Presentation (30-minute talk, 15-minute discussion).
  - Lots of interaction with your advisor and fellow students.

- Steps:
  - Register for the seminar (until April 30 at the examination office).
  - Initial meeting and selection of topics (today).
  - Structure your work, write the report, prepare the presentation (guided by your advisor).
  - Presentations ("Blockseminar", all presentations are given within one or two days).

- Seminar website:
  - http://net.cs.uni-bonn.de/sticm/
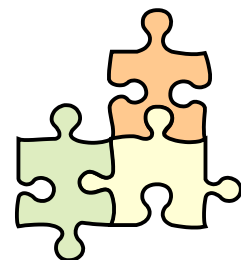
For Master Students

- You will receive a mark for the seminar based on:
  - the written report,
  - the presentation, and
  - the discussion.

- The "Examination Rules for the Masters Degree Course in Computer Science" (i.e., the unofficial translation of the "MaPO") say:

  > §11(5): "Examination results in seminars will relate, as a rule, to written papers and oral discourses relating to partial areas of the subject matter dealt with in the seminar."

  > §16(3): "Seminar discourses document the candidates' ability to present scientific results in a comprehensible manner and to explain them in a discussion."


Seminar Summer Term 2011

- Participants:
  - Syed Farooq Azam
  - Irina Bostan
  - Misbah Ishaq
  - Muhammad Zakir Khan
  - Afshin Sadeghi
  - Himanshu Thakur
  - Peter Weidenbach
  - Joerg Wildt

- Questions?
  - Organizational: Jakob Bieling
  - About your topic: Your advisor

- Dates:
  - Presentations:
    XX.XX.2011
  - Written report (final):
    XX.XX.2011

  to be determined

  These are firm dates!

- Selection of topics:
  Follows right after we have talked through a couple of slides!
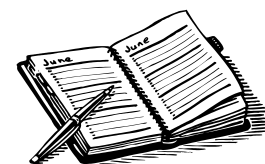
Advice: Deadlines

- Deadlines have to be kept!
  - Official deadlines (e.g., submission of final version)
  - Appointments and deadlines agreed upon with your advisor, e.g.,
    - first structure of the report
    - submission of preliminary versions of the report
    - submission of the presentation slides
  - Time management is important!

- The final version is meant to be final!
  - Submit a complete report without empty sections or paragraphs
  - Include a list of references and sources

Advice: Guidance

- Contact your advisor:
  - Let your advisor approve your work.
  - Discuss the structure of the report with your advisor.
  - Discuss your presentation slides with your advisor.
  - Ask your advisor for help if you have questions or want to improve your understanding of the topic.

- Consider the feedback your receive:
  - Take notes during the meetings with your advisor.
  - The suggestions by your advisor are meant to improve your work. However, in general only you are responsible for your work.
  - Exception: **change request by your advisor**. Ignoring a change request may result in a failed seminar.

Advice: Citing and Copying

- Goal of the seminar:
  - Describe a topic in your own words, based on existing sources.

- Citations and figures:
  - Clearly indicate citations, e.g., when you cite opinions of others or results obtained by others.
  - Do not cite excessively!
  - When "citing" figures:
    - reference the original work
    - draw the figures yourself
    - include only relevant parts

- Work scientifically or fail:
  - Copying (even if slightly modified) without citing the original work may lead to a failed seminar.
  - Simply translating from other works is equal to copying.
  - Excessive citing may lead to a failed seminar.
  - Know the difference between citing and referencing.
    - If you don't: again, ask your advisor!

Advice: Sources and References

- List of references:
  - Give a complete list of all sources used.
    - Author and title.
    - Type of publication.
    - Date.
    - For online sources: state when you last checked the contents.
  - When in doubt, ask your advisor!

- Choose sources carefully:
  - Use the sources indicated by your advisor, and look for further sources yourself.
  - Be aware that some sources may be unreliable or change frequently (common example: to cite or not to cite a Wikipedia article).
  - When in doubt, ask your advisor!