Seminar
Selected Topics in Communication Management
Selected Topics in IT Security

Information and Advice

University of Bonn
Institute of Computer Science 4

Prof. Dr. Peter Martini      Prof. Dr. Michael Meier

winter term 2016/17
General Information 1/2

• 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 (a template will be provided)
  – Review of ~two other reports. For this part you will use a conference management system. We will inform you on time via e-mail.
  – Presentation (~30-minute talk, 15-minute discussion).
  – Lots of interaction with your advisor and fellow students.
• Steps:
  – Register for the seminar (until 7 November in BASIS).
    This is your first important deadline! Care about the registration!
  – Initial meeting (today).
  – Structure your work, write the report, review other’s reports, prepare the presentation (guided by your advisor).
  – Presentations (“Blockseminar”, all presentations are given within one day: 6 February 2017; exact time and location will be announced timely).

• Seminar Websites:
  – Seminar MA-INF 3209 “Selected Topics in Communication Management”
    http://net.cs.uni-bonn.de/work-groups/cs/teaching/wt-201617/lab-communication-and-communicating-devices-semester-course/
  – Seminar MA-INF 3317 “Selected Topics in IT Security”
    http://net.cs.uni-bonn.de/wg/itsec/teaching/wt-201617/selected-topics-in-it-security/
Time schedule (your deadlines)

- **Today:** Introductory meeting
- **6 November:** Document outline
  - literature research is done at this point
  - you already know what you want to write in each section
- **7 November:** Registration in BASIS ends
- **4 December:** Complete report draft
  - final report, as you would want it to be graded
  - correct citation/referencing, no grammar or spelling mistakes
- **9 December:** You receive comments on your report from your advisor
- **21 December:** Complete report, ready for peer-review
  - you read, understand and comment on two other reports
  - You receive reviews from your classmates and your supervisor.
- **15 January:** Reviews done
- **20 January:** Complete report, final version
- **27 January:** Slide set for your presentation
- **6 February:** Final presentation
For Master Students

- You will receive a mark for the seminar based on:
  - the written report (substance, presentation, language, ...)
  - the reviews (understanding, quality of comments, ...)
  - the presentation (scientific presentation, reduction to main aspects, understanding, ...)
  - the discussion (ability to explain, understanding)

- The “Examination Rules for the Masters Degree Course in Computer Science” (i.e., the unofficial translation of the “MaPO”, January 2012) 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.”
Questions?
- Organizational:
  Saffija Kasem-Madani
  cs4-seminars-labs@lists.iai.uni-bonn.de
- About your topic: Your advisor

Dates:
- Presentations:
  6 February 2017, exact time and location t.b.a.
- Submission of written report (final):
  Sunday, 20 January 2017
  These are firm dates!

Main literature sources:
- Your advisor will send you an email containing further information about your topic.
Peer review is the evaluation of papers by other researchers to the writer of the work to maintain quality (and improve the paper).

(1) Write your paper
(2) Submit paper
(3) Review other papers
(4) Submit reviews
(5) Receive reviews
(6) Improve your paper
Advice: Deadlines

• Deadlines have to be kept!
  – Official deadlines (see previous slide on deadlines)
  – Any appointments and deadlines agreed upon with your advisor, e.g.,
    • first meeting
    • weekly meetings
    • intermediate report deadlines
  – Time management is important!

• A complete version is meant to be complete!
  – Submit a complete report without empty sections or paragraphs.
  – Include a full list of proper references and sources.
  – Make sure your text is free of spelling and grammar mistakes.
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 or you are unsure about proper citing/referencing.

• Consider the feedback you 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: Guidance

Guideline for the Composition of Master Theses, Seminar Papers and Lab Reports

Friedrich Wilhelm University, Bonn,
Institute for Informatic IV
Prof. Dr. Peter Martin and staff
25.03.2016

1 Why

The guideline for composing master theses, seminar papers and lab reports was inspired by the conviction that, in the process of doing so, students often report the same confusion that I experienced when reading the guidelines. The aim of this guideline is to provide guidance on how to write seminar papers, lab reports and master theses in a clear and structured way.

1.1 The Purpose of a Lab Report

Writing the report is essentially the same as writing a seminar paper or a master thesis. The report should present a logical structure that:

- is directly related to the question at hand,
- clearly shows the student's understanding of the subject,
- presents the results and conclusions in a clear and concise manner.

The report is not a presentation of results but is a tool for solving a specific problem. It requires a comprehensive understanding of the problem in order to solve the problem. It provides a comprehensive solution to the given problem in a structured manner.
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, and
    • include only relevant parts

• **Work scientifically or fail the course:**
  – Copying (even if slightly modified or rearranged) without citing the original work leads 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: ask your advisor!
Advice: Avoid Plagiarism

• What is plagiarism?
  – To steal and pass off the ideas or words of another as one's own.
  – Use another's production without crediting the source.
  – To commit literary theft.
  – Present as new and original an idea or product derived from an existing source.
    – Merriam-Webster Online Dictionary

• How do I avoid it?
  – Do not copy, paraphrase, translate, or summarize from any source without documenting adequately and truthfully.
  – Do not quote excessively, such that the quoted material makes up significant portions of your work. This applies even if you give credit!

• Consequences
  – If plagiarism is in evidence, you fail the lecture, seminar, thesis, etc.
  – Plagiarism may become expensive (see MaPO):

§ 13(9): „Any intentional violation of a regulation of these examination rules [...] will be regarded as an offence. Such an offence may be punished by a fine of up to 50,000 Euros.“
Advice: Sources, References and Style

• Use the LNCS document class for the final report.
  – Downloadable from the seminars’ websites.

• 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, again, ask your advisor!
Your “Take-Home” Message

• Read your e-mails regularly
  – We advise you to use your @cs.uni-bonn.de address.
  – Use another ➔ you are responsible that e-mails really reach you.

• Keep dates and deadlines in mind
  – Don’t miss deadlines!

• Problems? Contact your advisor
  – In time!

• Do proper time management
  – Start early!

• Don’t plagiarize
  – We will find out ...