

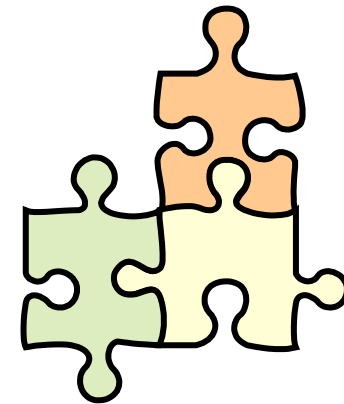
Seminar – Selected Topics in Communication Management

Winter Term 2010/2011: Initial Meeting

Information and Advice

General Information

- Goals:
 - Getting familiar with a certain topic in a limited time frame.
 - Learn to write a good report.
 - Learn to give a good presentation to a group.
- Components:
 - Written report of approximately 10 pages.
 - Presentation (30-minute talk and 15-minute discussion).
 - Lots of interaction with your advisor and fellow students.
- Steps:
 - Register for the seminar (until **October 31st** at the examination office).
This is your first important deadline! Care about the registration!
 - Initial meeting and selection of topics (today).
 - Structure your work, write the report, prepare the presentation (guided by your advisor).
 - Presentations (Presentations are given within one (or two) days).
- Seminar website:
 - <http://net.cs.uni-bonn.de/wg/cs/teaching/st-2010/seminar-selected-topics-in-communication-management/>



For Master Students

- You will receive a mark for the seminar based on:
 - The written report (Substance, Presentation, Language, ...)
 - The presentation (Scientific Presentation, Reduction to Main Aspects, Understanding, ...)
 - The discussion (Ability to Explain, Understanding).
- Examination Rules for the Masters Degree Course in Computer Science:
 - [1] Faculty of Mathematics and Natural Science at the Rheinische Friedrich-Wilhelms-Universität, Bonn: Examination Rules for the Masters Degree Course in Computer Science, 3rd statute, 2010.
 - http://www.informatik.uni-bonn.de/fileadmin/ics/teaching/msc/Ma-PO__Computer_Science_English_Stand_DEZ2010.pdf



§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.” [1]

§16(3): “Seminar discourses document the candidates’ ability to present scientific results in a comprehensible manner and to explain them in a discussion.” [1]



Seminar Summer Term 2011

- Participants (up to seven Students):

- K., J.
- A., M.
- L., M.
- S., T.
- S., A.
- G. L., A. L.
- G., A. K. F.



- Dates:

- Presentations:
13.01.2012
- Submission of written report (final):
16.12.2011

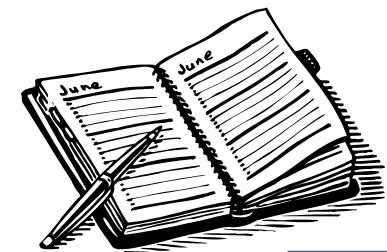
These are firm dates!

- Questions?

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

- Selection of topics:

- You should know the 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 copy figures. Instead, draw them yourself and refer the original work.
- Work scientifically or fail:
 - Copying 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.



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:



§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.“ [1]



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!

