BCH374Y 2023-2024 U*of*T   Hue Sun CHAN, 2023

Guidelines for Midyear Progress Report & Midyear Progress Presentation

Midyear ("Midterm") Progress Report: The report describing the student's research progress should be not more than 5 double-spaced pages in 12-pt font with 1-inch margins on all 4 sides of each page (8.5x11-in letter-size paper; the 5-page limit does *not* include references and a maximum of 3 display items [figure(s) and/or table(s)]). You may show multiple-part figures (with, e.g., part a, b, c, …), but each figure must fit in one page. Every figure/table caption should be succinct and included in the same page as the figure or table. The report should include your name *and* your supervisor's name. It should have an abstract, a brief introduction, materials & methods, **results obtained so far, and discussion of the results and planning for the winter semester**. Standard experimental/computational techniques can be referenced. Students are encouraged to be selective in the data presented. It is not necessary or desirable to describe every experiment that was performed.

The deadline for submitting your report is **Thursday December 7, 2023, 5pm**. Please email it to the course coordinator Dr. Hue Sun Chan (huesun.chan@utoronto.ca) as a pdf file using the following format for filename: "StudentSurname_GivenName_BCH374Y_MidyearReport.pdf" (e.g., "Jane_Doe_BCH374Y_MidyearReport.pdf").

Midyear ("Midterm") Progress Presentation: The goal is for each student to give an overview of their project, their results from the first semester, and their plans for the second semester.

The time limit for the presentation is TEN minutes, to be follow by a question period of TEN minutes (20 minutes total). You will be questioned by your supervisor and one other faculty member.

A typical good estimate of the number of slides is one per minute, so the number of slides is limited to EIGHT.
        Suggested **contents of your slides** (this is not a rigid requirement, adjust as appropriate):
1.   Title slide with your name and project title
2.   Introduction (general)
3.   Significance of the specific scientific question being addressed
4.   Key result from this semester
5.   Key results from this semester
6.   Your plan for next semester
7.   Your plan for next semester
8.   Significance of your obtained and anticipated results / Summary

Keep your slides simple. Use pictures instead of words. Write a script so you know exactly what you want to say. Rehearse it a lot. Keep the pace steady—don't rush.

Evaluation of your presentation will be based on the following:
a)   Organization/clarity (including staying within time limit)
b)   Delivery
c)   Effective communication of concepts
d)   Knowledge of material, including background
e)   Design and clarity of slides