

Last Updated 1/6/07

**Poster Presentations and Time Management – GEOL 795 – Spring 2007
Room TEC 104 – T 8:30 – 9:15 am**

Instructor: Catherine Snelson

Office Hours: T 2:30 - 3:30 pm; W 2:30 – 3:30 pm; or by appointment

Office: LFG 204

Office Phone: 895-2916

Email: csnelson@unlv.nevada.edu

Text: None

Additional Reference Material: Help Document in Illustrator

WebCT: <https://webcampus.nevada.edu/webct/entryPage.dowebct>

Purpose of this Course

This course is designed to introduce graduate students to the processes of scientific research and the design of research posters in modern geoscience. The course will focus on the fundamentals of poster presentation including advanced graphics, layout, and design. In addition, this course will provide you with the material and opportunity to learn better time management.

Course Objectives –

1. Understand the UNLV and Geoscience graduate student guidelines
2. Develop better time management skills
3. Learn Basic and advanced Adobe Illustrator skills
4. Learn graphics style and design techniques
5. Learn content, design, production and presentation of scientific posters
6. Develop better communication skills for your research
7. Oral presentation skills

Grading:

Exercises: 20%

Poster Outline: 5%

Proposal Poster Presentation: 45%

Concept Diagram: 10%

Draft Poster Presentation: 15%

Participation: 5%

A: 90 - 100 – *‘‘Excellent knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of a piece of work or course.’’

B: 80 – 89 – *‘‘Good level of knowledge of concepts and/or techniques together with a considerable skill in using them in satisfying the requirements of a piece of work or course.’’

C: 70 -79 – *‘‘Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of a piece of work or course.’’

D: 60 – 69 – *‘‘Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of a piece of work or course.’’

F: Below 60 – Failing

*Grade descriptions from http://www.cse.yorku.ca/course_archive/2001-02/W/3461/M/LetterGrading.htm

This syllabus is subject to change.

Succeeding!

To do well in this class you should study and work with the material daily. If you get confused or have questions that have not been resolved in lecture, then do not hesitate to contact me. If you cannot make any of the office hours, call or email for an appointment.

Logistics and Policies

1. Participation:

You are expected to be an active participant in the course and much class activity will involve group discussions.

2. Attendance

Missing or late exercises are not permitted. In cases of emergency, notify me at least one hour prior to the scheduled due date. In addition, it is suggested that you attend the weekly Departmental Seminar series, which is held every Wednesday from 4:00 to 5:00 pm. This is in effort to learn new information outside your discipline as well as critique presentation styles and content.

3. Cheating, Plagiarism, and Academic Dishonesty

You are required to be familiar with university policies and procedures in the current UNLV Undergraduate and Graduate Catalogs. Importantly, we follow the policies on Cheating, Plagiarism, and Academic Dishonesty that are stated in the most recent UNLV Undergraduate and Graduate Catalogs. In the hopes of deterring incidents of cheating and/or plagiarism this class employs a "**zero tolerance**" policy meaning that if a student commits cheating or plagiarism they receive a grade of F for the class.

4. Copyright Issues

The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. **YOU ARE INDIVIDUALLY AND SOLELY RESPONSIBLE FOR VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. THE UNIVERSITY WILL NEITHER PROTECT YOU NOR DEFEND YOU NOR ASSUME RESPONSIBILITY FOR EMPLOYEE OR STUDENT VIOLATIONS AND FAIR USE LAWS.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under University policies. To familiarize yourself with copyright and fair use policies, the University encourages you to visit its copyright web page at: <http://www.unlv.edu/committees/copyright>.

5. Disability Services (DS)

The UNLV Disability Resource Center (DRC) houses the resources for students with disabilities. If you have a documented disability that may require accommodations, you will need to contact the DRC for the coordination of services. The DRC is located in the Student Services Complex (SSC), Room 137. Their numbers are: (702) 895-0866/Voice; (702) 895-0652/TDD; and (702) 895-0651/Fax. For additional information please visit <http://www.unlv.edu/studentlife/drc>.

6. Writing Center

Students are welcome to use the UNLV Writing Center free of charge. Consultants can assist students at all stages of the writing process. Students may make appointments by calling the center (895-3908) or in person at FDH-240. The center can be particularly helpful when you are writing or rewriting your lab field reports.

7. Religious Holidays

As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. You must notify me by the last day of late registration to be assured of this opportunity. If this pertains to you, a clear deadline will be set for completion of work.

8. Nondiscrimination - The University of Nevada Las Vegas does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, gender, age, sexual orientation, disability, or veteran status.

9. Official Extracurricular Activity

All students who represent UNLV at an official extracurricular activity shall have the opportunity to make up assignments, but you must provide official written notification to me no less than one week prior to the missed class(es).

10. Learning Environment

The classroom is intended to be a place of learning. As such and as specified in the UNLV Undergraduate and Graduate Catalogs, no pagers, cell phones, or other potentially disruptive devices are allowed in class.

CLASS SCHEDULE

Wk	Date	Lecture Topic	Assignment Due	Recommended Reading
1	Jan 16	Course Overview; Time Management		
2	Jan 23	Time management; Plagiarism; References	Time Management Ex #1	Basic Time Management
3	Jan 30	Layout, Design, and Colors	Time Management Ex #2	Seven Habits; Color Scheme; Papers in the Design Folder
4	Feb 6	Illustrator Introduction; Concept Diagram	Reference List	
5	Feb 13	Illustrator Continued; Scanning	Color Pallet Exercise	
6	Feb 20	Class Discussion	Concept Diagram	
7	Feb 27	UNLV Geoscience Lab Tours	Exercise #1	
8	Mar 6	Tour of Geoscience Posters	Exercise #2	
9	Mar 13	No Class – Spring Break		
10	Mar 20	Proposal Poster Planning	Exercise #3	Illustrator How-to-do List; Principles of Design
11	Mar 27	Using the Plotter		
12	Apr 3	Class Discussion	Outline of Poster	
13	Apr 10	No Class – Work on Posters		
14	Apr 17	In-Class Poster Presentations	Draft Poster	
15	Apr 24	No Class – Work on Posters		
16	May 2	Public Poster Presentations	Wed 4 – 5 pm	
17	May 8	No Class - Final Exam Week		