

江苏大学环境科学与工程专业博士生课程《学术写作与学术报告》 (Academic Writing and Presentation) 教学大纲 (2019)

I. 总目标:

根据多数国外著名大学和研究机构研究生培养计划, Seminar: Research Proposal and Presentation) 课程是硕士、博士研究生非常重要的必修课, 一般是 2 个学分, 该课程要求能结合硕士或博士论文的研究内容, 一是重点聚焦在研究生如何学习、如何思维的知识与方法论方面的引导和启发; 二是结合研究生科研工作的实际需要, 聚焦环境科学与工程领域的热点问题, 共性技术问题, 注重培养研究生解决复杂环境问题或完成多因素环境治理复杂任务的创造性能力。因此, 该课程的总目标是在系统培养研究生撰写论文开题、模拟训练学术演讲基础上, 全面提高研究生在较高认知水平上的科学心智活动及较高层次的科研实践能力。

II. 课程目的:

一是培养中国及国际留学研究生能够系统掌握研究生论文开题的基本要求与系统知识, 能够撰写出符合要求的开题报告(包括立项依据论证、文献引用与综述、研究方法、创新点凝练等)。

二是培养研究生能够掌握参加国际学术会议学术演讲的系统知识, 有能力参与国际交流与竞争(包括 PPT 设计与制作, 实验结果分析, 演讲中的科学语言使用与规范、问题回答与学术答辩等)。

三是培养和提高研究生的文献阅读与综述概括能力。通过参与指定的 1-2 个研究专题的研究开题撰写和实例多媒体 PPT 演讲练习, 系统地掌握科学研究中的基本方法与途径。

III. 内容简介:

该课程的设计为全程英文教学, 学时为 24 个学时, 2 个学分。结合每个研究生不同研究领域, 选定相关的几个重要研究方向或热点科学问题, 通过系统查阅文献和科学的数据分析, 撰写开题报告, 提出新颖、创新的学术观点和科学结论。同时根据报告内容制作并提交高质量的 PPT 多媒体, 通过 PPT 多媒体学术报告演讲的训练, 系统地掌握科学研究中的基本过程和方法, 提高 PPT 多媒体制作、学术报告演讲和学术交流的能力。课程设计将安排每个学生有两次撰写开题报告的作业和两次学术演讲与练习的机会, 具体的每个部分教学内容参见英文版介绍。

本课程力求既培养学生创新思维能力, 又培养研究生在所学学科领域的研究与解决问题的能力, 还能同时培养留学生结合各自国情, 解决在自己国家在相关领域所面临问题与挑战的实践能力; 即, 创新和创业的意识, 国际化视野, 以及团队合作精神。

IV. 考试评价方式:

- 开卷考试(100 分制);
- 每组学生需撰写 2 次开题报告, 并进行期中和期末 2 次 PPT 专题演讲。总分一百分, 开题报告占 30 分, PPT 演讲占 70 分。期中考试成绩算平时成绩占总分的 40%, 期末考试成绩占总分的 60%;
- 所有学生的 PPT 必须是用英文完成, 演讲语言均要求用英文演讲。
- 由于江苏省英文授课精品课程建设的需要, 我们将对该课程教学过程进行全程录像, 我们的上课地点将放在三山楼 802 智慧教室进行, 希望每位学生能够提前 10 分钟抵达教室(因为电梯有时比较拥挤, 需要排队), 不要因为迟到影响教学效果。因此, 特做如下规定: 如学生无故上课迟到(如迟到时间 < 5 分钟, 需在 QQ 群里做出说明, 并请老师开门, 如超过这个时间, 学生将无法进入教室, 将按缺席处理), 如果一学期学生上课无故缺席一次、无故迟到情况累计超过两次, 并没有事先得到任课老师的谅解或请假批准, 该学生的课程将没有成绩。

Seminar Class Syllabus

I. General Goal

To enhance students' competence in writing a research proposal and the capability in coping with an effective scientific communication.

II. Essential Objectives

1. Understand what differences between a scientific paper and a scientific oral presentation
2. Understand basic strategies, principles, and skills involved in writing a competitive proposal and making an effective presentation with a high quality of PPT slides
3. Understand the important tips of a qualified research proposal and an attractive presentation as well as its skills
4. Finally, to enlighten students' logical and hypothetic thinking for their innovateon capability in degree study.

III. Content Coverage (2 credit points with 24 teaching hours)

1. What problems we are currently encountered for PPT presentation?
2. What differences between a scientific paper and a scientific oral talking?
3. Reasons for giving an effective seminar presentation
4. Suggestions for how to build a seminar (Tips for main skills involved)
5. Suggestions for visual aids (Tips for main techniques involved)
6. General hinds for presenting (Tips for main strategies and skills in a presentation)
7. How to answer the question after a seminar (The strategies and the answering tips)
8. How to best use the transition words during the presentation (Tips and examples)
9. How to best deal with an international conference talking? (Common useful tips)
10. A sample scientific PPT presentation

IV. Evaluation and Examination (How to score your grade)

- Open-book exam (100-point score system)

- Assignment-1 (serve as mid-term exam.), 40% of total, where it includes 30 points assigned for research proposal and 70 points applied for oral presentation
- Assignment-2 (serve as class final exam.), 60% of total, where it includes 30 points assigned for research proposal and 70 point applied for oral presentation
- The English language is applied to both PPT slides as well as the presentation

if you missed one time of the class without getting a permission ahead of time from your teacher for an excuse, you will have no score and credit for this course. If you are late to attend this class no more than 5 minutes, you can request an entry to the classroom for class after sending a message to your teacher via QQ platform, otherwise, you will not allow to come to classroom when you report to class late beyond 5 min. primarily because this class will be videotaped for each of time. If you are late to the class without excuse for more than two times (each beyond 5 min), you may lose the opportunity to enter in the classroom, which will result in a serious consequence for losing your course credit completely. Please be the class room early, ahead of time at least 10 min, which will ensure that you can catch an elevator in time to approach the 8th floor of the building for your class room due to a group of crowding students anxiously and simultaneously using the same elevator and you may have to wait for a long line to use an elevator.

Note: Each student is required to sign your name on the attendance sheet for each class time to inform us you attend the class without late.

主讲教师：孙建中教授， QQ：2745983694， Tel：0511-88796122；

刘俊教授：QQ：47018794；

Dr. Sameh Samir Ali Atawa, 薩邁赫·阿里 博士, QQ：2192795749。

教学助理：王永丽博士，QQ：385568209

课程教学的时间安排 (2019)

第一阶段，7周~10周，任课老师讲解有关研究开题和 PPT 学术演讲的关键知识。

上课前请加入课程的 QQ 群，以便学习和交流，QQ 群号码为：685661670。所有上课通知和资料信息将在 QQ 群中分享，不做另行通知！

7周（4月12号）：

介绍该课程的教学大纲、学习的要求以及考试的安排；讲授开题报告撰写的基本要求与相关模式。

课后作业：每位学生需练习撰写一份开题报告，研究主题或领域由老师划定，请在规定研究范围内选题。作为学生的课后作业，每个学生需要按照模板格式，独立完成各自的研究开题报告，并于4月22日之前提交纸质版。

学生每三人组成一组（老师确定），组队信息将在 QQ 群中分享，以备后期准备 PPT 演讲。PPT 主题将从三人的学术开题报告中选择得分最高的题目为小组的演讲主题，开题报告得分最高者为3人小组负责人，负责开始准备 PPT 演讲，安排组内人员角色：其中两位学生参与该开题报告 PPT 学术演讲，第三位负责演讲后的问题回答。

8周（4月19号）：

每位学生4月22号之前提交开题报告，其分数将算入期中考试分数。

讲解常见的 PPT 学术演讲中存在的问题与挑战；明确学术报告 PPT 方式与学术论文方式的基本差别；介绍学术报告及 PPT 应用的重要性及其特征；将完整的论文形式转换成多媒体的 PPT 表达及其应该遵循的原则。

9周（4月26号）：

多媒体 ppt 制作过程中的基本方法、原则、技巧和要领，包括掌握学术研究当中的科学选题、分析问题和解决问题的基本方法和途径，如何凝练科学问题和工程科学问题，如何认识学术论文的特点与学术演讲报告的特点与区别。开题报告成绩发放和点评。

10周（5月3号放假以调休时间为准）

Dr. Sameh Samir Ali 总结开题报告中的问题和分析学生比较集中的几个问题。孙教授主要讲解一些 PPT 制作中常常出现的几个主要问题。通过举例来说明如何避免这些问题：包括如何掌握 PPT 多媒体演讲中的技术要领，高质量学术演讲的能力如何形成？如何用英文正确地回答学术交流中的挑战性问题？如何正确使用英文过渡词与过渡句（transition words/sentences），通过典型范例 PPT 的实际演讲，明确参加国际会议所涉及的技巧与方法。**每组学生根据组内得分最高的开题报告准备期中 PPT 和演讲，于11-14周实施并考核平时成绩。PPT 需要于演讲前一天通过 QQ 提交给刘俊老师。**

第二阶段，11周~14周，所有学生按照顺序进行第一次 PPT 演讲，老师对其进行提问和考核。

11周（5月10号）：

第1-4组学生进行 PPT 演讲，演讲成绩作为期中考试成绩，学生 A 和学生 B 分别做 PPT 学术演讲 6 分钟，学生 C 英文回答问题互动部分 5 分钟，老师点评 5 分钟，并给出平时成绩，每组共需 22 分钟。**同时每位学生应根据自己研究生论文确定的实际研究内容，开始准备和撰写期末考试的开题报告。**

12周（5月17号）：

每位学生提交期末考试的开题报告。

第 5-8 组学生进行 PPT 演讲，演讲成绩作为期中考试 on 成绩，学生 A 和学生 B 分别做 PPT 学术演讲 6 分钟，学生 C 英文回答问题互动部分 5 分钟，老师点评 5 分钟，并给出平时成绩，每组共需 22 分钟。

13 周（5 月 24 号）：

第 9-10 组学生组队进行 PPT 演讲，演讲成绩作为期中考试成绩，学生 A 和学生 B 分别做 PPT 学术演讲 6 分钟，学生 C 英文回答问题互动部分 5 分钟，老师点评 5 分钟，并给出平时成绩，每组共需 22 分钟。老师对所有学生的表现做总结性归纳，对学生期中 PPT 演讲的问题进行针对性点评，并针对学生问题进行详细的指导。**期末考试开题报告成绩发放和点评，每位学生根据自己的开题报告准备期末 PPT 和演讲，于 14-18 周实施并考核期末考试成绩。PPT 需要于演讲前一天通过 QQ 提交给刘俊老师。**

第三阶段，15 周~19 周，课程的期末考试（占全部总分的 60%），学生按照顺序进行 PPT 演讲，老师对其进行提问和考核。

14 周（5 月 31 号）

第 1-2 组学生一共 6 位学生每位学生进行 10 分钟 PPT 演讲，演讲成绩作为期末考试成绩。老师点评 5 分钟。

15 周（6 月 7 号端午节放假）

16 周（6 月 14 号）：

第 3-4 组学生一共 6 位学生每位学生进行 10 分钟 PPT 演讲，演讲成绩作为期末考试成绩。老师点评 5 分钟。

17 周（6 月 21 号）：

第 5-6 组学生一共 6 位学生每位学生进行 10 分钟 PPT 演讲，演讲成绩作为期末考试成绩。老师点评 5 分钟。

18 周（6 月 28 号）：

第 7-8 组学生一共 6 位学生每位学生进行 10 分钟 PPT 演讲，演讲成绩作为期末考试成绩。老师点评 5 分钟。

19 周（7 月 5 号）：

第 9-10 组学生一共 6 位学生每位学生进行 10 分钟 PPT 演讲，演讲成绩作为期末考试成绩。老师点评 5 分钟。老师对所有学生的表现做总结性归纳，每位学生写下对这门课的意见和建议。

Lecturer 1: Prof. Jianzhong Sun, QQ:2745983694, Tel: [0511-88796122](tel:0511-88796122);

Lecturer 2: Dr./Prof. Jun liu, QQ:47018794;

Lecturer 3: Dr./Assoc. Prof. Sameh Samir Ali Atawa, QQ:2192795749.

Teaching assistant: Dr. Yongli Wang, QQ:385568209

Timetable of the course (2019)

First Session: From week 7 to week 10. Lectures will be given about how to write an perfect research proposal and to provide an effective scientific PPT presentation.

Please join the QQ group for class information sharing platform as soon as you can. The QQ group account is at 685661670 and each student is required to join this QQ platform (if you have no QQ account for yourself, please apply it via a cellphone or a computer that is for free account). All class notifications and information will be shared in the QQ group platform without other notice!

Week 7 (April 12):

The teacher will introduce the syllabus of the course with its general requirements of the course, the arrangement of the tests, the writing tips and requirements to develop a high quality of your academic research proposal. A proposal template will be then provided for you to follow in this this day's class.

Student Homework: Each student is required to work out a research proposal in the required format and length. The scope of the topic is determined by the teacher. Please select a topic suitable for your research proposal within the scope we appointed. The research proposal has to be prepared in accordance with the template format and submitted a digital copy to teacher for evaluation due by April 22, 2019.

All students in this class have been grouped to form a study team with a total of three students. There are ten groups of study groups in this class that have been grouped by teachers with two Chinese students and a foreign student. The first PPT presentation has to be prepared with other team members in a group. The first PPT presentation topic will be determined in terms of the highest score of a student proposal from a group. The student with the highest score of a research proposal will be appointed as the group leader to organize the team work for PPT preparation and presentation. In a study group, one of team students will be responsible for answering the teacher's question after presentation, and the other two will function as the two presenters collaborated for the PPT presentation.

Week 8 (April 19):

All students should submit his/her research proposal for evaluation and scoring due by April 22, 2019 (this submission will be applied for your mid-term exam that will be combined with your following PPT presentation score)

The class will address the problems and challenges in the regular PPT academic talking, clarify the differences between PPT academic talking and academic papers, emphasize the importance and characteristics of PPT academic talking, as well as explain principles of transferring the academic papers into multimedia PPT expression.

Week 9 (April 26):

Lecturing about suggestions for how to build a seminar presentation (tips for main skills involved), suggestions for visual aids (tips for main techniques involved) and general hints for presenting

(Tips for main strategies and skills in a presentation).

Each submitted research proposal will be evaluated by teachers for his/her score and then Dr. Sameh Samir Ali Atawa will provide a summary and comments for some common problems with some useful tips.

Week 10 (On May 3, it will be served as a Chinese lab day holiday, therefore, another day for our class substitution will be announced later on)

Lecturing about how to answer the question after a seminar (the strategies and the answering tips), how to best use the transition words during the presentation (tips and examples) and how to best deal with an international conference talking (common useful tips)? Explaining a typical scientific PPT presentation for an example.

Class Homework: Each study group should start to prepare a total of twelve minutes' scientific presentation according to the appointed research proposal topic. PPT file needs to be submitted to Prof. Jun Liu via QQ at least one day before the class presentation.

Second Session: Week 11 to Week 14. Each study group will give a PPT presentation for a class time slot on a day assigned by teacher. Questions and comments will be given after presentation by teachers.

Week 11 (May 10):

Students assigned in Group 1 to Group 4 will be arranged to conduct a group-based PPT presentations, and each student performance functioned in a study group will be evaluated and scored as his/her mid-term examination. Student A and Student B in a group will serve as a presenter with PPT for 6 minutes, respectively, and following the presentation, student C will serve as a question answering person for 5 minutes to address any question proposed by teachers. Each group will be assigned a total of 22 minutes for presentation performance.

After this day, May 10, each student should be aware that it is a good time to gear up a preparation for the second research proposal development that will serve as your final examination practice. The topic selection, as our suggestion, would be better to linked with your future degree study program.

Week 12 (May 17):

Each student is expected to submit the research proposal due by May 17, 2019, which will serve as the final examination practice

Students assigned in Group 5 to Group 8 will be arranged to conduct a group-based PPT presentations, and each student performance functioned in a study group will be evaluated and scored as his/her mid-term examination. Student A and Student B in a group will serve as a presenter with PPT for 6 minutes, respectively, and following the presentation, student C will serve as a question answering person for 5 minutes to address any question proposed by teachers. Each group will be assigned a total of 22 minutes for presentation performance.

Week 13 (May 24):

Students assigned in Group 9 to Group 10 will be arranged to conduct a group-based PPT presentations, and each student performance functioned in a study group will be evaluated and

scored as his/her mid-term examination. Student A and Student B in a group will serve as a presenter with PPT for 6 minutes, respectively, and following the presentation, student C will serve as a question answering person for 5 minutes to address any question proposed by teachers. Each group will be assigned a total of 22 minutes for presentation performance.

The teacher will sum up the performance of all study groups, make some comments on the students' PPT presentations, and give some tips on common issues existed in student's presentation. Each student will receive his/her score for the second research proposal and Dr. Sameh Samir Ali Atawa will give a summary comments on the submitted proposals.

All students should start to prepare ten minutes' scientific presentation independently in terms of your approved research proposal. PPT file needs to be submitted to Prof. Jun Liu via QQ one day before your presentation.

Third Session: Week 14 to Week 19. Each of the student will be required to give an academic presentation with PPT independently in a time slot arranged by teacher for final exam (Accounting for 60% of the total scores). Questions and answering session after the presentation by a student is also designed to mimic the conference pattern.

Week 14 (May 31):

Each of the 6 students from group 1 and group 2 will have a 10-minute PPT speech independently and the performance score will be used as the final.

Week 15 (Dragon Boat Festival holiday)

Week 16 (June 14):

Each of the 6 students from group 3 and group 4 will have a 10-minute PPT speech independently and the performance score will be used as the final.

Week 17 (June 21):

Each of the 6 students from group 5 and group 6 will have a 10-minute PPT speech independently and the performance score will be used as the final.

Week 18 (June 28):

Each of the 6 students from group 7 and group 8 will have a 10-minute PPT speech independently and the performance score will be used as the final

Week 19 (July 5):

Each of the 6 students from group 9 and group 10 will have a 10-minute PPT speech independently and the performance score will be used as the final

The teacher will sum up the performance of all students, and all students will be required to evaluate this course with their comments.

Relevant references recommended for reading:

1. When the Scientist Presents: an audio and video guide to science talks (2010, Jean-Luc Lebrun, World Scientific CO. Pte. Ltd.).
2. Speaking and writing as a scientist (英文学术演讲与写作) (王景惠, 刘丽达等, 2012, 哈尔滨工业大学出版社)
3. Presentation Pattern: techniques for crafting better presentations (2012, Neal Ford, Matthew McCullough, Nathaniel Schutta, Addison-Wesley Professional) (中文翻译本: 演讲模式: 演讲的技巧与禁忌, 机械工业出版社)

Useful websites for you to keeping and exploring:

1. Templates

- http://www.brainybetty.com/K_to_12_powerpoint_templates.htm
- <http://office.microsoft.com/en-us/templates/FX100595491033.aspx>
- <http://www.vickiblackwell.com/ppttemplates.html>

2. Interactive ideas

- http://www.internet4classrooms.com/on-line_powerpoint.htm
- http://www.saskschools.ca/~qvss/technology/powerpoint_module2.htm#Interactive%20Activities

3. Images & multimedia clips

- <http://www.nettrekker.com>
- <http://streaming.discoveryeducation.com/index.cfm>