

Course Outlines

**KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
COLLEGE OF SCIENCES
EARTH SCIENCES DEPARTMENT
ENVIRONMENTAL SCIENCES MS PROGRAM**

ENVS 599

**SEMINAR
Second Semester 2005-2006**

COURSE: ENV5 599 SEMINAR

TIME & LOCATION: 6-7 pm/ Building 15

INSTRUCTOR: DR. ALI A. AI-DAKHIL-ALLAH

OFFICE LOCATION: 15/4114

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COURSE OBJECTIVES:

This course will take the students step by step throughout the processes of writing and presenting the proposals for their dissertation projects, including, selecting the topic, reviewing the literature, designing the research project, preparing and delivering the oral presentation of the proposal etc. This course is graded on a Pass or Fail basis.

EXAMS:

Exams are not applicable in this course. However, the final presentation will be considered as a final exam.

CLASS CONDUCT:

Students are expected to adhere strictly to all rules of attendance, punctuality and meaningful participation in class and in case presentations. Committing more than 2 absences will result in the “DN” grade as prescribed by KFUPM rules.

COURSE GRADED COMPONENTS

Writing the literature review	20%
Writing the proposal	20%
Preparing the oral presentation	20%
Rehearsing	20%
Delivering the Final oral presentation	20%
Total	100%

*Points for absenteeism will be deducted from the total.

COURSE TIMELINE AND ASSIGNMENTS

Introduction & Orientation	2 nd Week
Brain storming session to select a research area and topic of interest.	3 rd Week
Meeting at the library to discuss the role of literature review, its tools and techniques.	4 th Week
Final selection of the dissertation topic, title and adviser. Assignment 1: writing the literature review (collection of information)	5 th Week
Literature review and Proposal writing (process, tips and guidelines). Assignment 2: writing the dissertation proposal.	6 th Week
No meeting; to write the proposal.	7 th Week
Midterm break.	8 th Week
No meeting; to write the proposal.	9 th Week
No meeting; to write the proposal.	10 th Week
Advanced presentation skills (4 hours short course). Assignment 3: preparing the oral presentation.	11 th Week
No meeting; to prepare the oral presentation.	12 th Week
No meeting; to prepare the oral presentation.	13 th Week
Rehearsal of the presentations.	14 th Week
One day seminar (Monday 22/5/2006)	15 th Week

Submission due date for assignment 1 is on the 31ST of May 2006.

Submission due date for assignment 2 is on the 26th of April 2006.

Submission due date for assignment 3 is on the 10th of May 2006.

NO DELAYS ARE ALLOWED.

EVALUATION

The major issues considered in the evaluation of the literature review **content** are:

- Thoroughness, accuracy, and depth of the literature review
- Professionalism of writing
- Understanding of the topic
- Conclusion

The major issues considered in the evaluation of the Proposal **content** are:

- Organization of proposal
- Professionalism of writing
- Discussion
- Proposed tasks
- Tasks schedule

The major issues considered in the evaluation of the Presentation **rehearsing** are:

- Organization of presentation
- Professionalism of presentation
- Depth of the background of the topic
- Communication skills
- Use of time
- Handling of questions

The major issues considered in the evaluation of the Final Presentation **delivery** are:

- Improvements after the rehearsing
- Organization of presentation
- Professionalism of presentation
- Depth of the background of the topic

- Communication skills
- Use of time
- Handling of questions