King Fahd University of Petroleum and Minerals

Department of Physics

Physics 503 - Term 142

Subject: guidelines for report, presentation and advisor-student interaction

**Report**

* **Title page** 
  + **Title of the experiment**
  + **Course name and term**
  + **Name of student and ID number**
  + **Name of supervisor**
  + **Date of submission**
* **Table of contents page**
* **Abstract page (maximum 1/2 page) 1/25**
  + Brief summary of the technique used and main findings.
* **Introduction(maximum 2 pages) 5/25**
  + Background including, basic principle and theory, a brief review of literature.
  + Objectives
* **Experimental details(maximum 4 pages)  6/25** 
  + Description of equipment
  + Sample preparation
  + Description of methods used.
* **Results and Discussion(maximum 6 pages) 9 /25** 
  + States the results of the research.
  + Data analysis
  + Discussion of results
* **Conclusion(maximum 1/2 page)  1/25**
  + Summary of results and main findings.
* **References (maximum 1 pages)  1/25**

**Overall  2/25**

**Presentation**

* **Project Title , student’s name, supervisor’s name**
* **Presentation Outline(max 1 slide)**
  + Introduction
  + Theoretical Background
  + Experimental
  + Results and Discussion
  + Conclusion
* **Introduction(max 3 slides)**
  + Brief review of the work and literature.
* **Theoretical Background(max 2 slides)**
  + Basic principle
* **Experimental procedure(max 3 slides)**
  + Equipment used
  + Sample fabrication
  + Experimental measurement
* **Results and Discussion(max 5 slides)**
  + Data Analysis and Interpretation
* **Conclusion(max 1 slide)**

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| --- | --- |
|  | **grades** |
| **Subject knowledge**  Correctness of the slides  Question and answer  Subject understanding | **10/25** |
| **Clarity**  Graphics  Logical sequence of presentation | **6/25** |
| **Delivery**  Eye contact and Body language  Language and Sound level | **3/25** |
| **Time management**  Not exceeding the allocated time  Balanced time distribution among topics | **3/25** |
| **overall** | **3/25** |

**Advisor-Student Interaction**

* **Punctuality and Meeting deadlines****3/20**
* **Development of experimental skills8/20** 
  + Preparation for experiment - reading
  + Participation in doing the experiment
  + Checking validity of data
  + Keeping the experimental area clean and in order
  + Maintain experimental record
* **Interaction with Advisor6/20** 
  + Attitude and behavior
  + Answering questions
  + Discussing the experimental procedure and results
* **Ethical Responsibility2/20** 
  + Reporting his own data
* **Safety Concern1/20**
  + Wearing proper safety gadgets
  + Handling equipment and chemicals properly