1) Attendance is mandatory:

   a) Each student who is conducting his or her research on the Stony Brook campus may be absent no more than two times per semester. Dr. Furie does not have to approve or even be notified of these absences. Any additional absences must be approved by Dr. Furie (in advance if possible). Please use your allotted absences wisely – additional absences will be approved only for truly exceptional circumstances. Unexcused absences beyond what is allowed will result in a grade of U.

   b) Students who are conducting their research at CSHL are expected to attend in-house seminars there. In addition, they must attend Student Seminar sessions as follows:

      • PhD candidates at CSHL must attend four events per year, chosen from the Student Seminar series (including the opening ‘Speed Science’ session) and the First-Year Student Symposium. MSTP students at CSHL must attend three events per year.

      • PhD candidates at CSHL must attend at least two events each semester. MSTP students must attend at least two events in one semester and one event in the other.

      • A CSHL student’s own presentation (including at the First-Year Student Symposium) counts as one attendance.

      • Failure to attend three or four sessions (as applicable) during the course of the year will result in a grade of U.

2) Arrive on time. We will start promptly at noon.

3) Any switches in the schedule must be cleared with Dr. Furie.

4) Seminar titles must be emailed to Jen Jokinen (Jennifer.Jokinen@stonybrook.edu) at least two weeks before the seminar date, and the email must be copied to Dr. Furie (Martha.Furie@stonybrook.edu).

5) Students must send an email reminder to their mentors and dissertation committee members (if applicable) at least one week before the seminar. This email must be copied to Dr. Furie.

6) Speakers should pick up the key to Room 038, a laser pointer, and a Mac adapter (if needed) in the Microbiology main office (LSB Rm 130). A cable to connect a laptop to the projector is not needed; one is already in place in the room but it is VGA. If you need an HDMI to VGA adapter, let Dr. Furie know. Speakers should arrive in Rm 038 well in advance so that any AV problems can be resolved before noon.

7) Presentations should be no longer than 45-50 minutes (or 20-25 minutes for second-year students).

8) All students must turn in a completed speaker evaluation form to Dr. Furie after every seminar. These will be used to verify attendance and therefore must be signed, but names will be removed before passing them on to the speaker.

9) Dr. Furie will send scanned evaluation comments to the speaker shortly after his or her talk.

10) Every student is expected to ask at least one question or make one comment each semester.