1) Attendance is mandatory. **Each student may be absent no more than two times during the Fall 2020 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.

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

7) All students must turn in a completed speaker evaluation form to Dr. Furie after every seminar. These will be used to confirm that you listened to the talk and therefore must indicate your name, but names will be removed before passing comments on to the speaker.

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

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