

GUIDILINES SEMINAR AQUACULTURE STUDY PROGRAMME

Definition

Seminar is presentation of a literature review or research result in the form of a scientific paper by means of an organized discussion. Written according to the field/interest in the study program taken and must be submitted by students in a forum attended by students and lecturers.

Objective

To train students in creating, presenting, and discussing scientific papers in forums/classes

Implementation

Presenting students are required to

- Submit papers and presentation materials that have been approved by the supervisor to the Seminar Coordinator via Google classroom link one day before the seminar
- Presenting papers according to the rules set by the Seminar Coordinator
- Improving papers according to input from seminar participants and submit them to the Advisory Lecturer no later than a week after presenting the paper

Student participants who take seminar courses are required to

- Obedience to the rules set by the Seminar Coordinator;
- Attending at least 70% of the number of meetings in the semester concerned
- Filling out the attendance list for the seminar
- Responding to presentations by asking questions or giving opinions.

Seminar Commission is required to

- Explaining seminar procedures to students;
- Establish and announce the seminar schedule;
- Set the time balance with the following allocations:1. 15 minutes for presentation. 2. 10 minutes discussion. 3. Review of the course of the seminar by the supervisor 5 minutes.

Advisory Lecture is required to

- Providing time to guide students on the preparation of seminar papers, presentation materials, and improvement of papers;
- Mandatory accompanying student guidance during paper presentations;
- Reviewing the implementation of student seminars under his guidance.

- Assessing student presenters and the active role of participating students;
- Submit the results of the assessment to the Seminar Coordinator.

Paper Guidelines

- Papers are typed with 1.5 spacing, using Times New Roman 12 or Arial 11 font, A4 paper size
- Papers for seminar participants can be made in summary or complete form.

Paper and Presentation Format

Paper

- A. The title implies the content of the paper;
- B. Introduction contains background, objectives, relevant issues, problem formulation, information retrieval methods;
- C. Discussion contains a description of the problem and its analysis;
- D. Closing contains conclusions;
- E. The bibliography contains the referenced libraries

Presentation

- Presentation are made using MS Power Point
- Presentation are made by paying attention to a maximum presentation time of 15 minutes

PRESENTER AND PARTICIPANTS ETTIQUETTE

Presenter

1. Prepare papers that are in accordance with the topic and an accurate rationale;
2. Delivering papers sequentially, concisely, and clearly;
3. Receive criticism and suggestions from various parties;
4. Answering questions objectively.
5. Adjusting to the specified time.

Participants

1. Studying papers;
2. Be polite;
3. Maintain the discussion condusively;
4. Not speaking during seminars/discussions;

5. Asking in the question session;
6. Submitting questions briefly and clearly after being invited by the moderator
7. Questions that cannot be submitted through the forum, can be written through google classroom

Host/MC Duties

1. Open and close the seminar forum
2. Organize the seminar forum by providing direction to the moderator
3. Confirming the participants who will be presenters

Moderator Duties

1. Explaining the purposes and intentions of the seminar.
2. Ensuring the continuity of the seminar in an orderly and orderly manner (Presentation 15 minutes. Discussion 10 minutes. Review of the course of the seminar by the supervisor 5 minutes).
3. Providing stimulation, suggestions, and invitations for each participant to actually take part in the seminar.
4. Concluding and formulating each discussion and making some conclusions on the agreements that were reached in the seminar.

Seminar Schedule Plan

Date	Activities
14 –27 September 2020	Outline consultation and seminar papers with Advisory Lecturers
17 September 2020	Meeting and briefing of 1 credits seminar to students with the following materials: Speaking and Language, Library Search, and Explanation of Implementation of 1 Credit Seminar
28 September 2020	Registration and collection of 1 SKS seminar outline that has been approved by the Advisor to the Seminar Coordinator (via the google form link which will be distributed by the Seminar Coordinator)
1 –22 Oktober 2020	Implementation of 1 credits seminar
5 November 2020	Compilation of 1 credits Seminar reports to the Advisory Lecturer and ratified by the Seminar Coordinator
12 November 2020	Submission of the results of the 1 SKS Seminar assessment to the Seminar Coordinator

Technical Implementation of Seminar 1 SKS

1. Implementation according to schedule, every Thursday at 09.00 – 16.00 WIB.
2. Seminar using the Zoom link provided by the faculty:
<https://zoom.us/meeting/register/tJMscO2gqjwuHdcmlULwVM4WngmTjyjEUUoz>,
password: pertanian
3. To upload papers, presentation materials, question and answer using Google classroom: <https://classroom.google.com/c/MTU1NzAyMTU3MTkz?cjc=hshsmvb>

Seminar Paper Format

Paper is typed with 1.5 spacing, using Times New Roman 12 or Arial 11 font, A4 paper size.

Paper contains:

Title page

Endorsement Page (approved by the supervisor and known by the seminar commission)

list of contents

I. Introduction (Background, objectives, benefits)

II. Discussion (description of the problem and analysis)

III. Closing (conclusions and suggestions)

Bibliography (references that become references)

Seminar Report Collection 1 credits

1. After the students have finished discussing and consulting with the Advisory Lecturer, the student collects the 1 SKS Seminar Report and asks for approval from the Supervising Lecturer
2. After the report is approved by the Advisor, the paper will be sent to the Seminar Coordinator
3. The Seminar Coordinator will submit the approved 1 credits Seminar Report to the Advisory Lecturer
4. The Supervisor conveys the value of the student seminar to the Seminar Coordinator