

## Guidelines for Genetics Student Seminar 2025-2026

- 1) Attendance is mandatory:
  - a) Student Seminar will continue to be presented in a hybrid format. Students conducting their research on the Stony Brook campus must attend in person, unless they have a compelling reason to attend remotely and get approval in advance from Dr. Furie. Students who are carrying out their research at CSHL may attend talks of others via Zoom or in person, but their own presentations must be in person. Students attending via Zoom must have their cameras on throughout the presentation.
  - b) The same attendance policy will apply to all students. **Each student may be absent no more than three times each 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 Unsatisfactory. (Note that the Speed Science sessions are not considered with respect to attendance.) A link to a spreadsheet with attendance marked will be included in each weekly seminar announcement, **but you are responsible for monitoring your own attendance.**
- 2) Arrive on time. We will start promptly at 11:30 AM. If you do arrive a couple of minutes late, use the rear door.
- 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](mailto: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](mailto: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) Sharing via Zoom is easiest using Dr. Furie's computer. Please send her your presentation the evening before by 10 PM if possible but definitely no later than 9 AM the morning of your talk. If you really want to use your own laptop, you must tell Dr. Furie in advance so that she can make you a co-host on Zoom. The projector cable is HDMI, and a USB-C to HDMI adapter will be available. If you need anything different, please bring it yourself. **Speakers should arrive in Rm 038 well in advance** so that any AV problems can be resolved before 11:30 AM.
- 7) Presentations should be no longer than about 40 minutes (or 20 minutes for second-year students). We need to end on time this year, since another event follows us at 12:30.
- 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. Zoom attendees will fill out a Google Form as soon as possible after the seminar but no later than midnight that evening. Comments must be substantial and specific to demonstrate that full attention was given to the talk.
- 9) Dr. Furie will send anonymized 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.