

School of Bioresources Engineering and Environmental Hydrology
University of KwaZulu-Natal
Undergrad Seminar Programme

Responsibilities of Chairperson

1. Checks attendance via seminar programme sheet
2. Checks that presenter has presentation equipment working
3. Delegates the recording of questions asked by individual students to one of the other reviewers (suggested question asking rate: 0.5 questions per seminar)
4. Starts seminar on time
5. Chairs the seminar:
 - Introduces speaker
 - Helps speaker keep to allotted time (15 min)
 - Initiates discussion and generates constructive comment and questioning by audience
 - Ensures that members of the audience are all given equal opportunity to participate in the discussion without individual staff members or students dominating the proceedings
 - Protects the presenter from unfair criticism and gives the presenter the opportunity to answer questions
 - Restricts discussion to allotted time (10 min)
6. Provides a summing-up of seminar (5 min)
 - Brief evaluation of presentation in accordance with evaluation form
 - Brief review of quality of document at the time of marking, with particular emphasis on aspects that may contribute to learning for both students and staff
 - Invites comments from audience
7. Meets with reviewers after seminar to jointly allocate a single mark for the seminar presentation
8. Returns three reviewers' evaluation sheets and record of questions asked to seminar coordinator