Proseminar
–Evaluation Sheet–

General Information

This document provides various criteria used to assess the performance of proseminar participants. There are four milestones, namely

- detailed outline,
- full report,
- presentation slides, and
- seminar talk.

Each milestone has its own set of requirements which are evaluated during the semester—allowing students to get intermediate feedback on their performance. A certain amount of points is granted for each fulfilled requirement. If all requirements are fulfilled (i.e. not **failed**), the final grade for the course is given by the sum of the collected points using the following table:

Points:	≥ 30	≥ 33	≥ 36	≥ 39	≥ 42	≥ 45	≥ 48	≥ 51	≥ 54	≥ 57
Grade:	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0

In exceptional cases, we reserve the right to deviate from this grading scheme (e.g. bonus points for going above and beyond). Moreover, **meeting the deadlines is a must!** If the deadline is missed by no more than one day, 3 points are deducted. Missing a deadline by more than one day (i.e. more than 24 hours) will lead to the proseminar to be considered "not passed". In very exceptional cases (such as being ill for a longer period), the deadline may be extended, please contact us proactively!

Hint 1: Look at our website for additional material on how to set up good reports/presentations.

Hint 2: Communicate potential issues with your supervisor as soon as possible.

Detailed Outline   10 Points

The goal for this milestone is to provide an overview of the overall structure (section headers, main definitions/theorems/examples) as well as an initial part of one of the main sections of the report. When the detailed outline is due, students are expected to be familiar with their topic and the associated literature.

Deadline: Please refer to our website.

Overview of Structure (4 Points)   Score: _____
The future contents of the individual (sub-)sections should become clear to the supervisor. If necessary, short bullet points can be added for clarification.

Initial Content (3 Points)   Score: _____
There should be at least one page of actual content for one of the main sections.

Language (3 Points)   Score: _____
The report can be in German or English. We expect proper scientific writing and the correct usage of spelling and grammar.

Student Name: _____

Full Report   **20 Points**

By the deadline for this milestone, the full report should be finished and proofread multiple times.

Deadline for the version we give feedback on: Please refer to our website.

Deadline for the final version: Please refer to our website.

Mathematical Notation (2 Points)   Score: _____
Mathematical notation should be used wherever necessary to provide clear, well-defined descriptions. It should be consistent both within the report and with other literature.

Document Layout / Typesetting (2 Points)   Score: _____
Definitions and equations must be readable, using suitable LaTeX environments. Bullet points must be appropriately used, cross-references to other parts of the report should be correct and used in a reasonable manner. Figures should not distract from other content.

Understandability (4 Points)   Score: _____
The content of the source material should be explained in the report in such a way that no prior knowledge of the source material is necessary to understand the report. Non-trivial prerequisites that are not explained in the report should be clearly stated in the report and communicated to the supervisor in advance.

Examples (2 Points)   Score: _____
Examples should be used to demonstrate the general theories. If possible, a single running example is better than many individual ones and a custom example is better than one copied from the source material.

Amount of Content (2 Points)   Score: _____
The report should have 10–12 pages. Significant deviations (e.g. an additional appendix with figures) should be discussed with the supervisor.
Hint: Do not stretch the number of pages with, e.g., unnecessary page breaks, weird figure placements, "empty phrases", etc. The pages that were gained by such techniques do not count.

Complete and Correct Citation (2 Points)   Score: _____
All used literature must be cited correctly. This includes giving citations for all copied figures, tables, etc.

Supervisor Feedback (3 Points)   Score: _____
All the feedback from the supervisor (both for the detailed outline and the full report) needs to be addressed adequately. In case there is a reason to not implement certain feedback (e.g. follow-up questions, further doubts), it shall be discussed with the supervisor.

Language (3 Points)   Score: _____

The report can be in German or English. We expect proper scientific writing and the correct usage of spelling and grammar.

Declaration of Authorship (0 Points)   Score: _____

For each member of your team, include a short (up to 3 sentences) description of their contributions to your final report. If you worked jointly on some parts, indicate so.

Presentation Slides   10 Points

In this milestone the presentation slides are due. You may use a different language (German or English) than the report. It is also fine to e.g. present in German with English slides.

Deadline: Please refer to our website.

Structure (2 Points)   Score: _____
There should be a clear thread running through the presentation. The different sections should build upon each other, leading to a clear conclusion. Relevant definitions are given before their usage, but are introduced as late as possible to avoid mental overload.

Layout of Slides (4 Points)   Score: _____
Slides should not be used to convey all the information, but to support the oral presentation. They are not a script, so they should be simpler than what is used during lectures.

Level of Detail (4 Points)   Score: _____
Explanations can be example-driven. The level of detail should be adapted to the audience (i.e. other participating students).

Seminar Talk   20 Points

The seminar talk is the last milestone in which the acquired knowledge on the topic should be presented to the audience.

Timing (2 Points)   Score: _____
The time limit should not be exceeded. Students should manage their time by themselves.

Preparation (2 Points)   Score: _____
The speaker should be prepared for giving the presentation. They should know the content and order of their slides.

Spoken Language / Style of Presentation (2 Points)   Score: _____
The audience should understand what the speaker is saying on a language level. The speaker should speak freely and convey a certain confidence in the presentation.

Understandability (6 Points)   Score: _____
It should be possible for the audience to follow the provided explanations without prior knowledge of the report or source material.

Questions and Answers (8 Points)   Score: _____
Questions may be asked by other students and/or by attending supervisors during or after the talk (if they are asked during the presentation, the time limit is extended accordingly). The questions should be answered appropriately and in an understandable manner.
Hint 1: Some questions might be outside the scope of the topic. Sometimes an appropriate answer to those questions is a simple "I don't know"—followed by an educated guess.
Hint 2: Questions are usually asked in good faith out of interest in your topic, i.e. they should not be confused with an oral examination. In particular, students should not hesitate from asking questions to other students. The affect of student questions on the overall grade is negligible.