

TO: Ph.D. Students with Completed Dissertations  
RE: Guidelines for Public Presentation of Dissertation  
FROM: Marie L. Radford, Ph.D. Program Director  
DATE: August 23, 2015

The presentation of your approved Ph.D. dissertation is required by the Graduate School New Brunswick, and the CILS Ph.D. program. It is an opportunity to share your knowledge with fellow students and faculty. Being in collegial conversation around your research is part of your apprenticeship and growth as a scholar, and fosters an interdisciplinary environment in our doctoral program. The following guidelines are offered to help you prepare your presentation:

1. Prepare a presentation to last approximately 20 minutes with an aim to summarize your proposed study and findings. Follow these general time guidelines: problem statement, significance, and literature review (5 minutes), research questions and method (5 minutes), findings (10 minutes). The bulk of your presentation should be on your results.
2. Do not assume that the audience understands the specialized language of your area but they should be able follow the conceptual development. Define technical terms and avoid jargon.
3. Practice your presentation multiple times (with friends, if possible) and keep to the time limit.
4. After your presentation, there will be questioning period from the audience, usually 15-20 minutes.
5. In preparing for the presentation, make sure that you check the facilities where you will be presenting. Room 323 is equipped with state-of-the art facilities and SC&I IT staff is always ready to help you in setting up. It is your responsibility to have the presentations set up, ready to go and working correctly before it is time to begin presentations.
6. Please make 30 copies of the dissertation abstract, which will be single space and fit on a single page and includes the name of your advisor and names of committee members, as well as your own name. On the back of that page, please include a brief biographical paragraph including previous degrees and areas, work affiliation, and date which you entered the Ph.D. program. Include research/ theoretical/ professional interest areas, publications and key conference papers, awards, and other pertinent information.
7. Your dissertation advisor will introduce you and, if you wish, moderate the question-answer session. Consult with your advisor for additional guidance on the presentation format and the question answer period.