

Seminar in Computer Science

CPSC 589 Spring 2008

Guidelines for

Survey Presentations, Survey Reports and Research Proposals

Presentation Guidelines

Survey Presentations

- Each student will have two presentations
 - Preliminary Survey Presentation (10 minutes each)
 - Detailed Survey Presentation (1 hour each).
- For the first-round – Preliminary Survey Presentation (10 minutes each)
 - Choose and survey a research area for your MS project/thesis in the Computer Science (e.g., programming languages). Dig into a more specific research title (e.g., mobile programming languages, design and implementation of a mobile programming language, ..).
 - Adopt the semester topic (e.g., game creation) into your research area (e.g., programming languages), and find a research title (e.g., mobile programming languages + game creation => manipulating mobile objects in game programming).
 - Survey at least 3 - 5 (good) references and compare their ideas with current issues in the research area.
 - Show the survey list, and explain what you have found and why those references are important in your research area.
 - Prepare for your presentation materials (MS PowerPoint files or/and overhead project films). (1 – 2 slides)
 - Submit your list of the references to the instructor.
 - No handout distribution is necessary at this time.
 - After the instructor grades and returns your documents, do not throw them out. Keep all your documents – you will accumulate and submit all documents altogether next time. All documents will be used as proofs to show your research progress. Consistent procedures and improvements will be graded based on the accumulated documents.
 - Prepare for a portfolio folder to keep all documents together you submit in this class, and submit them all. The instructor will keep your portfolio folder until the final grading.
 - Schedule 5 minutes presentation and 5 minutes for Q&A. (Solicit at least 3 questions and give answers.)
- For the second-round – Detailed Survey Presentation (1 hour each)
 - After performing detailed survey, summarize important findings from references in you research area. At this time, by doing extensive study on the specific research area (more specific sub-area; e.g., mobile programming languages for internet game programming), students should find specific research titles.
 - Use this detailed survey summary and extend it to write your survey report.
 - In the conclusion, students should suggest a research title they found. Your research topic and your research title should be specific at this point (e.g., Design and Implementation of a New Mobile Programming Language for the internet Game Programming) to write a research proposal. Carefully choose your

research topic and title that will be used as a research title of your research proposal. The conclusion of your survey report should explicitly show your research topic and research title, which are the same to those in the survey presentation material. The research title in your research proposal should be the same as this title. This proves how well you surveyed and found your research topic/title, and how well you write your research proposal based on your survey.

- Prepare for your presentation materials (MS PowerPoint files or/and overhead project films). (15 – 25 slides)
- Bring copies of your presentation handouts to distribute to the students in class, and submit one hard copy of presentation handouts to the instructor.
- Your new reference list (at least 5 references) for the detailed survey should be included in both the detailed survey presentation material and the survey report.
- You should attach all previous documents (e.g., a reference list you submitted last time) as Appendix for your presentation material. (Attach it only to the instructor's copy.)
- Schedule 35-40 minutes for presentation and 5-10 minutes for Q&A.
- For the Survey Report
 - Summarize at least 5 major references. (22 – 30 pages)
 - Submit your survey report on the due date. Again, as Appendix, all materials you previously submitted should be attached to the survey report.
- For the Research Proposals
 - Write a research proposal based on findings of problems and solutions for the specific research topic and title you choose from the survey.
 - Keep the requirements and guidelines in both the guidelines for this course and the departmental guidelines.
 - Submit research proposal and all other documents (as Appendix – 1st presentation material, 2nd presentation material, survey report).

Survey Presentations: How and What

- Style: Conference Presentation
- Length: Presentation (35-40 minutes), each presentation is followed by 5-10 minutes questions & answers. Practice and keep the exact time. (No more, no less)
- Media: A computer projector and an overhead projector are available in the classroom for the presentations. You need to prepare for your presentation with MS PowerPoint files or/and overhead projector films.
- Presentation transparency: Put down only the most important information, use bullets, short lists, and pictures/tables. Use large fonts (24 pts. - 40 pts). Spend 1 to 2 minutes per each transparency. Do not skip too fast.
- Preliminary survey presentation structure:
 - The opening: Tell them what you are going to tell them.
 - Title of the presentation
 - Your name
 - Explain what is a research area (from given CS areas) and what is a research topic (from given topics) you are interested in.
 - Outline (talk order, road map)
 - The body: Tell them the subjects.
 - Briefly describe the references you found from your preliminary survey.
 - Explain importance of papers you found in your research area.
 - Identify status – explain what you will do.

- The conclusion: Tell them what you told them.
 - Summarize purpose and main points.
 - Show references.
 - Indicate that your talk is over.
 - Request questions or comments. (2 or 3)
- Detailed survey presentation structure:
 - The opening: Tell them what you are going to tell them.
 - Title of the presentation
 - Your name
 - Explain your research area and topic
 - Outline (talk order, road map)
 - The body: Tell them the subjects.
 - Describe what you did and how you did it, and what you plan to do and how you plan to do.
 - Explain problems and solutions described in the references you studied.
 - Explain references you have studied. Why they are important in your research area? What they are talking about? What are the important issues (problems and solutions) they talk? You may describe them reference by reference or issue by issue.
 - Compare their ideas that you surveyed each other. Which one is good in which sub-area of research? Which one is better than the other?
 - Explain how you found your research topic and research title from your survey.
 - Explain significance of your topic and compare your idea with others' work in the references.
 - Convince both yourself and audience that your topic you found from your survey is important in your research area.
 - Identify status – what you did and what you will do.
 - The conclusion: Tell them what you told them.
 - Summarize purpose and main points.
 - Give the research title you found from the survey (and mention that you are supposed to use the research title for your research proposal).
 - Show references.
 - Indicate that your talk is over.
 - Request questions or comments. (at least 3)
- For the audience: Questions or comments about the presentation.
- The presentation will be graded on contents, the manner in which the presentation was given, and how well you led the discussion.
- The presentation materials (handouts) will be graded based on quality factors such as contents, organization and appropriate quality and length.
- Check the format of references, any type errors, and any logic errors. Make the presentation materials neat and clear to read.

Presentations Checkpoints

- Preparation
 - Was the speaker prepared?
 - Was the presentation practiced?
 - Was the presentation polished?
- Logical Flow
 - Was the presentation orderly?
 - Were the transitions smooth and clear?
- Quality of Speech
 - Did the speaker minimize fillers (Uhm...)?
 - Was the speaker clear?
 - Did the speaker use language effectively?
- Voice Control
 - Was the speaker loud enough?
 - Did the speaker appropriately use their voice?
- Eye Contact
 - Did the speaker maintain eye contact with audience?
 - Was the speaker aware of entire audience?
- Gestures
 - Did the speaker use gestures?
 - Were the gestures appropriate?
 - Did the speaker refrain from unrelated movement?
- Visual Aids
 - Did the speaker use any visual aids?
 - Were additional visual aids needed?
 - Were the visual aids appropriate?
 - Were the visual aids effective?
- Overall
 - What is your overall impression of the presentation?

Presentation Checkpoints

- Time (length)
- Contents and format
- Manner in which the presentation is given
- How well you lead the discussion
- Questions and answers
- Other comments

Presentation Material Checkpoints

- The following grading scale (-0 to -2) will be used for each of the following 3 checkpoints: *Average or Good (-0)*/*Need Improvement (-1)*/*Serious Flaws (-2)*
- Contents and format
- Organization and quality of presentation
- Length of presentation and materials

Survey Report Guidelines (Grading Checkpoints)

- *Keep the following format strictly: (Be typed, 22-30 pages, double space, 12 points Times Roman)*
- Abstract (1+ pages)
 - What is a goal for your survey? What are the main issues for your research?
- Introduction (2+ pages)
 - What have you done for the survey? Explain the way you surveyed and what you have surveyed. Explain what you have found importantly from the survey.
- Summary of References (minimum 15+ pages)
 - Summarize what you have surveyed in either way:
 - Reference by reference (e.g., Reference#1 talks about mobile agent programming ... Reference #5 talks about internet game programming)
 - Topic by topic (e.g., There are two kinds of programming issues in game programming – concurrent object programming and mobile object programming. For mobile object programming, reference#1 talks about ... (problems and solutions here)... , reference#3 talks about)
- Research Problems and Solutions (2+ pages)
 - This is *not* about what kind of difficulties you have met during survey.
 - Explain here what kinds of problems you found as potential research topics, and what could be solutions for those problems. (e.g., Problem: no efficient implementation available for mobile objects in an Internet-based group game programming, Solution: building a new mobile object programming language)
 - From this, you will get an idea for your research topic and research title.
- Conclusions (1+ pages)
- References (1+ pages)
 - (Keep the reference format as shown in the “ACM Computing Surveys Journal” Paper Format at <http://www.acm.org/>)

REFERENCES

<<ENTRIES ARE ALPHABETICAL BY LAST NAME OF PRIMARY AUTHOR>>

<<For Journal:>>

ABDELBAR, A.M., AND HEDETNIEMI, S.M. 1998. Approximating MAPs for belief networks in NP-hard and other theorems. *Artificial Intelligence* 102, 21-38.

<<For Book:>>

GINSBERG, M. 1987. *Readings in Nonmonotonic Reasoning*. Morgan Kaufmann, Los Altos, CA.

<<For article in a book of collection:>>

GREINER, R. 1999. Explanation-based learning. In *The Encyclopedia of Cognitive Science*, R. WILSON AND F. KEIL, Eds. MIT Press, Cambridge, MA, 301-303.

<<For Conference Proceedings:>>

MAREK, W., AND TRUSZCZYNSKI, M. 1989. Relating autoepistemic and default logics. In *Proceedings of the 1st International Conference on Principles of Knowledge Representation and Reasoning*, Toronto, Canada, May 1989, H. BRACHMAN AND R. REITER, Eds. Morgan Kaufmann, San Mateo, CA, 276-288.

- Web links (URL)
 - AUTHORS_NAMES (or PUBLISHER of WEB). Year. Document_Title, URL.
 - Example:
JO, C. 2008. Programming Languages, Software Engineering and Mobile Agent Computing, <http://jo.ecs.fullerton.edu/research>.

Guidelines for Research Proposals

Research Proposal

- A research proposal is for either thesis or project defined by the CSUF CS Department.
- It should follow the format instructed by the Masters' Project Guidelines of the CSUF CS Department or the MS Thesis Guidelines defined by the CSFU Graduate School.
- It should include a project plan, bibliographies, surveyed materials, presentation materials and others defined by the Guidelines.

Research Proposal Format

- Use the following format for the Research Proposal
 - 12 - 20 pages for the main proposal excluding pages for Appendix.
 - Each section should start with a new page.

A cover page: CPSC 597 Project Definition

A title page that shows the *project/thesis title, student name, advisor name, submission date*, and etc.

1. Introduction (2+ pages)
 2. Project Objectives (2+ pages)
 3. Project Activities (2+ pages)
 4. Environment (1+ pages)
 5. Project Results (1+ pages)
 6. Project Schedule (1+ pages)
 7. References (1+ pages)
 8. Appendix (Your survey report and presentation materials originally graded)
- *Appendix*: Your Survey Report and Presentation Materials
 - Your survey report and presentation materials (originally graded) should be attached. It will be used to see how well you surveyed the problem domain, found the research topic/title, and logically suggested any problems/solutions in your research.

Style of the Report

- Be typed (use word processors) and printed well on the letter size-white papers.
- Use 11 or 12 points - standard fonts (Times New Roman OR Arial).
- Double spaced.

What/How to Turn In

- Submit hard copies of the survey reports and research proposals with all supporting documents on the due date. No electronic submission is allowed.
- Late penalty will apply for late submission with any reason. It is recommended to submit your report in advance not to be late.

Grading Checkpoints for Research Proposals

- The research proposal will be graded on quality of contents, the manner in which your proposal was written, how well you convince readers about both the problem you found and the solutions you suggest, and how much you have followed instructions and guidelines suggested in this class by discussions and written documents.
- The following grading scale (-0 to -2) will be used for each of the following 10 checkpoints: *Average or Good (-0)/Need Improvement (-1)/Serious Flaws (-2)*
- Introduction (2+ pages)
 - Do you introduce what are the *key issues* in the problem domain and its *background*? Are *comparisons* well done among the current advances you surveyed and your idea suggested in the proposal? Describe briefly what you are going to do to solve the problem? Focus on background, comparisons, elicitation of problems and potential research topics
- Project Objectives (2+ pages)
 - Have you state clearly what is to be accomplished and why it is significant enough for a master's project or thesis?
 - Have you describe clearly and precisely what you are going to do to solve that problem? Focus on discussing the objectives.
- Project Activities (2+ pages)
 - Have you described in detail how the objectives will be achieved? Have you described the development phases and the tasks that will be performed?
 - Describe in detail how you solve the problem (or how you develop the software) step by step. Describe your research (or development) tasks and activities. Focus on detailed tasks, activities, and deliverables.
- Environment (1+ pages)
 - Have you properly described the computers, programming languages, and software tools that will be used for your research?
- Project Results (1+ pages)
 - Have you defined clearly what the final products of the project will be? Identify what you will deliver to your advisor (and the CS Department) for demonstration and presentation when your project is completed.
- Project Schedule (1+ pages)
 - The project schedule should define what you are going to do and when you are planning to do it. You should consider how long each activity will take, which activities must precede others, and how much overlap is possible or desirable. The schedule should identify tasks to be performed, milestones to be met, and the estimated number of hours for each task. The total of 150 – 200 hours of effort is expected for a thesis or a project.
- References (1+ pages)
 - Is the reference format correct? Are citations done properly? Are enough (and appropriate) references found and used?
- Elicitation of Problems and Solutions
 - How well you have surveyed the problem domain, and how well you draw the problem from your survey and suggest any solutions in your research.
- Logical Flow
 - Logical flow between the survey report and the research proposal
 - Is the document well organized?
 - Do not cut and paste from the surveyed documents.
- Overall Impression
 - What is the overall impression of the proposal?

Important CheckPoints for Homeworks

- This gives additional checkpoints for your homeworks.
 - This may be updated – check it often.
- Read general guidelines distributed separately.
- Carefully listen to instructions, guidelines, and comments on others' works the instructor gives in every class.

Preliminary Survey Presentation

- Read a separate guideline for this.
- Speak loudly enough.
- Present confidently.
- Talk to the audience – not to the instructor only. Look at the audience often and equally to all.
- Give citations to the parts you are referring from somewhere.
 - Whenever you directly excerpt from other work or you explain other's idea (not your own idea), you have to give a citation to acknowledge the original author for it.
 - Reason for citation: (1) Give the original source for acknowledgement; and (2) give the reference so that readers may find it to learn more about it.
- If you cannot find out any direct references – this means probably, (1) you have not yet found good references even though there are many, (2) you have a great idea if it is good; or (3) it may be very dangerous or useless to do it because ...
- If you find any format that is not clear in the homework specification, follow the ACM journal paper format and use it consistently.

Detailed Survey Presentation

- Read a separate guideline for this.
- Use a binder or folder to submit all materials together you build in this class (portfolio).
- Check the format (reference list, etc.) and type errors.
- Include only references you read and used for the detailed survey.
 - Exclude any references you did not use for the detailed survey.
 - List other references separately from the main reference list (which you really read and used) in a separate page with a different title (like "Additional References – Not directly used").
 - Give comparisons of the existing works you surveyed.
- Conclude with your *research topic and title* you found from your survey.
 - Give a firm and precise topic and title of your research to propose.
 - Do not draw a topic without having a proper survey and scientific reasoning – not from a simple conjecture.
 - You may list many potential research candidate topics, however, you have to declare only one *research topic (and title)* that will become *the exact title of your research in your research proposal*.

- Explain how a semester research topic (e.g., game) will be incorporated into your research? Explain how your research area (and your topic/title) supports for the advances of the research topic (game). It should be specified precisely.
 - Why? How? Where? What?
- Explicitly compare your idea (your research topic) with the existing research (current advances).
 - For example, “My research topic is valuable because”
 - Give a comparison of your idea (topic) with the current advances briefly.
- Need explicit evidence and need a direct relationship between your survey and your topic (and title) – you have to explicitly say what you have surveyed and how you have drawn your research topic (and title) from your survey.
- 35-40 minutes to talk and 5-10 minutes for Q/A (at least 3 questions).
- Prepare for the questions for others’ talk.

Survey Report

- Read a separate guideline for this.
- Check the format and type errors.
- Keep the outlines and formats required.
- “Direct excerpt of any sentence from the reference (use the double quotation marks like this)” should be limited to less than 10% of your document.
 - No-direct excerpt recommended – Read them and rewrite all in your understanding and in your idea.
- Figures, diagrams, program codes may be appeared in less than 10 % of your total document.
- Never “cut & paste” from references. Rewrite/redraw everything. Even though you rewrite/redraw, if it is not your idea originally, you need to give its source (citation/reference) still. (e.g.) Idea you got indirectly from Smith: ... [SMITH 2008]. (e.g.) Direct excerpt from SMITH: “...” [SMITH 2008].

Research Proposal

- Read a separate guideline for this.
- Check the format and type errors.
- Keep the outlines required.
 - Specify everything exactly and precisely as required in the guideline (and the grading checkpoints).
- The research title should be the same as the topic (and title) you found from your detailed survey.
- Show how you drew the research topic (and title) from the survey explicitly and clearly.
- Describe how you wrote your research proposal solely based on your survey (not from elsewhere).
 - How, why, from where, ...
- Check the grading checkpoints described to write a proper proposal.