

Writing seminar reports

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From Module Handbook:

“Seminar report portfolio: A 1000 word seminar report must be submitted within ONE week of the assessed seminar. This should include an outline of how the seminar was planned and implemented, the main themes and issues that were discussed, a brief summary of the student’s own presentation/interventions and the primary conclusions reached (footnoting the key historiography to illustrate the relationship between ideas discussed, their sources in the historical literature and the conclusions reached in the seminar). The portfolio should also include the seminar agenda, and any materials, handouts or OHPs used (these supplementary materials not incl. in word count).”

N.B. Also see ‘Notes for Guidance’ for further tips.

Structure of reports:

Each student in each group must submit their own, personal seminar report. These should address at least the following dimensions of the seminars:

A. ‘Content’ - Your personal, individual understanding of the main themes of the seminar, grounded in the secondary literature you read and in your critical analysis of the sources (include brief quotations or citations where appropriate, with footnotes). Indicate how your ideas informed your presentations / interventions in class. You may consider also how delivery of the seminar, and class discussions, prompted you to modify your ideas, if they did. Approx. 500 words. A bibliography of the main works you found useful in preparing for the seminar is also good (not counted in word limit).

B. ‘Development of seminar’ - briefly describe your planning and preparations, and pedagogic rationale for choosing methods/techniques of presentation; structuring the agenda in one way rather than in another, etc. Approx. 250 words.

C. ‘Delivery of seminar’ - evaluate how effective it was, what were its main successes, which problems were apparent (if any), and how these were (or, in retrospect, might have been) addressed. Approx. 250 words.

Sections B. and C. may - if you choose - be co-written, i.e. all students in a group may include the same texts in each of their individual reports. If you prefer, though (e.g. if issues of differences arose with regard to teamwork), each student may write these sections separately.

Section A. must always be written individually.

You should each submit two copies of your personal report in a dossier with a signed ‘Coversheet for assessed work’ (no need to glue down corner!), and including all visual aids (handouts, OHP’s, printouts of PP slides, etc) and texts distributed before or in class for source criticism (i.e. not journal articles, etc. but extracts from primary sources, if appropriate) - you may include just your own, or (if justified by teamwork) everything prepared and used by everybody in the group.