

MEMS Seminar Attendance Policy

Fall 2025

MEMS 5000 Graduate Seminar, Washington University in St. Louis

For any questions, please contact Dr. Kong via email (kongf@wustl.edu)

REGISTRATION

All full-time graduate students are required to register for **and pass MEMS 5000** in order to fulfill their degree requirements in *every semester until graduation*. Students in the MS in Materials Science & Engineering program can alternatively register for *IMSE 8997*.

SEMINARS

All seminars will be held as in-person events, unless otherwise stated. The default mode of participation in this class should be **in-person attendance!** When attending seminars, it is expected that students pay attention to the presentation and do not work on their laptops, play with their phones, or chat with others.

Please be respectful towards the speaker and those around you and most of all be a good representative of WashU!

All presenters will be asked for permission to record the talks. If approved, seminar recordings will be uploaded 1-2 days after the respective seminar to the course's Canvas page. Note that not all presenters may be comfortable with having their presentation recorded. This recording will serve as a way for students who are not able to attend the seminar in person (e.g., ill, quarantine, or official class conflict) to access the content for that week.

It is strictly prohibited to download and/or share the seminar recordings outside of this class! The seminar content should be considered confidential and the Intellectual Property of the presenter!

GRADING

We will typically have 10-12 seminars per semester, including presentations that may be from academics, industry speakers, our own PhD students, and professional development opportunities (see course's Canvas home page). **To pass the class, students are allowed to miss no more than 2 MEMS seminars** over the course of the semester. In other words, for a semester with 10 seminars, attendance at a minimum of 8 are required to pass the course. While ideally all seminars will be attended in-person, students can provide a mix of in-person and written summaries to meet this minimum requirement.

To get credit for in-person attendance, students must **sign their name on the sign-up sheet**, which will either be inside the room or pinned to the two entrance doors.

There are currently two options for making up missed MEMS seminars: 1) Students can watch the recordings asynchronously and **provide a written summary** of the seminar or 2) students can attend

seminars offered by **other engineering departments** (e.g., IMSE, BME, EECE, etc.) and provide a written summary of the alternative seminar. A description for each option is listed below.

ALTERNATIVE SEMINARS. Student may attend seminars from other engineering departments in place of MEMS seminars, however and **a 1-for-1 rule applies** where for every 1 missed MEMS seminar the student must attend 1 alternative seminars. When attending alternative seminars, students must turn in: 1) a signed copy of the seminar attendance form (on course's Canvas home page) and 2) a brief written summary of the alternative seminar (see below). A single file containing the two documents should be submitted via Canvas.

A maximum of 2 MEMS seminars can be replaced (2 alternative seminars total) per semester

WRITTEN SUMMARIES. When providing a written summary for missed MEMS seminars, the following points of discussion should be addressed based on the type of seminar presentation:

For technical presentations (including PhD student presentations), the summary should briefly address the following questions:

- 1) What technical or scientific question did the speaker address and what is the importance?
- 2) What was the research approach that was used, including techniques, methods, etc.?
- 3) What is one significant innovation or finding discussed by the speaker?
- 4) What are the next steps (as outlined by the speaker), or what do you think are interesting follow-up research questions that could come from the presented work?

For non-research seminars (e.g., industry, professional development), the summary should briefly include the following information:

- 1) What were some of the main pieces of information you take away from the presentation?
- 2) How will this information help to inform your ongoing graduate studies?
- 3) How have your thoughts about a career after graduation been affected, if at all?

FORMATTING. Written summaries should be **between 250-300 words long** and address the discussion points listed above. Completed summaries should be submitted via Canvas **by 11:59pm on Sunday, December 7, 2025** (end of weekend after the last day of classes). Any headings (speaker name, title, etc.) should not be included in the word count.

Students are *not allowed to collaborate* on these assignments; every student has to submit their own, original work. As such, there should be no copying from the internet or other published sources and restating the seminar announcement does not constitute a summary of the seminar.

ACADEMIC INTEGRITY

Each student may only sign **their own name** on the attendance sign-up sheet. Signing in for another student in the MEMS seminar is NOT ALLOWED and will be considered a violation of the McKelvey School of Engineering [Academic Integrity Policy](#). Any student found signing-in for another student will fail the course. Just don't do it; there are plenty of ways to make up missed seminars.