



Mapua Institute of Technology
School of Civil, Environmental, and Geological Engineering



COLLOQUIUM MANUAL

Prepared and Compiled by:

ENGR. CHARITY HOPE A. GAYATIN
School of CEGE

MIT-CEGE Colloquium Manual

INTRODUCTION

This manual is intended to help students make decisions regarding the colloquium component of the School of Civil, Environmental and Geological Engineering. It is designed to be user-friendly providing to students a clear and concise guide.

The manual is divided into six sections.

You are presently reading the Introduction which provides an overview of the contents of the remainder of the manual.

In section two, Roles of the Key Players, the specific roles of the student, the faculty and the colloquium coordinator are outlined.

In section three, General Procedures, we have outlined the procedures for students to successfully complete the colloquium.

Section four, Evaluation Procedures, outlines the expectations of the School of Civil, Environmental and Geological Engineering in evaluating your progress in the colloquium.

Section five, General Information, highlights information of a general nature which may impact on the colloquium.

Finally in section six, Appendices, you will find the forms which you require.

This manual is designed to assist the student but cannot replace human contact! If at any time you would like assistance please contact the Faculty Colloquium Coordinator of the School of Civil, Environmental and Geological Engineering. The Faculty Colloquium Coordinator at the present time is Engr.Divina R. Gonzales who can be reached at 247-5000 loc. 5109 or e-mail at drgonzales@mapua.edu.ph.

MIT-CEGE Colloquium Manual

ROLES AND RESPONSIBILITIES OF THE KEY PLAYERS

In order to successfully plan and complete the colloquium, please familiarize yourselves with the roles and responsibilities of the key individuals. Partnership between the student, the Faculty Colloquium Coordinator and the Continuing Education Coordinator will make the colloquium a meaningful experience.

STUDENT

The CEGE student is ultimately responsible for his/her personal learning experience. The student is responsible for:

Accessing necessary information through this manual.

Completing and submitting forms (Declaration of Colloquium, Colloquium Report, and Colloquium Evaluation).

Familiarizing self with deadlines.

Consulting with the Faculty Colloquium Coordinator.

Identifying area(s) of interest for Colloquium presentation.

Reviewing completed Colloquium presentation topics in database section of

Determining topic for presentation at Colloquium based on a combination of learning experiences gained through course work, field internship and research internship.

Identifying resources required for presentation such as audiovisual requirements.

Planning and carrying out the colloquium presentation and discussion.

Participating in the evaluation process.

FACULTY COLLOQUIUM COORDINATOR

The Faculty Colloquium Coordinator liaises with the Continuing Education Coordinator in the development, implementation and evaluation of the colloquium. The colloquium is a presentation made by students to other students, faculty and others in the broader community. The student presents in an organized manner, the integrated learning experiences of course work, field internship and research internship. The Faculty Colloquium Coordinator is responsible for:

Receiving and reviewing the completed Declaration of Colloquium form.

Grouping together similar topics and organizing a series of colloquia

Attending the colloquium presentation

Evaluating the students' presentation using a Pass/Fail/Incomplete basis and submitting grade to the CECE Office.

CONTINUING EDUCATION COORDINATOR

The Continuing Education Coordinator liaises with the Faculty Colloquium Coordinator in the development and implementation of the colloquium. The Continuing Education Coordinator is responsible for:

Grouping together similar topics and organizing a series of colloquia

Meeting with students to discuss presentation needs.

Advertising the colloquium.

Booking rooms, audiovisual equipment and other necessary materials.

Arranging for videotaping of the colloquium presentations.

MIT-CEGE Colloquium Manual

GENERAL PROCEDURES

The process of identifying, developing, implementing and evaluating the colloquium can be broken down into a number of distinct steps. This step by step guide will assist the student in completing the requirements for the colloquium.

Step 1: The student will complete the colloquium concurrent with the completion of the final requirements of the program (coursework, field internship or research internship).

Step 2: Student submits Declaration of Colloquium Form to Faculty Colloquium Coordinator.

Step 3: Student conducts colloquium presentation (integrating course work, field internship and research internship) to a group including peers, faculty, staff and/or community. The presentation will demonstrate evidence of applied critical thinking.

Step 4: Student meets with the Faculty Colloquium Coordinator to review colloquium presentation and complete the Colloquium Report. Faculty Colloquium Coordinator reviews presentation of students and completes Colloquium Report.

Step 5: Student completes the Colloquium Evaluation Form and submits to the Faculty Colloquium Coordinator.

MIT-CEGE Colloquium Manual

GENERAL INFORMATION

Each academic year, the School of Civil, Environmental and Geological Engineering holds a Research Colloquium Presentation and Poster Competition. The colloquium is a unique opportunity to share the research works of faculty members and students with the institution.

The competition is open to all CEGE students. The students would present their research papers in a forum and/or create a poster detailing their works. Both posters and presentations will be judged using predefined rubrics. The evaluation sheets will be provided to the presenters with their schedule at least two weeks before the colloquium.

Awards

The research entry which would get the highest mark from the evaluation of the judges will be awarded as Best Thesis and recognized during the commencement exercises.

Expenses

The School of Civil, Environmental and Geological Engineering will ensure that audiovisual and other necessary equipment is available to the student and faculty for the colloquium presentation.

Ethics

Faculty Members and Students must ensure that the colloquium presentation adheres to the standards of ethical conduct as determined by Mapua Institute of Technology. Students must also adhere to ethical standards as determined by the School of Civil, Environmental and Geological Engineering.

MIT-CEGE Colloquium Manual

EVALUATION PROCEDURES

Critical evaluation of performance is an ongoing process that will occur throughout an engineer's career. Accordingly, student assessment is integrated into all learning experiences within the School of Civil, Environmental and Geological Engineering including the student's performance in the colloquium. The evaluative component of the colloquium is directed by the student with input from the Faculty Colloquium Coordinator.

The colloquium must also be continually evaluated. Students are encouraged to complete an evaluation of the colloquium using the Colloquium Evaluation Form.

The following steps outline the process of evaluation for the colloquium:

Step 1: The student will present at an organized colloquium an integration of theory and research on an aspect of advanced scientific practice. This presentation will demonstrate applied critical thinking.

Step 2: The student will complete the first section of the Colloquium Report Form describing the interrelationship between the components in the presentation.

Step 3: The Faculty Colloquium Coordinator will complete the second section of the Colloquium Report Form using a selection of identified criteria.

Step 4: The Faculty Colloquium Coordinator will meet with the student to review the presentation and discuss the evaluation.

Step 5: The student will complete the Colloquium Evaluation Form and submit to the Faculty Colloquium Coordinator.

APPENDIX A

DECLARATION OF COLLOQUIUM FORM

PERSONAL INFORMATION

NAME:

STUDENT NUMBER:

ADDRESS:

CONTACT NUMBER:

(MOBILE):

(LANDLINE):

E-MAIL ADDRESS:

TITLE OF COLLOQUIUM PRESENTATION

BRIEFLY DESCRIBE YOUR PRESENTATION

Students must submit completed form 2 weeks prior to presentation to:

ENGR. DIVINA R. GONZALES
Colloquium Coordinator
School of Civil, Environmental, and Geological Engineering
Mapua Institute of Technology
247-5000 loc. 5109 E-mail: drgonzales@mapua.edu.ph

APPENDIX B

COLLOQUIUM REPORT FORM

NAME:
STUDENT NUMBER:
ADDRESS:
CONTACT NUMBER: (MOBILE): (LANDLINE):
E-MAIL ADDRESS:

STUDENT SELF-EVALUATION

DESCRIBE THE COLLOQUIUM PRESENTATION

--

FACULTY EVALUATION

EVALUATE THE STUDENT'S LEVEL OF PERFORMANCE USING THE FOLLOWING INDICATORS

	Excellent	Very Good	Good	Fair	Poor
Clarity					
Coherence					
Ability to Analyse and Synthesize					
Use of Conceptual and Practice Knowledge					
Balance and Depth					
Contribution to the Field					
Effective Presentation					
Evidence of Applied Critical Thinking					

POSTER EVALUATION RUBRIC

Design and Format	Allowed	Awarded	Remarks
<p>The representation of your research is logically arranged; headings and subheadings, textboxes and columns, and the placement of graphics present your information so that it can be easily perceived and assessed by viewers. Your text is “chunked” into readable passages with font size large enough to be read from 6 feet away. It’s carefully edited and proofread for succinctness, clarity, grammar, and punctuation</p>			<ul style="list-style-type: none"> • Your key points or ideas may need to stand out more, especially if this poster is displayed by itself for viewers to assess in your absence • Your poster may be crowded or cluttered and should be simplified for easier readability • Your text might be distilled so that key information can be quickly obtained • Consider increasing or decreasing font size • You need to proofread more carefully
<p>Your poster is a visually engaging composition, revealing your attention to design features like color, font type, distinct images or data visualization: all of these features indicate an attempt to be aesthetically appealing. Your poster suggests that you invested time and effort into its production: it has a professional appearance.</p>			<ul style="list-style-type: none"> • Your colors may clash, be too “loud,” or distracting • Images may be blurry or hard to discern • Consider using a more readable font • More effort should be invested in aesthetic quality

APPENDIX C

COLLOQUIUM EVALUATION FORM

The School of Civil, Environmental and Geological Engineering welcomes your opinion and suggestions regarding your experience in the Research Colloquium. This is your opportunity to provide feedback as well as assist in the future development of the program. Thank you!

WHAT WERE THE MOST POSITIVE ASPECTS OF THE COLLOQUIUM?

WHAT WERE THE LEAST POSITIVE ASPECTS OF THE COLLOQUIUM?

PLEASE RATE THE FOLLOWING (*Not at all -> Very much, Not applicable 1 2 3 4 5 0*)

- | | |
|--|-------------|
| 1. How satisfied were you with the colloquium experience? | 1 2 3 4 5 0 |
| 2. Were you able to integrate your learning experiences into your presentation? | 1 2 3 4 5 0 |
| 3. Was the timing of the colloquium in the program appropriate? | 1 2 3 4 5 0 |
| 4. Do you have the necessary resources available to you? (such as audiovisual, space etc) | 1 2 3 4 5 0 |
| 5. Did you have the necessary faculty support in the development and implementation of your colloquium presentation? | 1 2 3 4 5 0 |
| 6. Did you have the necessary community support to assist in the development and implementation of your colloquium presentation? | 1 2 3 4 5 0 |
| 7. Overall, to what extent did the colloquium meet your learning | 1 2 3 4 5 0 |

Please Submit to:

ENGR. DIVINA R. GONZALES
Colloquium Coordinator
School of Civil, Environmental, and Geological Engineering
Mapua Institute of Technology
247-5000 loc. 5109 E-mail: drgonzales@mapua.edu.ph