**What is bachelor’s seminar?**

Bachelor’s thesis and seminar consists of lectures, small group work, bachelor’s thesis, bachelor’s seminar presentation and being an opponent. Bachelor’s thesis and seminar covers scientific thinking, research, structuring and processing information, and language and communication skills. The thesis will be written about a subject from the field of the degree program and the student and the instructor agree on the subject at the beginning of the bachelor’s seminar.

The goals for the bachelor’s seminar are for the student to learn

* to search for scientific information
* to form a research plan
* to process scientific information into a thesis according to the research plan
* to report the results of the thesis in a scientific manner
* to present the thesis in public
* scientific argumentation by evaluating theses of other students

**Instructor’s responsibilities**

* support the student in achieving the above-mentioned goals
* give feedback about the student’s thesis via MyCourses or in some other way agreed with the student in different phases of the work:
	+ - table of contents
		- 1st version
		- 2nd version
		- final version
* familiarize himself/herself with the thesis being evaluated and register the evaluation to “Bachelor’s seminar evaluation” –form

**Additional information**

* from the teachers in charge in each department (Jari Aromaa, Eero Hiltunen, Ville Miikkulainen)
* from other instructors
* from course assistants: juha.oksa@aalto.fi

**Hints from experienced instructors to new ones**

* Commit yourself to instructing and reserve time for it (individual meetings as well)
* Reserve at least 20 hours per thesis/seminar
* Emphasize the active role of the student in meeting arrangements
* Clarify the purpose and the requirements of the work to yourself
* Outline the subject thoroughly and in such a way that material can be found about it
* Find 1-3 articles to put up your sleeve in case your student can’t get started by himself/herself
* Set clear goals for each deadline (number of references etc.)
* Make sure that your student has understood the timetable given at the beginning of the seminar. Hold on to it!
* Remember positive feedback and compliment the student even on a good effort
* Encourage the student, for example, to try finding information from different places or to try writing differently than before
* Instruction can be put to your resume
* It is recommendable to have meetings frequently in the beginning in order for the student to get off to a good start