

Aalto University
School of Chemical Engineering
Instructions for instructors of bachelor's thesis and seminar

What is bachelor's seminar? Learning objectives

Bachelor's seminar consists of lectures, small group work, bachelor's thesis, bachelor's seminar presentation and being an opponent. It covers scientific thinking, research, structuring and processing information, as well as language and communication skills. The thesis is the most important part of the actual seminar course (8 cr) and it will be written about a subject from the field of the degree program. The student selects a topic suggested by the instructor at the beginning of the bachelor's seminar. The role of the instructor is to help the student reach the learning objectives of the seminar, chiefly by a means of facilitating the work on the thesis.

After the bachelor's seminar, the student will be able to:

- Search for scientific information
- Formulate a research plan
- Process scientific information into a thesis according to the research plan
- Report the results of the thesis in a scientific manner
- Present the thesis in public
- Engage in scientific argumentation by evaluating theses of other students

Instructor's responsibilities

The instructor supports the student to reach the learning objectives by:

- Giving 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

Please check the deadlines for the relevant tasks from MyCourses webpage (CHEM3048.kand) and make sure that the student meets the deadlines.

Administrative responsibilities

- Sometimes the topic of the thesis may change in the initial discussions with the student. If this is the case, you must inform the coordinator of the department about that. The topic must be confirmed before the end of the first seminar month (January or September) and cannot be subject to change after that.
- If, by a mutual agreement, you both decide that the student should drop out of the seminar, you must inform the coordinator of the department, the course assistant *and* the teacher in charge.
- If you lose contact with the student – meaning no new versions submitted and he/she does not answer your emails – please also inform the coordinator, the course assistant and the teacher in charge.
- If the student is at some point hesitant about whether to continue with the thesis or not, he/she must be pressured to make a decision. This is particularly important if the student fails to meet the deadline for the 1st version of the manuscript.

Additional information

- From the coordinators in each department
 - o CMET: Jari Aromaa
 - o BIO2: Eero Hiltunen
 - o CMAT: Minna Nieminen

Aalto University

School of Chemical Engineering

Instructions for instructors of bachelor's thesis and seminar

- From other instructors
- From the course assistant: juha.oksa@aalto.fi
- From the teacher in charge: Eero Kontturi

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