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Department of Population Studies

SEMINAR ON CONTEMPORARY POPULATION ISSUES

I. Introduction

Seminar is the most modern and advanced method of teaching. A seminar is an advanced group technique which is usually used in higher education. It is an instructional technique it involves generating a situation for a group to have a guided interaction among themselves on a theme. It refers to a structured group discussion what usually follows a formal lecture or lectures often in the form of an essay or a paper presentation on a theme.

Seminar is employed to realize the higher objectives of cognitive & affective domains. The higher learning process requires the interactive and integrated methodologies based on the psychological principles. Seminar applies such technique of human interaction /intervention with the learning and teaching experiences.

Seminar is a teaching technique for higher learning. A specific subject or topic is delivered as an article or report in the seminar. The article and its concepts submitted in the seminar are analyzed and discussed through group discussion to arrive a final decision or concept.

Objectives of Seminar

Seminar is utilized to realize the higher objectives of cognitive and affective domains.

Cognitive objectives

- i. To develop higher cognitive abilities.
- ii. To develop the ability of responding in this manner would involve higher cognitive actions.
- iii. To develop the ability of keen observation of experience, feelings and
- iv. To develop the ability to seek clarification and defend the ideas of others effectively.

Affective objectives

- i. To develop the feeling of tolerance to the opposite ideas of others.
- ii. To develop the feelings of co-operation with other colleagues and respect of the ideas and feelings of others.
- iii. To develop the emotional ability among the participants of the seminar.
- iv. To acquire the good manners of putting questions and answering the questions of others effectively.



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The human interaction under this technique develops the good manners and skills among the participants. Provide a good learning and scholastic experience to the participants of seminar.

Pre-requisites (Basic Principles)

Pre-requisites (Basic Principles) to be included in the seminar:

- Seminar depends with the lingual, social and emotional instances and its maturity level.
- The complex and undefined concept or article must be read and discussed for the meaningful learning experiences and new concept.
- Group discussion is emphasized. The kernel of seminar is stressed.
- The value and success of the seminar depends on the path of the learner and their learning experiences through the discussion. The learner can advocate and interact in group discussion with his experiences and concept derived. Both the group and learner can transform their ideas and to derive a new conclusion also be anticipated.
- In the lower level of learning experiences the concepts are explanatory but in this higher level of learning experience the theme or concept centered and need more evidences and explanations through the discussion.
- The interactions in this method develop observation and questioning skills, evaluation skills using their own learning experience.

Advantages and special features of Seminar

- Seminar gives good motivation and learning experience.
- Help to evaluate the learn-ability of learners.
- Regulate the creating and organizing of facts and information.
- Dissemination and retrieval of information is scientifically managed.
- Develop the self reliance and self confidence.
- Also inculcates the responsibility and cooperative nature.
- It is the best for socialization.
- Students' interaction is possible in participation and production of teaching learning process.
- Ensures the understandability and enhances the capability of the students learning.
- Seminar is always subject / theme specific, so that sufficient knowledge about the concerned subject can be developed.
- The presenter or the reader of the article can get further clarifications in his subject.



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- Develop the questioning skills.
- The data processing and analysis also play a vital role in this method.
- Seminar makes teaching and learning process lively.
- The student receives good information from his teacher and the fellow students.
- The paper presenter / participant receive a reinforced learning experience from the Group discussion.
- Learning experiences is highly structured by the learner himself.
- The teacher or chair person of technical session only plays the Guidance and instructional role.
- The interactions and interrogations develops the spirit of information seeking behaviors (norms of behavior).
- The data processing skills, compilation skills, communication skill are easily inculcated in this method.
- Learner gets in-depth knowledge of the subject he presented.
- This method built better social values and fault tolerance levels in the minds of learner.
- A seminar does not end in the premises after the completion of discussion, the group in smaller groups carries on the discussion in informal settings in off campus.

Types of Seminar

Seminars are conducted in various stages. Based on the size and organizational aspects the seminars can be classified in to four types.

1. Mini seminar
2. Major seminar
3. National seminar
4. International seminar

Mini seminar

Its coverage and scope are small and simple. A small population is enough to hold this seminar. A discussion held over the topic taught or to be taught with the students is known as Group discussion. Such group discussions held in an organized way within a class room, it is called mini seminar. This mini seminar gives the students training in questioning skills, organizing the information and presentation skills of seminar. A mini seminar is felt necessary because it gives good experience to conduct a major seminar at Institutional level.



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Major seminar

The seminar conducted at an institutional or departmental level for a specific topic or subject is known as Major seminar. Usually students and teachers are participating in this type of seminar. This major seminar can be organized at department level for every month. A specific topic or subject is selected for the theme of the seminar.

National seminar

An association of any kind particularly with academic or professional interest or an organization (Government, Firm, etc.) conducts the seminar at National level is called National seminar. The subject experts are invited to the seminar for discussion. The Secretary of the seminar prepares the schedule and functionalities for seminar.

International seminar

Usually the seminar conducted by an international organization or agency is known as International seminar. Theme of this seminar has wider aspects. Globalization, Renovation, Atomic energy agreements, Policies implementation and modification etc., are examples for themes of International seminars. A Nation or its body can conduct or organize the international seminar.

Steps involved in Seminar

The seminar is a process which allows the persons to discuss a theme in a peer group with subject experts in an objective method. The steps of the seminar method are classified in to following three steps:

- Before seminar (pre seminar phase)
- At the course of seminar (seminar phase)
- After the seminar (post seminar phase)

Activities involved in the preliminary stage of seminar (pre seminar phase)

- The following activities need be done in preliminary stage of seminar.
- Selection of seminar theme and its sub-themes.
- Venue (availability of physical facilities, etc.), Date(s), and Time (duration of each session) are must be finalized well in advance.



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- The panel of specialists, subject experts, Chief Guests, Observers for seminar must be prepared and obtaining the concurrence from the President or Chairperson of the seminar.
- The permission must be requested from the persons listed in the panel and from their head offices to utilize their services for seminar.
- A circular regarding the seminar and its information must be prepared without ambiguity.
- The seminar circular must be circulated well in advance to the people (must have the relevant knowledge about the theme of the seminar) who are able to participate in the seminar.
- The selection of the paper presenter / speakers must be based on the article submitted by them and their professional excellence. Such selected Paper presenter will be informed with the necessary regulations to be followed by them in the seminar.

Activities involved during seminar (seminar phase)

- Ensure the physical facilities (Stage settings, Seats, Audio-Visual equipments, etc.) available for the participants of seminar.
- Welcome the Chief Guests, Chair persons of Technical session, Observers and Participants of seminar and encourage their active participation in the seminar.
- The Chair person must be distributed to the participants before the beginning of seminar.
- The seminar theme and its sub-theme need be explained.
- Guide the paper presenters for their location and time of seminar session before the beginning of seminar.
- The Chair person of technical session and the paper presenters and speakers must manage the time effectively.
- Proper assistance must be ensure for every speaker / paper presenter to facilitate their paper presentation by providing appropriate Audio, Video equipments such as Public Address System, Over Head Projector, LCD projector etc.
- At the end of seminar session, the seminar events will be briefed by the Chairman of the seminar. This gives a clear definition to the seminar conducted and the further steps to be done in future also.
- The chair person or organizing secretary will announce the concept derived by the seminar.



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Activities involved after the end of seminar (post seminar phase)

- Correction of the presented papers / articles from the authors (paper presenters) must be done by themselves.
- The restructuring of paper submitted is essential, because the clarifications received during the discussion must be incorporated. A clear, definite idea or concept of each paper will be reached through the restructuring the seminar paper.
- Compilation of the restructured papers will be done by a panel of experts.
- The Chair person may be distributed on request to the people of similar interest also (with the permission of Chair person of Seminar).
- Finalization of Accounts must be done. A clear budget report must be prepared and sent to the auditing committee / officers for approval are essential.

Evaluation of Seminar

- The seminar can be evaluated using formal and informal evaluation methods.
- The evaluation must be made to get the immediate feedback from the speaker and participants regarding the seminar paper and other seminar details.
- The objectivity of the paper presented, the view of audience also need be evaluated.
- The observation schedule, questionnaire can be used as evaluation tools for seminar.
- The information obtained through the evaluation tools must be a feed back for the paper presenters.
- The evaluation of overall seminar process can be used for the study and feasibility of forth coming seminars and its arrangements.

DOs and DON'Ts

The most important point that should be done or should not be done in working on a seminar paper.

DOs

- ♣ Plan a schedule for working on the topic at the beginning. This plan should consider a literature survey, designing a document template, reading literature, writing single chapters, discussion with the supervisor...
- ♣ Read the basic material and understand it – usually by consulting more literature in a literature study.



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- ♣ Have a look to other publications in addition to the comments of the previous chapters to absolutely understand things like conventions about literature, citing, ...
- ♣ Give feedback to the supervisor. If you only come back one day before the deadline, usually there is not enough time left for all comments of your supervisor and you are excluded from the seminar. Also hand in parts of the paper in between to enable the supervisor to give feedback early and to avoid that you are writing something completely different.
- ♣ Write about the topic in own word using the initial material as well as papers found in the literature survey.

DON'Ts

- ♣ Do not expect that it is possible to do the seminar work in a few days.
- ♣ Do not run to the supervisor for each small problem (e.g. finding literature, spelling mistakes, ...)
- ♣ Do not vanish into space for month and come back only a few days before the deadline. As mentioned above, there will be not enough time left for all necessary corrections in such cases.
- ♣ Do not copy text from foreign sources! It also is forbidden to use work from other sources with small adjustments in hope that the supervisor will not mention it.
- ♣ Do not use an incomplete literature list and also do not use sources like Wikipedia often.
- ♣ Do not write in the paper in an unclear way – this gives the feeling that you have not understood the contents.
- ♣ Do not ignore suggestions for improvement and advices given by the supervisor!

II. Parts of the Seminar paper

This section describes the components of the seminar paper in detail. Please stick to the indicated order.

Preliminary parts

1. Title page

The title page should contain the following information and form illustrated in the Figure below. If you submit a seminar paper, you are to add the name or number of your group.



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UNIVERSITY OF GONDAR
COLLEGE OF SOCIAL SCIENCE AND HUMANITIES
DEPARTMENT OF POPULATION STUDIES

Alcohol Use and Risky Sexual Behaviors of University Students

A Seminar Paper Submitted to Department of Population Studies in Partial Fulfillment of the Course
Seminar on Contemporary Population Issues /POPS 3072/

Submitted By:-

Name xxxxxxxxxxx ID.No. /xxxxxxx/10

Submitted to:-

xxxxxxxxxxxxxxxxxxxx

April, 2020

UOG

2. Abstract

The abstract should contain the most important facts of your paper. The reader should be able to understand the purpose of the paper. The abstract is also an important instrument to attract the interested reader to continue. It has to include the following points:

- What are you doing in your paper?
- How do you do this?
- Why is this interesting?
- What are the main results?

It should contain not more than 100 words.



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3. List of contents

The list of content must include all components of Table. For example see below. We suggest indenting the subheadings for better clarity.

Table of Contents	
Content	Pages
1. Introduction -----	1
2. Different policy approach of women in Development -----	2
3. Types of policy approaches -----	7
3.1. The welfare approach -----	7
4. Summary -----	9

4. List of tables

All tables must be listed in a separate index with its corresponding page numbers. It is recommended to super scribe all tables via the respective function of the word processing program. You can use then the function of inserting an index.

5. List of figures

All figures must be listed in a separate index with its corresponding page numbers. It is recommended to label all figures by caption below the figure via the respective function of the word processing program. You can use then the function of inserting an index.

6. List of abbreviations and symbols

The list of abbreviations and symbols is not mandatory for seminar papers. It can be helpful for a better understanding of the text and facilitates looking up an abbreviation. For your thesis, it is obligatory. All abbreviations and symbols that are not commonly accepted. For English papers consult the Oxford English dictionary. The index must be ordered alphabetically.

Main body

1. Introduction

The function of the introduction is to present the purpose of the paper and to outline the topic. The importance and its relevance should be pointed out (i.e. its interrelation to current topics). In the introduction, you should indicate a



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hypothesis and motivate it. You can write the introduction at the end of your writing process if you want to. The introduction includes a written table of contents of the following sections at the end of the paragraph (“The remainder of this paper is organized as follows...”).

2. Literature review

The main part includes the analytics of your seminar. It is important to figure out a “red thread” that is present in any section.

It should be apparent that you have consulted related literature. The literature must be cited. You may also include a literature review if applicable. The selected literature should be related to your analysis; make sure the selection is unique and reproducible.

3. Conclusion/Summary

The last part of the paper recapitulates the most important findings. Furthermore, an evaluation and subsumption of the results into the context (“red thread”) of your paper must be included. An initially stated hypothesis must be reasonable accepted or rejected. It is also possible to give an outlook to further developments or to report difficulties or drawbacks of your seminar.

4. Reference

Any cited literature must be listed in the reference and all references have to be cited somewhere in the text. The following information must be quoted:

- Name and forename
- Year of publication
- Title of book / working paper / article
- Title of journal / anthology / working paper series where article was published
- For journals: Volume; issue; pages
- Edition of book
- Place of publication / publisher
- First and last page of article in the journal / anthology where published
- Internet address where article was downloaded (only if not published in a journal), day and time of access



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The reference has to be sorted alphabetically. If there are more articles of one author sort the articles chronologically. Publications of an author with co-authors are referenced after the titles published exclusively.

Stick to one language in your reference, except titles (not translatable). If you write your paper in English, translate all items which are possible (e.g. Herausgeber, Auflage). Each reference ends with a full stop.

There are different types of referencing in the literature; stick to one style for your paper. The choice of the referencing style (and other formatting guidelines) depend on the journal you are going to submit your paper.

Example:

Coelli, T.J., Rao, D.P., O'Donnell, C.J., and Battese, G.E. (2005): An Introduction to population and urban growth. Second Edition. New York, USA. Springer.

5. Appendix

Here you can include additional material that is of importance for the traceability of the topic (e.g. special legal texts, large figures and tables, extensive mathematical argumentations). All materials you put in the appendix you have to refer to somewhere in the text.

III. Seminar Presentations

Your main goal in presenting this seminar is to **communicate** your topic to an audience of **mixed backgrounds and interests**. This should **not** be a technical paper such as would be presented at a professional meeting. Your seminar **should** tell a scientific story in a way that **everyone present can understand** and go home with some **lesson learned**.

Purpose of Seminar presentation

A presentation concentrates on teaching something to the audience. A **good** presentation means that the audience understood the message. The first rule is to place yourself in the mind of your audience. The second rule is to provide the minimum amount of information to the audience; this helps overcome the temptation to fill presentations with details meant to impress the audience. So, make sure to:

- Try not to cover so many ideas, stick instead to a **major theme**.
- Focus on what the audience needs to know about the subject and not on what you want to tell them.
- Don't give too many experimental details unless the method is the main point of the talk.



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- For each set of data, explain the significance of the findings, don't just only show it.
- Don't assume that the audience will know what you mean.
- Make transitions from one topic to another logical and smooth: "now I'd like to tell you..."
- Unlike a written report, the audience must be able to immediately grasp the information. So, keep it simple.
- Use repetition as a tool to help the audience remember important points.

Audience Analysis:

Remember that your audience will be scientifically literate but **will not** automatically understand terms, jargon, abbreviations, and methods used in all fields. When planning your seminar, put yourself in their shoes.

Explain all terms and concepts that are important for understanding your topic and will be used throughout your presentation.

- Ask yourself:
- What do they know?
- What do they want to know?
- What do they need to know in order to understand my presentation?
- Use the answers to these questions to guide how you present your seminar.

A. Power point Presentation

Title

Make your title descriptive, succinct, informative and interesting.

Visual aids:

A visual aid is something your audience can see that **aids your speech content**. Always look and talk to the audience, **NOT** to the visual aid.

Don't read directly from the slides; you will lose eye contact with the audience and run the risk of putting everyone to sleep because they can read faster mentally than you can verbally.

Animation is good and beneficial as long as it does not get too distracting.

Font, color, background

Decide what font, colors, graphics, background design and layout to use for your entire presentation. While you can use variation, **strive for consistency**: titles should be the same color, bullets should be the same color and



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shape, etc... Visual aids can be created using almost any color, but there should be enough contrast between foreground and background elements and too many colors can distract from the message. If you want to use graduated backgrounds, keep them subtle and smooth.

N.B: Sometimes different computers project colors differently, so make sure to check it out on the big screen before the actual presentation.

Size and number of elements

A limited number of elements, big graphics, and big text make reading easier. “*Less is more and big is beautiful*”. It should be big enough to be seen at the end of the auditorium. Nothing aggravates the audience more than not being able to see what the speaker is talking about. Titles should be 36-48 point and text should be 26-36 point (72 points equals 1 inch).

Also, keep similar text the same size from one visual to the next.

Use of white space

Blank areas in a visual help the reader through the data and avoid the appearance of overcrowding. Slides should have enough margins on all sides and eye friendly. Try to keep your slides neat and uncluttered.

Text

Use **short and simple** phrases in place of sentences or paragraphs and limit the amount of information in the presentation. Each visual should be a hint and **not** the whole story. Visuals should have:

- One main point
- One thought per line
- No more than 5-7 words per line
- No more than 5-7 lines per visual

Use a combination of uppercase and lowercase lettering. **Using all capital is harder to read.** Avoid commas, semicolons, or periods in visuals. Instead, use bullets or numbers to separate and group ideas.



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Graphs and tables

Graphs and tables are the best way to summarize large quantities of raw data.

- Simplify the data
- Show only the essential information
- Be consistent in style and terminology, font, color, style...
- Data elements should be the thickest and the brightest colors. Frames, grid lines, axis lines, and error bars should be lighter in color and weight.
- X and Y axis lines should end at the last data point
- Include legends.

References

You need to give credit to the work of others. Don't forget to include references on your visuals at the bottom in small font.

B. Delivery (Oral Presentation)

Well-done visuals and graphics are important in expressing ideas, and offering results that escape words. However, it is the oral communication that gives depth and understanding to the visuals.

Practice

Practice is very important for a successful presentation. It allows the speaker to spot flaws and enables smoother transitions from section to section. Try to **rehearse** with an audience of friends; it is the best way to get feedback and constructive criticism. Although you might first develop a script for your presentation, it **should never be read**. If you do use notes or cards during the seminar, try not to obviously read from them. **Know your talk** well enough that you speak out to your audience most of the time and just slip a glance at your notes periodically to keep you on track.

Dress for success

Look and act **professional**. There are accepted norms that a presenter should generally follow.

There are certain “don'ts” that you should always follow.

- Do not dress shabbily.
- Do not come with unkempt hair.
- Do not wear slippers.
- Do not wear jeans and T-shirt, or other extremely casual attire



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Confidence

Develop a confident (but not arrogant) stage presence. Look at your audience and make **frequent eye contact** with them. This conveys an air of confidence and knowledgeability about the subject matter. Avoid doing things that distract the audience such as nervous habits or noticeable repetitive hand motions. Don't insult your audience or put them in a position of having to admit their ignorance. Don't ask, "how many of you don't know...?"; rather say, "some of you may not know..."

Don't be nervous

"*The internal nervousness most speakers feel during presentations is usually **not seen externally***". It is a good idea to visit the auditorium and **practice before** your seminar. The familiarity with the environment is comforting. Also, get used to having the slides behind you and to looking at both very bright lights and very dark spaces. Practice how far your voice can project and whether slides are legible from a distance.

Don't speak too fast

During an oral presentation, the speaker is in charge of speed control. **Sentences should be short** and main points should be repeated to aid memory and understanding. Your voice should be clear and your pace should vary according to the audience's familiarity or unfamiliarity with the subject. **Show excitement** by varying your voice pitch and tone. "Time practice" will tell you how much material can be presented in the time allotted. **Never try to include more information by speaking faster.**

Don't be boring

Enthusiasm is contagious. If the speaker shows excitement for the topic, the audience will listen attentively. Listeners can **absorb only a few points** during a 15-20 minutes presentation. Concentrate on what is significant and avoid intricate mathematics that are not critical to the presentation.

Handling questions

During practice sessions, ask colleagues to pose what they feel might be typical questions. Keep your **answers short and to the point**. Preparing extra slides for anticipated questions is also a good practice. Never get into a power struggle with someone in the audience. Appropriate responses might be: "we have not performed those experiments yet", or "that is a very interesting idea; we'll have to give that some thought". If an answer will take an unreasonable period of time, say that you would be happy to discuss it after the session.



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Word and line format of Seminar paper

- Font type----- Times New Roman
- Major Title Font size-----16
- Sub-title Font size-----14
- Main part/body Font size----- 12
- Line spacing ----- 1.5
- Margins/Edge ----- Normal/word default (Top , 1” Bottom 1”, Left 1”, Right 1”)
- Paragraph alignment ----- Text ---- justify and title ----- center

IV. Thematic areas of Seminar on Contemporary Population Issues

- ❖ Empowerment of women and- Reproductive health
- ❖ Empowerment of women and- Development
- ❖ Empowerment of women and- Demographic variable
- ❖ Culture and reproductive health in Ethiopia
- ❖ Population and aging in Ethiopia
- ❖ Population response to drought and famine in Ethiopia
- ❖ Human trafficking in Ethiopia (emigration)
- ❖ Level, cause and consequence of divorce in Ethiopia
- ❖ Population and employment opportunity in Ethiopia
- ❖ Essences and focuses of sociological and anthropological theories on fertility
- ❖ Essences and focuses of economic theories on fertility
- ❖ Contraception
- ❖ Population pressure and livelihood strategies
- ❖ Problems of demographic data in Ethiopia
- ❖ Gender based violence
- ❖ Population growth and food insecurity
- ❖ Urbanization and its consequences
- ❖ Population and environment relationship