

Presentation Guidelines

Your presentation of this project may take two forms, a spoken presentation or an interpreted display. Some students may choose to have both an interpreted display and to give a spoken presentation. Students who have completed collaborative group projects may present together, but each student must demonstrate effective presentation skills. Students will be given separate evaluations even if they have presented with a group. The following guidelines apply to both forms of presentation. All students will attend the Senior Project Presentations to discuss their projects with the Senior Project Committee and the community.

Time:

Plan to spend six to ten minutes giving your presentation.

Professionalism:

- *Appearance:* You should wear nice, casual clothes for your presentation. Jeans, flip-flops, and t-shirts are probably a little too casual. Khakis and Polos are fine. Dressier clothes are also acceptable.
- *Attendance:* Arrive promptly. Come early enough to spend time with your family, friends, your faculty mentor and sponsor, and the Committee in the PAC lobby. You should have made photocopies and set up your displays earlier in the day. You should also have sent Bruce your electronic presentation by Monday, June 7, 2010. You should stay for the entire presentation. When guests have left, the Committee members may have additional questions for you.

Introduction:

- Whatever your method of presentation, you must begin by saying who you are, what you worked on or where you worked, and what you did.
- If your sponsor is present, be sure to introduce him or her to the group before you begin your presentation.

Presentation:

Your goal is to provide the audience with a clear and concrete sense of what you were doing and what you gained from your internship or project.

- *Preparation:* Use note cards to list the points you want to make and/or what you want to do or say next. Do not read from the note cards, but use them to remind you about your next point. You can also use a power point presentation to keep you on track, but the presentation should contain only bullet points, not masses of text. If you are providing a display, you should use text to guide the reader through the display.
- *Organization:* Speak with a coherent line of thinking and a logical order to your points. Your display should be clearly arranged to show a logical order.
- *Clarity:* Speak in a matter that is easy to hear and understand. Speak slowly and with enough volume to be heard throughout the room. Your display should clearly show your process (what you did) and your product (what you learned).
- *Interest:* Be enthusiastic. Explain why you chose this project. Engage the audience's interest in the experience. Your display should have strong visuals to engage the viewer's attention.
- *Content:* Reflect on the experience and show evidence that you have learned from it. Be able to answer questions. Demonstrate that you have done some analysis of your experience. Show a depth of understanding. Your display should include some of your reflection about the project. You will need to be available during the reception to answer questions about your display.

- Display: If you have a display and you are speaking, be sure to incorporate whatever you bring to display into your presentation. If you have a display and are not speaking, be ready to talk to the audience about aspects of your project beyond the display.
- Presentation Skills/Speaking Skills: Whether you are presenting a speech or talking about your display, speak clearly and at an appropriate pace (not too fast). Make eye contact with your audience. Stand straight and tall and project confidence and enthusiasm. Your audience will be interested if you show that you are interested.

AV/Equipment Needs

- Production support will be limited to lights up/lights down. You must discuss your production needs with Bruce Evans before you fill out the AV/Equipment form.
- Students must complete the AV/Equipment Form and deliver it to Bruce Evans by Monday, June 7, 2010.

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Here are some prompts to help you think about your presentation:

- Read a few journal entries
- Show and explain something you produced while working.
- Show and explain something you worked with.
- Explain to your audience how to do something you had to do during your project.
- If you took pictures, display them on power point and explain them.
- Show a portion of videotape and explain it.
- Talk about what you did, what you learned, and any misconceptions that were dispelled. An illustrative story would help your audience share your experience. How did you feel on your first day? On your last day? What happened in between? How did the whole experience make you feel? How will you use this experience in the future?

Enjoy! Your audience will be interested in what you have to say.

Presentation Rubric

	An Effective Presenter Will	A Ineffective Presenter May
Professionalism	Come dressed professionally in business casual clothing. Arrive promptly with all materials prepared. Stay for the entire time. Respect time limits.	Come dressed with little concern for his/her professional appearance. Arrive late or unprepared. Leave before all the presentations are complete. Not be available for questions after the presentation
Introduction	Clearly introduce him/herself, project, and activities. Introduce mentor with sincere appreciation.	Forget to introduce him/herself and/or project or mentor.
Preparation	Have prepared carefully. Note cards and Power Point presentations are well organized and thoughtfully completed. Know his/her material well. Use prompts as prompts instead of relying on them too heavily. Have prepared a display carefully, taking into account the viewer's needs.	Seem ill prepared. Note cards or presentation materials are absent. Display seems hurriedly created. Little concern has been given to the audience's needs.
Organization	Present a coherent line of thinking and logical development in speaking or in the display materials.	Show little coherence. May jump from point to point in the speech or display without enough explanation. Show little logical development of ideas and reflection.
Clarity	Speak slowly and clearly. Present ideas on paper in the display that are easy to read from a natural viewing point.	Rush through or speak too quietly. Present materials that are difficult to view because of size or other factors (font or neatness, for example).
Interest	Show enthusiasm for project and process. Reveal the desire to learn that began the project and engage the listener or viewer's interest in the project.	Show little enthusiasm. Leave the audience wondering why the student chose the particular project.
Content	Show evidence of growth and learning. Be able to answer questions thoughtfully. Demonstrate some analysis of the experience. Show a depth of understanding.	Show little evidence of growth, learning, analysis, or depth in discussing the experience. Seem unable to or uninterested in answering questions.
Display	Present materials in the display that show pride of workmanship and/or reveal growth and development. Incorporate display items into presentation.	Ignore display items in presentation or present a poorly planned and executed display.
Speaking Skills	Speak clearly and slowly. Make eye contact with the audience. Project enthusiasm for project and process. Reveal interest in the project.	Be incomprehensible. Have very little eye or emotional contact with audience. Show little enthusiasm or interest.