

Presentation Outline HUS 1101

Each member is to present one or two sections depending on amount of information. When it is your turn to speak introduce your *full name*. Students are to stand when they are presenting their portion of the group's information. You can *only* use an index card with a few bullet points, as a reminder/outline. Your index card should not be filled with multiple statements/paragraphs. **DO NOT READ FROM THE INDEX CARD: THIS IS A PRESENTATION.** Also, when presenting, **DO NOT STATE YOU ARE NERVOUS!** (It is not professional). Remember you are reporting for all of your group member, not just your own experiences; thus the group needs to meet and answer all the items below. It is suggested the group do a 'dress rehearsal' to tweak the presentation. The presentation is expected to be approximately 10 minutes, but perhaps longer, if the question/discussion period is vibrant! Students will be graded on flow of presentation; clarity of voice; context of information; knowledge of subject.

1. Introduction
 - a. What area/section(s) concept did your group observe?
 - b. Describe what these sections actually are (not everyone is familiar with every part of CityTech). Describe the services that these areas provide. Most areas provide an array of services/activities/duties of the staff. Don't just say one thing. Return to the area and speak to staff for a detailed explanation.
2. Observation
 - a. What were the observations of each area? Be detailed
 - b. What were the observation skills/techniques your group members did/used? Sometimes a member may observe in a different way.
 - c. Refer to the handout Dr. Belli provided in the Open Lab about the concept of observation. Use concepts from this guide to highlight the group's observation skills/experiences.
3. Survey Items
 - a. What are the items?
 - b. What type of response did your group use? (sometimes, often...)
 - c. Describe how your group came to design the content of the items (how does the items relate to your observations? Purpose of your research?)
 - d. What instructions did your group members use to inform your subjects?
 - e. How did you solicit subjects to complete your survey?
 - f. Describe your group's experience with administering the survey to subjects. How did it go? Were people willing? Was it difficult to obtain 30 subjects? Any other barriers? Successes to administering the survey?
4. Survey Results
 - a. Tabulate your survey results and report them in the presentation. Try to use percentages, or if using raw numbers try report the data from high to low results, or low to high. You can put the results on a table to show the class, or power point.
5. Recommendations
 - a. What are the group recommendations to the College, either from the survey or observations?
 - b. How might the College implement these changes? What is needed to do the change? Tasks?
6. Learning
 - a. Report what your group members learned from this project. As a researcher? Observer? Survey designer? Administrator of survey? As a HUS student? As related to the HUS profession? On the idea of happiness & well-being?
7. Request Questions/Discussion/Comments from the class
8. End: Make an ending statement & thank the class.