Guidelines for the Class Presentation
DUE: Tuesday, May 21/Thursday, May 23

- The class presentation is worth 10% of your total course grade. Presentations will be graded using the chart included below.
- You will be working with your classmates on your presentation. *All* students in your group will receive the same grade on the presentation.
- Presentations must be 10 minutes long (no more!), followed by 5 minutes for questions from the rest of the class.
- Your presentation will present your online documentation project to the class. Your presentation must:

    1. Present and discuss your **proposal for a research tool, educational game, or information resource**.
    2. Present and discuss the **process of implementing** your documentation project.
    3. Demonstrate your documentation project.
    4. Include *at least* 2 images, audio and/or video.
    5. Cite all of your sources, including images, using MLA Style.

- *All* students in your group must deliver the presentation. Be sure that everyone has roughly the same amount of time to speak.

- You must use presentation software to deliver your presentation. Powerpoint is one option; others are Presentations in Google Drive (http://drive.google.com) and Prezi (http://prezi.com/) [both require internet access]. Let me know if there's another you'd like to use.

- Again, you will demonstrate your project, but you will also use presentation software to present it. For example, don't just show us the OpenLab project your group created, use Powerpoint or other presentation software to share your research and implementation, *then* show us your project site on the OpenLab.

- Create your Works Cited list as the last slide of your presentation, formatted like the Works Cited for your paper. For multimedia provide as much information as you can: author (photographer/composer), date, title, source (URL). For guidance when citing audio and video, see http://owl.english.purdue.edu/owl/resource/747/09/

Suggestions for your presentation:

- You have probably endured enough Powerpoint presentations to realize that sides with large blocks of text are difficult to read and not very engaging. Consider using images to illustrate your points (remember: "a picture is worth a thousand words"). Other strategies you may wish to try are using a single word or phrase per slide or a bulleted list.
- A good place to look for images/audio/video is Creative Commons: http://search.creativecommons.org/ (uncheck the "commercial purposes" box before you search).
- Use an outline to organize your presentation. Outlines aren't just for research papers!
- I strongly suggest that you REHEARSE your presentation at least two or three times – you will be much more comfortable during the real presentation if you do. I can open our classroom for you to practice in if you'd like; just let me know and we will arrange a time.

In addition to time outside of class, you will have 4 class sessions to work on your project and presentation with your group:

Tuesday 5/7
Thursday 5/9
Tuesday 5/14
Thursday 5/16

Presentations will take place on May 21 and 23; we will establish an order in which groups will present by May 16.

As always, please ask me if you have any questions! Remember that my office hours are 3:45-4:45 Tuesdays and Thursdays (right after class), and am happy to make an appointment to meet with you at other times.

Grading chart for your class presentation:
Presentation Content:

Insufficient (0-2 points)	Developing (3-5 points)	Competent (6-8 points)	Excellent (9-10 points)
The presentation does not discuss all elements of the proposal, including: - a description of your topic - a summary of your sources - discussion of how your research has informed your proposal - a description of the tool or game you are proposing to create	The presentation discusses some of the elements of the proposal.	The presentation discusses most of the elements of the proposal.	The presentation discusses all of the elements of the proposal.
The presentation does not discuss the process of implementing the documentation project, including: - a description of how you researched presentation options - rationale for selecting your presentation method - description of the process of	The presentation discusses some of the elements of the process documentation.	The presentation discusses most of the elements of the process documentation.	The presentation discusses all of the elements of the process documentation.

implementing your presentation - suggestions/cautionary tales/recommendations			
The presentation does not include a demonstration of the online documentation project.	-	-	The presentation includes a demonstration of the online documentation project.

Presentation Mechanics:

Insufficient (0-2 points)	Developing (3-5 points)	Competent (6-8 points)	Excellent (9-10 points)
Presentation software was not used to create the presentation.	-	-	Presentation software was used to create the presentation.
There are no images, audio, video or multimedia in the presentation.	-	There is 1 image, audio, video or multimedia file in the presentation.	The presentation includes at least 2 images, audio, video or multimedia files.
Most words and sentences have mechanical errors (punctuation, spelling, capitalization).	Many words and sentences have mechanical errors (punctuation, spelling, capitalization).	Some words and sentences have mechanical errors (punctuation, spelling, capitalization).	All words and sentences are mechanically correct (punctuation, spelling, capitalization).

Presentation Delivery:

Insufficient (0-2 points)	Developing (3-5 points)	Competent (6-8 points)	Excellent (9-10 points)
Only one group member delivered the presentation.	One group member spoke much more than the others during the presentation.	One group member spoke somewhat more than the others during the presentation.	All group members shared presentation responsibilities equally.

Delivery techniques detract from the understandability of the presentation, and the speaker appears uncomfortable.	Delivery techniques make the presentation understandable, but the speaker appears tentative.	Delivery techniques make the presentation interesting, and the speaker appears comfortable.	Delivery techniques make the presentation compelling, and the speaker appears polished and confident.
The presentation was less than 10 minutes in length or significantly more than 10 minutes in length.	-	-	The presentation was about 10 minutes in length.

Sources/References:

Insufficient (0-2 points)	Developing (3-5 points)	Competent (6-8 points)	Excellent (9-10 points)
Does not use bibliographic citations in an assignment that incorporates the ideas or work of others.	Citations contain many errors of omission and are formatted inconsistently.	Citations contain occasional errors or omissions and are formatted somewhat consistently.	Correctly cites sources using MLA Style.
Plagiarizes the work of others. Does not quote, paraphrase or cite sources correctly and appropriately.	Cites most sources correctly when quoting and paraphrasing, but employs excessive use of quoted material at the expense of the student's own writing.	Most sources are quoted, paraphrased and cited correctly and appropriately.	Applies principles of academic integrity in the use of information; all sources are quoted, paraphrased and cited correctly and appropriately.