

Computer Science, Information Science, Information Assurance and Health Informatics Presentations

Overview:

Each group will be making a presentation to the class on a topic related to careers in their related specialities, which will be distributed in class. This exercise has three primary goals: first, to improve the ability of each student to present to an audience and be able to self-evaluate that performance*; second, to educate the team members and the class about the topic; and third, to be able to coordinate as a member of a team to accomplish a goal. Grades will be based on individual as well as group performance.

* Presentations will be videotaped.

Selecting a Topic:

Each group should rank their top four topic choices and email this list with your group name to m.simms@neu.edu. (#1 being your top choice.) Topic selection will be assigned on a first come, first serve basis. It is to your advantage, therefore, to email your ranked topics in a timely manner. Emails sent during class time will not be accepted. Next class, you will receive your topic and presentation date. Dates will be selected randomly.

Planning:

Plan your presentation to last 8 minutes with each group member speaking. You will need to research your topic and indicate which sources you used. Divide up the topic in such a way that each group member has a defined speaking role. And remember, you cannot go over the 8 minute presentation time. Plan wisely!

Presentation: (20 points)

Create one PowerPoint presentation for the group, ensuring a smooth transition from speaker to speaker and topic to topic. You will be responsible for bringing your presentation to class on a thumb drive. If it is your turn to present and you do not bring your presentation, you will receive half credit.

In addition, you will be giving written and verbal feedback for each presentation. Upon receiving your grade, you will receive the written feedback from the class.

Reflection: (5 points, individual/5 points, group)

Each group is responsible for watching their presentation and using the guidelines presented to evaluate both group and individual performances. Your presentation will be emailed to you. These essays are due a week from your presentation date.

Grading:

Presentation -

Your grade will be based on each individual's delivery, the organization of the materials, quality and impact of your PowerPoint presentation, and your team's coordination of the activities during the presentation. Presentation Rubric (attached and on line) shows how you will be evaluated and the requirements for a maximum grade for each criteria. (If the team meets the standards listed under #4, you are golden.)

Reflection-

You will be responsible for reflecting on your presentation in two ways: a group essay and an individual essay. Please see the Presentation Reflection Essay assignment for specific instructions. Your overall grade will be determined by the thoroughness of your answers and the comprehensiveness of your analysis.

Designing your PowerPoint presentation:

http://www.microsoft.com/smallbusiness/resources/technology/business_software/presenting_with_power_point_10_dos_and_donts.msp

(Google this- PowerPoint + "10 dos" - Link will be one of the top search results.)

Reminders on Presenting:

<http://www.aresearchguide.com/3tips.html>

- Prepare, Prepare, Prepare, Practice, Practice, Practice
- Know your material
- Be prepared to present your material without reading your slides
- Be aware of body language
- Speak with conviction
- Maintain eye contact with the class
- Humor can help
- Engage your audience

Remember, HOW you present is as important, for this exercise, as WHAT you present. Do you think you should get a passing grade if your audience falls asleep?