



*Learning Outcome: Service learners will be able to deliver a professional presentation.*

Now that your community service hours are coming to an end, it's time to start preparing for your presentation. This assignment is an opportunity to practice your public speaking and presentation skills in front of a small audience while presenting on a topic that you know very well – what your VIP-CSL experience consisted of. In each one-hour presentation session, there will be one facilitator and up to seven students. After each presentation there will be a short Q&A session. There is no make-up assignment for the presentation.

### Instructions

1. Visit the Blackboard website → Presentation module and review the following;
  - a. STAR Interview Answer (submit at your final presentation)
  - b. Presentation Skills PowerPoint
  - c. Presentation Skills Supplemental Materials
  - d. Presentation Evaluation Form (this explains how you will be evaluated)
2. Review the materials and prepare a presentation according to the 'Guidelines' and 'Content Requirements' outlined below.
3. **Sign up online** for a presentation time slot. Sign up early and don't miss your session.
4. Prepare a question to ask a fellow student and bring it to the presentation session.
5. Arrive at your presentation session 5-10 minutes early and ready to present.

### Guidelines

1. All presentations must be **at least three minutes** and **no more than five minutes** in length. Practice to make sure your timing is accurate, and you are not over five minutes. You will not be given more than 5 minutes.
2. **Slides are required** for all presentations (e.g. Microsoft Power Point).
3. **Professional dress code** is required.
4. Presentation **sessions begin on-time**. The door will be locked once presentations begin and latecomers will not be permitted to present.
5. Every student must stay for the entire session, no one will be permitted to leave early.
6. All presentations will be evaluated by the facilitator – **a satisfactory or better evaluation is required** to complete the program. Any students that receive a less than satisfactory evaluation will be required to redo their presentation.

### Content Requirements

Ensure that your presentation and its accompanying PowerPoint slide show address all the following topics:

- **Introduce Yourself:** Include your name, year of study, program, and career goals.
- **Introduce Placement Organization:** Briefly, who are they, what do they do, and who do they serve?
- **Describe VIP-CSL Role:** What were you assigned to do? Who did you interact with? How did your role fit in to the greater purpose of the organization?
- **Motivation:** How does this experience fit into your career goals?
- **Skill Development:** What skills did you acquire or develop from the work you did in your placement?
- **STAR Interview Answer:** Title this slide "STAR Interview Answer." You will be asked to answer one of three Behavioral Interview Questions that you have completed ahead of time (you practiced this technique at your group reflection meeting).
- **Future Plans:** Will you continue to stay involved with the organization? What are your future plans for community involvement?

Be sure to illustrate your points with **examples, stories, and anecdotes** from your VIP-CSL experience!

## Question & Answer Period

At the end of each presentation there will be time for Questions & Answers. The presenter will first be asked a question by a fellow student. **Each student must come prepared with one question ready to ask to a fellow student.** The **facilitator will also be asking each presenter one or two questions.** The questions you may be asked by the facilitator include, but are not limited to, the following:

- How did your role contribute to the goals (or mission) of the organization?
- What did you learn about yourself through this placement? How might it apply to other situations and environments?
- What was the most positive thing that happened during your placement? What did you learn from it?
- What was most difficult situation you encountered? How did you overcome it? What did you learn?
- Have your feelings about the organization (or the work it does) changed as a result of your time with them? If so, how?
- If you could recommend one change to the leader of the organization, what would it be? Why?
- How much does the organization rely on volunteers to accomplish their goals? How would the organization, its employees, and the people it serves be affected if they did not have volunteers?
- Did you accomplish all three of your learning objectives? Why or why not?
- Has your experience helped you to clarify or confirm any career goals? Please explain.
- How will your VIP-CSL experience benefit you in the next role you take on in an organization?
- Overall, how did your placement contribute to your skill development?

If any other students have questions for you, they will be provided with an opportunity to ask them after you've answered the facilitator's questions.

## PowerPoint Notes & Tips

- You can bring your presentation on flash drive/memory stick, or CD.
- You may also retrieve it from web-based e-mail if necessary.
- The room is equipped with a PC and screen.
- Bring a few paper copies of your presentation (printed as handouts), as a back up just in case you experience difficulties retrieving your file or viewing it on the projector.
- Your slides are only to guide your presentation material and therefore it should only contain highlights or brief points – as the presenter, you can expand on details verbally.
- Enhance your presentation with additional visual aids (pictures, samples, brochures, etc.).

**Use this checklist to ensure that your PowerPoint is in good shape for your presentation:**

- ☐ My first slide is a title slide
- ☐ My second slide is outlining the agenda of my presentation
- ☐ There are no paragraphs or long sentences on any of my slides – my slides consist only of brief points to guide what I will talk about
- ☐ I have used size 28 or larger font throughout my presentation
- ☐ My text is easy to read and contrasts with the background
- ☐ The visual aids (pictures, video) I included relate to my presentation material
- ☐ I have practiced, and I am not longer than 5 minutes

## Evaluation

The facilitator will evaluate each presentation in the following categories; Introduction, Body, Conclusion, Question Period, Visual Aids, Delivery Technique, Time Management and Level of Preparation. Please review the Presentation Evaluation form for more detailed information. Each overall presentation will be given a rating of; Needs Work, Satisfactory, Good, or Very Good. An overall evaluation of "Satisfactory" or better is required to complete this experience. Any presentation that receives an overall evaluation of "Needs Work" will need to be redone.