Student Supports and Services
PowerPoint Project
Presentation Delivery time: 10 minutes

OVERVIEW:

Students will research Centennial College's student supports and services in a group and then prepare a PowerPoint file for submission to the dropbox (topic will be chosen by each group). Working in a group, students will combine their individual slides into one PowerPoint presentation that they will present to the class (groups members chosen by the students).

TASKS:

1. **Part 1:**
    - Student groups are formed. Each group must email their professor to confirm their desired topic (ex. "My group consists of Person A, Person B, and Person C and Person D. We would like to be assigned the topic of Group 2"). For more information on group topics, please review the table below.
    - Once each student has chosen a program, support or service area to research they will gather information about this area of the College using both primary and secondary research methods.
        i. Primary research may include: an interview with someone who works in this area, either in person or on the phone; a personal experience of using this service; or a discussion with others who have used the service.
        ii. Secondary research may include: using the Internet to read about the service; gathering pamphlets from the service office; gathering news articles.
    - **Research and Recommendation from each student must…**
        a) Fully describe the offerings of the service/support area,
        b) Describe the process students need to follow in order to access this service,
        c) Explain how this service/support aids in student success, and
        d) Give one recommendation for improvement.

        Students will need to keep track of all sources of information so as to list them in the PowerPoint slides (notes pages and on a final slide entitled "References").

2. **Part 2:**
    - Creates 10 PowerPoint slides (minimum) showcasing their research findings, discussing how this service supports student success, and offering recommendations for service improvements.
    - Include a presentation footer with their first and last name.
    - Use the notes pages (speaker notes) for two purposes: i) to list their sources of information as hyperlinks in a References page at the end of the presentation (no in-text citations are required), and ii) to give additional details about the slide content/topic using in-text citations where applicable.
    - Apply a theme to the presentation.
    - Apply transitions to all slides (optional)
3. **Individual Student PowerPoint – Each student:**
    - Creates 2-3 PowerPoint slides (minimum) showcasing their research findings, discussing how this service supports student success, and offering recommendations for service improvements.
    - Include a presentation footer with their first and last name.
    - Use the notes pages (speaker notes) for two purposes: i) to list their sources of information using APA format, and ii) to give additional details about the slide content/topic using in-text citations where applicable.

- Apply a theme to the presentation.
- Apply transitions to all slides.

4. Individual Submission – Each student:
- Submit their individual presentations to the eCentennial drobox by the due date. ***Students who do not submit an individual presentation will NOT be permitted to participate in the Group project.*** The individual presentation is your part of the Group project so without it, you have not demonstrated individual accountability as a group member.

5. Groups of Students and Group PowerPoint – All Group members:
- Combine their individual PowerPoint presentations into one PowerPoint presentation.
- Participate in creating the final slide entitled "References" which compiles each group member's sources of information in APA format.
- Edit their group presentation to conform to good practices, proofread, check, add transitions, animations, background designs, etc.
- Ensure that assignment criteria has been met by checking their work against the rubric below.

6. Group Submission:
- Students submit their group PowerPoint file to the eCentennial dropbox by the due date.
- Students present their Slides to the class. Refer to "Presentation Tips" document.

7. Self and Peer Evaluation – Each student:
- Will evaluate their own performance and their peers' performance toward this group project (based on the criteria given below) and submit their evaluations within ONE day of presentation delivery. Professor will provide directions for submission method.

NOTE – Individual grades may vary: Students will be submitting their individual PowerPoint file as well as their group's PowerPoint file. The professor may reserve the right to determine if the individual student contribution is relatively equal to all other group member's contributions and assign grades accordingly, i.e., those that do not contribute or do not contribute in a manner that meets assignment requirements may receive a lower grade than other group members. Students' grades may also vary for the actual delivery of the presentation based on how well each student meets the presentation requirements (refer to the rubric).

LIST OF TOPIC CHOICES:

	Student 1	Student 2	Student 3	Student 4
Group 1	Academic Student Advising – School of Business	ACCEL (Accelerator for Entrepreneurs)	Study Areas for Students	Student Relations Office
Group 2	Safety and Security	Information Technology (IT) Help Desk	Enactus Centennial Student Club	Career Services & Co-operative Education Office
Group 3	Centre for Academic English – Individual Tutoring, Let's Talk Sessions	Library Resource Center (LRC) Services	Bursaries, Grants an Awards available to students	CCSAI – Student Association
Group 4	Centre for Academic English – COMM Course Workshops – Grammar and Spelling Workshops	Bookstore	Counselling – Personal and Crisis Intervention	Leadership Passport
Group 5	Global Experiences Office – Student Exchange Program	ARIS or ARIC (Applied Research)	Competitions for Students (e.g., OCMC, Vanier/BDC)	Athletics and Recreation – Sports teams
Group 6	Stackable Credentials – GNED Dept.	Housing Options (Residence)	Centre for Students with Disabilities	Athletics and Recreation – Gym and Spa
Group 7	Leadership Passport	Food Services on Campus – meal plan, etc.	International Centre – Advising Services	Articulation Agreements (for your program)
Group 8	Registrar Services – apply to graduate, order transcripts, etc.	CCSAI - Health Plan, Dental, Legal Services	Peer Mentoring	Signature Learning Experience (SLE)
Group 9	The Learning Centre (LRC) – Peer Tutoring and other services	Parking and Transportation	Alumni Association	Student Financial Services - financial aid, awards, and bursaries
Group 10	Child Care Centre	Work-study Program	Global Experiences Office - GCELEs	Prior Learning and Recognition Process (PLAR) and Transfer Credit Process (ONCAT Website)

SUBMITTING PEER AND SELF EVALUATIONS:

Every student **must evaluate each team member's performance**, as well as their own performance, toward the completion of this group assignment.

Your Professor will let you know the method you will use to submit your evaluations confidentially. If you do not submit a self and peer evaluation and peer evaluations for this project by the due date specified by your professor, you will be forfeiting 10 marks.

Self or Peer Evaluation for Group Number: _____ **Group Member's Name: _____**	Excellent 9-10	Good 7-8	Fair 5-6	Needs Work 0-4

Each member will evaluate their own performance and the performance of each of their group members on this project.
 	
Consider the member's demonstrated ability to meet the following five criteria the assign a grade between zero and 10. Give a brief explanation below as to why you graded the member the way you did.
 	
      o   communicate in a timely fashion
      o   contribute quality content
      o   collaborate in organizing and planning
      o   compromise on how things should be done
      o   continuous effort throughout the project
 	
You will receive a mark of zero for this portion of the project if you do not submit an evaluation form or if you submit an incomplete evaluation form.
	Include the reasons why you rating your team member the way you did.			

Sub-total Self-Peer Evaluation /10				

GRADING RUBRIC:

Criteria	Evaluation			
PowerPoint Slides – individual scores may vary	Excellent 5	Good 4	Fair 3	Needs Work 0-2
Content – • Key points are contained within the slides • Additional information is contained within the slide notes • Gives points about service/support area • Describes the offerings of the service/support area • Describes the process students need to follow in order to access this service • Explains how this service/support aids in student success. • Makes one recommendation for improvement	All Criteria met	One Criteria not met	Two Criteria not met	Three or more Criteria not met
Notes pages – • References are included in notes pages of specific slides indicating sources of information and in-text citations are used where applicable • Notes pages include a detailed explanation of the content presented in the slide and in the speech				
Layouts & Transition • Combined presentation uses at least THREE different slide layouts and the same transition is applied to all slides				
Theme/Background/Colours – • follows good practices – light text on dark background or dark text on light background, etc.				
Footer & References Page – • A footer on every slide that contains the names of presentation author • Full list of all references on a final slide(s)				
Images/Charts, Hyperlinks and Animation – • Includes at least one image that supports slide's content • Includes at least one chart or table created within PowerPoint • Animation used appropriately on at least TWO objects, ensure animation occurs "after previous" without having to click to activate • At least one hyperlink evident, ensure hyperlink does not display URL but rather is text with a link				
Professional Look – • Presentation maintains a consistent professional look throughout, with no awkward shifts in tone between slides • Not too much text or too little				
Spelling and Grammar – • Presentation and notes pages are free of spelling and grammatical errors				
Total /40				

Presentation Delivery – Individual scores may vary	Excellent 5	Good 4	Fair 3	Needs Work 0-2
Content Coverage • As listed in content for slides/notes				
Appropriately dressed – • No baseball caps, T-shirts with logos, groomed neatly				
Voice and Body language– • Volume is good (not too soft) for all group members • Not fidgeting, not with back to audience, group seems interested in what they are doing and saying				
Rehearsed/practiced – • Group works together, students remember what they have to say, not reading from slides or reading from notes (glancing at screen or notes is acceptable)				
Timing – • Delivery is within the allocated time limit +/- 1 minute				
Sub-total Delivery **/25**				
Self and Peer Evaluation	Excellent 9-10	Good 7-8	Fair 5-6	Needs Work 0-4

Evaluations - Each member will evaluate their own performance and the performance of each of their group members on this project.
 	
 Rate each member on a scale of 0 to 10 (as indicated). Provide a brief explanation of why you rated each team member the way you did.
 	
 Ratings are given based on each member's ability to:
 	
     a) communicate in a timely fashion
     b) cooperate with other members and meet deadlines
     c) contribute content and get their part done
     d) collaborate in helping put together the final PPT
     e) compromise on how things should be done
 	
 You will receive a mark of zero for this portion of the project if you do not submit an evaluation form or if you submit an incomplete evaluation form.				

Sub-total Self-Peer Evaluation **/10**				
Business Etiquette – Professional Audience Participation • Attended all presentations – did not leave early, did not arrive late, was not absent (unless documentation for absence is supplied), listened to presenters, showed interest in presentation content.	10 marks will be deducted for not attending the presentations of other groups – this is an opportunity to learn and to practice professional business behavior/etiquette.			
Total **/75**				