**Guidelines in the Report Presentation and**

**Zoom Meeting Ethics Essentials**

**Note**: The professor prepares the link for the zoom meetings. Only the students and the identified interpreter (if there is one assigned) are invited to the scheduled meetings. No other person shall use the meeting link provided to the class.

When attending zoom meeting, use this name coding – SURNAME, FIRST NAME (ENGLISH NAME) example: XUFEI, LI (LINO). Do **not** use phone or laptop name such as IPHONE9, VIVO45, etc.

1. **Preparation of the PowerPoint Presentation**
2. The presentation shall have between **20-30 slides** (Masteral) and **25-35** slides (Doctorate). This is very important. Strictly observe this.
3. Make sure to organize the thoughts or sequence of the report.
4. Prepare the report in English.
5. The first slide shall show the topic or title of the report and the name of the reporter, both the Chinese and English names.
6. The last slide shall show the references or materials e.g. websites, books, etc. that are used in getting the information.
7. VERY IMPORTANT:
   1. Use graphs and photos if possible and necessary.
   2. Make the presentation or appearance of the slides clear and formal.
   3. Each slide shall not have more than 100 words. DO NOT PUT LONG TEXTS.
8. The report shall be sent to the professor and classmates through Canvas.
9. **During the Actual Presentation**

The reporter shall present his/her material as scheduled unless moved to other date or time when circumstances warrant.

1. The student shall introduce himself or herself.
2. The report shall be presented in English. If needed, the reporter may speak Mandarin.
3. The class shall listen attentively to the report.
4. The reporter shall make sure that he or she is heard by the class.
5. As much as possible, the reporter shall turn his/her video on.
6. Other than the reporter, all shall turn off the microphone. They will be given time to ask questions.

If needed, chat box shall be used only when there are things that are not clear or needed to be expressed in writing. Do not chat if all persons in the meeting can hear and understand each other.

1. **After the Report Presentation**
2. The report shall terminate his/her report on time.
3. After the report, the members of the class are encouraged to ask questions, seek clarifications, or share experience or information related to the topic.
4. The reporter shall be ready for his/her answers.
5. The course professor may also ask, clarify, or share for the enrichment of the discussion.

When there is a succeeding reporter, he / she shall begin the presentation. The same guidelines shall be observed during and after the report presentation.

1. **Termination of the Zoom meeting**
2. When things are all settled, the professor shall terminate the zoom meeting.
3. Unless necessary, no one shall be left in the meeting room.
4. As a matter of courtesy, bid a goodbye when the zoom meeting is over.

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