

# **University of Toronto**

## **STA305/1004 H1S - Summer 2021 Design and Analysis of Experiments**

### **MINI PROJECT PRESENTATION INSTRUCTIONS**

#### **BEFORE THE PRESENTATION LECTURE:**

- Upload your Presentation Slides & Pre-recorded Video on Quercus by July 20th, 9:00am EDT. **Make sure you have included all the components required on the slides** and that the **video includes your group number and all your group members full names on the first frame/title page**.
- All members of the group do not have to appear on the video; it is your group's choice how you allocate duties for the video.

#### **DURING THE PRESENTATION LECTURE:**

- **All members of the group must attend the presentation lecture** on July 20<sup>th</sup> and 22<sup>nd</sup>. Members who do not attend will receive a mark of 0.
- Order of the presentations were randomly assigned – see the schedule posted on Quercus. Make sure you use the **correct group number as posted on the schedule**. Every group should have their videos ready on their computer to be played in order to save time.
- Each group has a **maximum of 3 minutes for their video**.
- **When it is your group's turn to present, do the following:**
  - Each group member should **turn on mic and camera**.
  - Each member should **state their full name** for attendance. Then everyone mute mic and camera.
  - One group member play the recorded video:
    - Have the video already opened in the application you want to play it in (Windows Media Player, QuickTime Player, etc.).
    - Click the **Share Screen** button on your Zoom control panel.
    - Select the video from the menu of options in the "Select a window or an application that you want to share" box. Click the "**Share computer sound**" and "**Optimize Screen Sharing for Video Clip**" check boxes in the bottom of the box. Then, click **Share**.
    - **Play the video in Full Screen mode on your application. Make sure it is on full volume.**
    - When the video ends, click the **Stop Share** button.
  - All group members turn on mic and camera.

- The instructor will ask 1 or 2 questions either to the entire group or randomly choose a student in the group for each question.
- Members of other groups are encouraged to ask questions and earn participation marks for doing so. If you want to ask a question, use the ***Raise your Hand*** reaction, then unmute when permitted. **State your group number** before you ask questions to earn marks. Please do not use the Chat box for questions.
- All students in the audience will use Slido to evaluate the group's presentation. (Do not evaluate your own group.)  
Print the Peer Evaluation Rubric sheet and refer to it so you can evaluate each group out of 4 marks.

### **TIPS:**

- If you are doing a traditional presentation (showing your face and going over the slides):  
Eye contact with audience, clarity, volume of voice, correct speed are all important
- If you are doing a non-traditional presentation (not going over the slides on the video):  
Consider to something more creative like an animated video, presenting your experiment and information in a unique way, include audience participation somehow or do something different
- This is a presentation so try your best to have a neutral background (or if that is not possible, use a virtual background) and have a presentable dress code.
- Be confident and have fun with the presentation!
- Don't try to include every single detail in the video if it exceeds the time limit. Focus on the main points and refer to the Presentation Evaluation Rubric to allocate your time accordingly.
- Try to anticipate what questions the instructor or audience members would ask and be prepared.

### **MINI PROJECT MARK:**

- The instructor will grade your group's presentation out of 30.
- Each student will evaluate your group's presentation out of 4. All of these evaluations will then be averaged and weighted for a mark out of 10.
- Your total presentation mark will be out of 40.
- Marks will be posted on Quercus.