Group Presentation Guidelines

1. Group Member “To Do” List:
2. **Meetings-**
   1. Group members should set up meetings to discuss the project (e.g., Who will be covering what section of the presentation; How to set up the presentation template, etc.).
   2. You will have opportunities to meet at the end of class. Time permitting you should try to meet outside of the classroom at least once.
3. **Research**-
   1. You will be receiving some articles on the topic. Everyone in the class will be receiving these articles so they can contribute to the class discussion and complete the WRRs.
   2. The group members will receive the articles ahead of time.
   3. You should do additional research (articles, videos, etc.) when designing your presentation. Include all references at the end of the slide deck.
4. **Creation of Deliverables and Delivery-** Each group member must contribute equally to the design/creation of the deliverables and to the delivery of the presentation in class.
5. Class Member “To Do” List:
6. Attend presentation and provide support and encouragement to presenters.
7. Ask questions during the Q&A.
8. Deliverables-
9. **Presentation slides**-
   1. Each group member designs 3-4 presentation slides.
   2. Slides should be **interesting** and **engaging** w/ graphics and minimal text.
   3. Each slide should contain annotations in the speaker notes section.
      1. The speaker notes should be comprehensive; may closely match what is communicated verbally during the live presentation.
   4. Each slide should be labeled with the author’s name.
   5. The slide deck must be made available to the Professor (before or right after the presentation).
10. **Live presentation**
    1. Each group member will deliver a 5-10 minute verbal presentation on their section (minimum 5 minutes per person).
    2. Group members will engage and involve the class (e.g., play a game like Kahoot, engage in a role-play or debate, show a short video, include discussion questions for the class).
11. **Q&A**
    1. After group members complete their presentation, they will take questions from the audience. Each member of the group must respond to at least 2 of the audience’s questions.
    2. The group members will **facilitate** the Q&A (i.e., soliciting questions from the class and responding to the questions).
12. What to include in the presentation (suggestions, not requirements)

* What happened? Describe the event.
* What is/are the technical explanation(s)/cause(s)?
* Non-technical-
  + Why did the event happen?
  + Consider non-technical issues discussed in class- e.g., human factors, economic issues, breakdown in communication, ethics, politics, time pressure, societal influence, cultural influence, public health and safety.
* Parties involved
  + Who was responsible?
  + Who/what should be blamed?
* Short- and long-term impact and repercussions
  + Impact on society, environment, economy, health and safety
  + Who was affected and why?; Outcomes- litigation
* Future implications and changes- what, if anything, changed afterwards? (Perception, Rules and regulations)
* Optional “Extras”
  + Can entertain questions like Was it preventable? Inevitable/Bound to happen? Engineers’ responsibilities? Ethical issues?
  + Can include questions for the audience/rest of class to answer
  + Can play brief videos in class, engage in role-play, take sides and debate/discuss, play online game like Kahoot or Jeopardy

Grading Criteria- (Total 50 points)

1. **Presentation Slides** (20 points)
   * 3-4 PowerPoint slides per group member (each slide has author’s name)
   * Content covered comprehensively; Sufficient detail provided
   * Slides have interesting graphics and minimal text
   * Speaker notes are detailed and comprehensive
   * Slides are well-written and informative
   * Technical and non-technical issues addressed
   * Complex information (including technical issues) presented in an understandable manner
   * Fun/creative/interesting components interspersed throughout the presentation (where feasible)
   * Equal distribution of work among group members; % of slides covered/amount of information contained in notes
2. **In class presentation** (25 points)
   * 5-10 minute presentation (for each group member)
   * Demonstrates knowledge of topic
   * Comprehensive coverage of material
   * Engages the class
   * Presentation skills
     + Speaking clearly
     + Speaks at a good pace
     + Not reading directly from notes
3. **Q&A** (5 points)
   * Respond to at least 2 questions from the audience
   * Strong responses
   * Note - Group members may respond to the same questions (as others in their group)

**Group members receive individual grades, but the grading is based in part on how well the group members work together.**