**BME 4950 Senior Projects I & ECE 4800 Senior Design I**

**Oral Proposal**

You will present your project proposal to the faculty and peers for their review and approval.

Your presentation should be approximately 8 minutes and you should expect to answer questions for approximately 10 minutes. A scoring rubric is shown on the

following pages of this document.

**Format:**

Your oral presentation should focus on presenting the actual design problem and your

proposed solution. You should include sufficient background to establish the significance and relevance of the project but be careful not to focus too much in this area. The primary goal of the presentation is to convince your audience that you have a design that is rational and that you have a reasonable and sufficiently detailed approach to solving the problem. All team members should participate in the presentation.

**Attire:**

Your attire should be consistent with giving a presentation to your employer or at a conference. Shorts and/or jeans are not appropriate.

**Media:**

You should use powerpoint (or a similar tool) to deliver your presentation. While professional

slides are expected do not overproduce the slides but rather focus on content and being

personally prepared.

**Scoring:**

Assessment of your peer’s work is required. While this task may be new to many students

please keep in mind that the objective is to provide **constructive and critical reviews** that will aid your peers. You will complete an evaluation of the PDR presentations for at least 3 teams. Failure to follow these instructions will result in a grade of zero. Your comments should

address at least the following: (1) Was the background and establishment of need sufficient?

(2) What was the strength of the design? (3) Was the description of the concept complete? (4)

What was missing or could have been improved in the design?

**Oral Presentation General Evaluation Rubric (Score indicated in parentheses.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Presentation** | Significantly  Deficient (1) | Needs Improvement (2) | Meets  Expectations (3) | Exceeds  Expectations (4) |
| Organization | Audience cannot  understand  presentation. There  is no sequence of  information. | Audience has  difficulty following  presentation.  Material is poorly  organized. | Presentation is in a  logical sequence  that the audience  can follow. | Presentation is in a  logical & interesting  sequence that is  easily followed. |
| Visuals | Used no visuals or  very poorly  designed slides. | Only occasional  used visuals that  support the  presentation. | Visuals generally  aid the  presentation. | Visuals strongly  reinforce  presentation topics. |
| Mechanics | Presentation had  many spelling  errors and/or  grammatical errors. | Presentation had  several  misspellings and/or  grammatical errors. | Presentation had  one or two  misspellings and/or  grammatical errors. | Presentation had  no misspellings or  grammatical errors. |
| **Project** |  |  |  |  |
| Establish  Need | Unclear as to the  need for this  design | Either doesn’t  cover enough  background or  places too much  weight on  background | Covers sufficient  background (but  not too much) and  significance. | Presents an  appropriate amount  of background.  Clearly establishes  the need of this  design |
| Analysis | Criteria are  unclear, conflicting  or nonexistent.  Multiple designs  are not discussed  or only mentioned  in passing | Criteria are present  but not well  supported or  defended. Multiple  designs are  discussed but not  critically examined | Criteria are clear  and reasonably  supported. Multiple  designs are  discussed in  sufficient detail | Criteria are clear  and strongly linked  to the design  needs. Multiple  designs were  clearly explored in  detail. |
| Proposed  Design | Design is unclear  or has very low  probability of  success based on  this presentation | Design is  presented but  significant issues  are not explained  satisfactorily. | Design is well  presented and  details sufficiently  discussed | Design is clearly  presented and all  aspects are  strongly defended  and discussed |
| **Presenters** |  |  |  |  |
| Delivery | mumbles and  speaks too softly. | Audience members  have difficulty  hearing  presentation. | voice is relatively  clear. | voice is clear and  confident. |
| Overall  Content  Knowledge | does not appear to  grasp the  information  presented. | clearly  uncomfortable with  the information  presented. | relatively at ease  with the content  presented. | displays a high  level of  understanding of  the subject  presented. |
| Response to  Questions | cannot answer  questions about  subject. | able to answer only  rudimentary  questions. | answers questions  but fails to  elaborate or  display depth. | answers questions  with explanations  that indicate depth  of understanding. |

**ECE4800/BME4950 SENIOR DESIGN/PROJECT I**

**PDR Oral Evaluation Form (Students: this form is for taking notes during the**

**presentation. Use the Excel worksheet, available in Blackboard, to submit scores.)**

Group & Presenter Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Initials: \_\_\_\_\_ (print)

Instructions: Answer each of the following questions with a number from 1 to 4, where 4 means “strongly agree” and where 1 means “strongly disagree”.

**Presentation**

\_\_\_\_\_\_\_ Organization - The presentation is well organized. It begins with a title slide, includes an outline and ends with a summary/conclusions. The presentation slides follow a logical thought progression, beginning with a design definition, followed by some design details and including design issues.

\_\_\_\_\_\_\_ Visuals - The presentation slides are well designed. They effectively illustrate the ideas being conveyed and hold the attention of the audience. They are not too complex or too trivial and use illustrations effectively and appropriately.

\_\_\_\_\_\_\_ Mechanics - The presentation had no misspellings or grammatical errors.

**Design**

\_\_\_\_\_\_\_ Establish Need - The project is clearly defined. An appropriate amount of background and significance is provided.

\_\_\_\_\_\_\_ Analysis - The project description is sufficient to assess the feasibility of the proposed solution. Multiple design approaches were considered.

\_\_\_\_\_\_\_ Proposed Design – The design is clearly presented. Critical issues associated with the design approach are clearly described and contingency plans are described to address practical uncertainties.

**Presenters**

\_\_\_\_\_\_\_ Delivery – The presenters introduced themselves. The speakers made eye contact with the audience, spoke clearly, chose effective words, and focused the attention of the audience when appropriate. The slides were *not* read.

\_\_\_\_\_\_\_ Overall Content Knowledge – The presenters displayed a high level of understanding of the subject presented.

\_\_\_\_\_\_\_ Response to Questions - The presenters answered questions effectively and clearly.

**Comments:**