

## Assessment Guidance for Interim Design Presentation

This document is intended for student groups to prepare for the interim design presentation for MECH of DESN2000 in 2023-T3.

<b>Assessment Type</b>	Group + Individual
<b>Presentation Date</b>	The interim design presentation is scheduled to occur during the <b>MECH workshop in Week 4</b> . Specific dates vary as per different workshop sessions. Please note that, due to a public holiday on Monday in Week 4, some presentations in certain workshop sessions may take place in Week 5.
<b>Sequence</b>	The presentation sequence is decided by random drawing, which will be coordinated by the demonstrator in charge.
<b>Due Date</b>	Despite the presentation sequence, all presentation slides must be submitted to the demonstrator in charge <b>before 21:00 on Sunday in Week 3</b> . For the sake of fairness, this deadline applies to all workshop sessions.
<b>Presentation Time</b>	Maximum of 15 minutes for presentation and 3 minutes for Q&A.
<b>Presentation Format</b>	Face-to-face presentation. Please prepare one presentation file in the format of your own choice (e.g., PPT) per group that all presenters contribute to.
<b>Assessment Weight:</b>	<p>This assessment counts 20% of your course grade.</p> <ul style="list-style-type: none"><li>• All group members will receive an equal group grade of up to 15% of the course grade. This group grade is determined based on a presentation's overall quality.</li><li>• Every group member must present in person to earn up to 5% of the course grade. The individual grade is determined based on each group member's presentation effectiveness.</li></ul>
<b>Marking:</b>	Your presentation will be marked by the demonstrator in charge within each workshop session.
<b>Penalties:</b>	<ul style="list-style-type: none"><li>• No individual grade for not presenting in person.</li><li>• No group grade for a group member who fails to contribute to the presentation preparation and design.</li></ul>

## **Presentation Content and Context:**

The interim design presentation is your opportunity to present the project progress made so far. You are suggested to cover the following aspects in your presentation:

- Interpretation of project brief (e.g., your choice of energy harvesting context)
- Formulation of design problem (i.e., functional requirements and design constraints)
- Investigation of preliminary design concepts (please note that you are not expected to arrive at a final design solution at this stage. But rather it is to explore and compare multiple preliminary design alternatives.)
- Work responsibilities and schedule for the rest of term
- Reflection of project management

Please note that the above is only a suggested structure, please feel free to add any additional content based on your own creativity!

## **Additional Instructions**

- -5% of max mark per day for late submissions as per course outline
- NO constraints on presentation software (e.g., PPT, PDF, Prezi)
- Attendance to the workshop in Week 4 (Week 5 in the scenario of public holiday in Week 4) is compulsory and each individual must arrive on time and be present to receive the individual grade.
- Due to time constraint, a presentation must not exceed 15 minutes. We must be strict on this, the demonstrators will have no choice but to cut off your presentation if it goes over time.
- Every group member must speak during their presentation to receive the individual grade. As much as possible, time should be distributed equally among all the group members. Please contact your demonstrator in advance if you cannot attend the presentation for special consideration.
- Groups not presenting must remain silent and listen to the presenting group during each presentation.
- Apart from the marking rubrics, additional marks may be deducted from the group presentation grade for failure to follow any of the above instructions.

Type	Rubrics	Weight	Full Mark		Zero Mark
Group Grade	Organization	2 Marks	<ul style="list-style-type: none"> <li>• Presentation is clear and logical. Listeners can easily follow a line of reasoning.</li> <li>• Consistently clear, concise, and well organized.</li> <li>• Points are easy to follow because of the organization.</li> <li>• Transitions between sections are smooth.</li> </ul>	↔	<ul style="list-style-type: none"> <li>• There are gaping holes in the logic - links between claims don't make sense</li> <li>• Often unclear and disorganized, rambled too much.</li> <li>• Presentation is confusing and difficult to follow.</li> <li>• Transitions between sections are awkward.</li> </ul>
	Content	6 Marks	<ul style="list-style-type: none"> <li>• Uniqueness: ideas are presented in a unique way</li> <li>• Originality: completely new content.</li> <li>• Interest level: very interesting contents</li> <li>• Wow factor: there are multiple shining points</li> <li>• Analysis/diagnosis: there are many in-depth analyses</li> </ul>	↔	<ul style="list-style-type: none"> <li>• Uniqueness: ideas presented in the most expectable way.</li> <li>• Originality: most content are copies of other's existing works.</li> <li>• Interest level: very boring and hardly draw people's attention</li> <li>• Wow factor: there is no surprise at all</li> <li>• Analysis/diagnosis: most analyses are superficial.</li> </ul>
	Team Efforts	2 Marks	<ul style="list-style-type: none"> <li>• Team is fully enthused and engaged.</li> <li>• All team members contribute roughly equally.</li> <li>• Team members achieve smooth transitions.</li> </ul>	↔	<ul style="list-style-type: none"> <li>• Team is poorly enthused and engaged.</li> <li>• Only few team members contribute to the presentation.</li> <li>• Transitions are awkward, time consuming, or destroy the flow of presentation.</li> </ul>
	Visual Aids	2 Marks	<ul style="list-style-type: none"> <li>• Media tools are used appropriately and effectively.</li> <li>• Aids are prepared in a professional manner.</li> <li>• Font is large enough to be seen by all.</li> <li>• Simple, clear, easy to read or interpret.</li> <li>• Well designed and coordinated with content.</li> </ul>	↔	<ul style="list-style-type: none"> <li>• No media tools are used at all.</li> <li>• Aids are so poorly prepared that they detract presentation.</li> <li>• Font is too small and too much information is included.</li> <li>• Too complex, crowded, difficult to read or interpret.</li> <li>• Poorly designed and coordinated with content.</li> </ul>
	Interaction with Audience	3 Marks	<ul style="list-style-type: none"> <li>• Interesting leading questions are prepared.</li> <li>• Team has a concrete plan for engaging the audience.</li> <li>• Team responds well to all questions.</li> </ul>	↔	<ul style="list-style-type: none"> <li>• No leading questions are prepared at all.</li> <li>• Team expresses no intention to engage the audience.</li> <li>• Team responds poorly to any question.</li> </ul>
Individual Grade	Delivery	5 Marks	<ul style="list-style-type: none"> <li>• Presenters speak clearly and distinctly throughout.</li> <li>• Presentation is a planned conversation, paced for audience understanding.</li> <li>• Presenters are confident, relaxed and focused.</li> <li>• Presenters have excellent gestures</li> <li>• Presentation adheres to all time limits</li> </ul>	↔	<ul style="list-style-type: none"> <li>• Presenters mumble and cannot be understood.</li> <li>• Presentation is far too long or far too short. More than one speaker is too fast or too slow.</li> <li>• Pace is rushed and uncomfortable for the audience.</li> <li>• Presenters are reading the slides or hand notes.</li> <li>• Presentation fails to adhere to time limits.</li> </ul>