Computer Applications

**Guidelines for PowerPoint Presentation Project**

This is a **GROUP** project.

* You will work in groups of 3 or 4 members self selected.
* Everyone in the group is expected to contribute to the project
* You must have an oral presentation to go along with the slides.
* You may choose one member to be the spokesperson or each member may speak.

**Presentation Guidelines:**

1. Topic Selection:

* The topic must be “factual” but not just a list of facts. This is not just entertainment
* The topic must be related to Computer Networking
* Select a topic that your group knows a little bit about and where to find information related to the topic
* Be sure that there is a specific point you wish to make with your presentation
* Keep your topic focused
* Everyone in the group must work on the same topic, not individual topics patched together.

1. Presentation Outline:

* Group Introductions
* Topic Introduction
* Topic Overview
* Topic Conclusion

1. Dress appropriately for the presentation—business casual is required and will be reviewed in class. This means:

* no hats
* no tee shirts
* no sweats
* no shorts
* no sneakers
* no distractions like gum chewing, giggling or anything else that detracts from the presentation

1. You will have 20 to 30 minutes for your presentation. Actual duration will be set in class . You will be asked to stop at the end of the time limit. No exceptions. Further, a presentation under 15 minutes is insufficient.
2. You must be ready to give your presentation on the day and time it is due. We will present in Group Number order.
3. During the presentations:

* All computers will be logged off
* All cell phones, pagers, etc: will be turned off
* Anyone doing anything other than paying attention to the presentations and filling out the presentation evaluation sheets will receive an automatic 0 for the presentation.

**Power Point Slide Guidelines:**

1. The project must be an original presentation. You may **NOT** use the Auto content presentations in PowerPoint for this project.
2. The Power Point presentation must have

* Title Page
* Group Member Names
* Date
* No Footer
* An Overview slide of what the presentation will cover
  + Use a footer for this page.
* Presentation Main Slides
* Title
* Text
* Footer to include the following information:
* Name of the slide author
* Date of the presentation
* Slide number
* Credits Page for all research references and/or photo credits

1. Use a single theme or color scheme for the entire slide show. Do not mix themes on your slides.
2. Be sure that the font is consistent and readable on all slides. ie: Do not put red text on a black or dark blue background.
3. Rather than give you a specific number of slides to prepare, I will let you choose the number. Keep in mind that you will have a maximum of 30 minutes for the presentation including the slides. However, a presentation that is less than 15 minutes is not acceptable.
4. For an effective presentation, you should include clip art, animation, videos, or scanned photos. Be sure you know how to incorporate those files into the slide.
5. We will have part of one day in class to get you all started. You should plan to meet outside of class to complete the project and to rehearse the presentation.
6. Be sure to have a handout available for me. Print out 3 slides to a page with lines so that I can critique your presentation during the presentation.
7. Finally:

* Plan
* Prepare
* Practice and Rehearse (out loud)

Note : These guidelines are based upon a handout created by Rita DiTrolio.

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| --- | --- | --- | --- | --- | --- | --- |
| Organization 5 points each | **1** | **2** | **3** | **4** | **5** | **6** |
| 1. Are all members of the group present? |  |  |  |  |  |  |
| 1. Is there a focus for the topic? |  |  |  |  |  |  |
| 1. Is the topic well developed? |  |  |  |  |  |  |
| 1. Is the oral presentation connected to the slides? |  |  |  |  |  |  |
| 1. Are the presenters able to expand on the information on the slides? |  |  |  |  |  |  |
| 1. Do the presenters address the presentation to the audience? |  |  |  |  |  |  |
| 1. Do the presenters speak clearly and without distractions, such as chewing gum or giggling? |  |  |  |  |  |  |
| 1. Does the presentation have a logical conclusion? |  |  |  |  |  |  |
| 1. Are references and photo credits cited where necessary? |  |  |  |  |  |  |
| 1. Free Points if you filled out this form. |  |  |  |  |  |  |
| **Presentation design 5 points each** |  |  |  |  |  |  |
| * 1. Is there a Title slide? |  |  |  |  |  |  |
| * 1. Does each slide have the required elements? (Title, text, footer) |  |  |  |  |  |  |
| * 1. Do the slides enhance the information being presented? |  |  |  |  |  |  |
| * 1. Are there appropriate photos, animations, graphics or other enhancements? |  |  |  |  |  |  |
| * 1. Do the special effects complement or distract from the presentation? |  |  |  |  |  |  |
| * 1. Are the slides easy to read and follow? |  |  |  |  |  |  |
| * 1. Are the slide transitions smooth and appropriate? |  |  |  |  |  |  |
| * 1. Does each slide have a footer with the required information?   (Name, date, and slide number) |  |  |  |  |  |  |
| * 1. Are the slides free of grammar or spelling errors? |  |  |  |  |  |  |
| * 1. Is there a Credits slide? |  |  |  |  |  |  |

**Evaluation Checklist for PowerPoint Presentation**

**Grade scale: 0(low)--5(high) Group Group Group Group Group Group**

Comments: