

## **Final Presentation Guidelines and Grading**

**Group Size:** Groups may be 1 or 2 people.

**Time:** Groups have 7-8 min. (4-5 for individuals) for presentation and 2-4 min. for questions following the presentation. You will be given a 1 minute warning at 7 minutes and cut off at 8 minutes due to constraints of class size and presentation time.

**Individual Responsibility:** Group members should plan to share presentation responsibilities and field questions equally. Each group member should speak and present technical data.

**Points:** The presentation is worth a total of 10 points. Each category is worth the following: technical understanding = 3 points, presentation quality = 4 points, fielding questions = 3 points.

**Presentation:** The content and formatting of your presentation is open to your choice. For content, you should at least include an overview of your system, any innovations to the standard design, problems encountered and your solutions.

**Technical Understanding:** The group should have a solid technical understanding of the entire project. This will be demonstrated by each member explaining some technical concept and fielding questions.

**Presentation Quality:** Students are expected to give a quality presentation. The focus of this category is on the clarity, organization, preparedness and smoothness of oral presentation. The actions, words and dress (business casual) of the group should reflect professionalism at all times. Any criticisms should be followed by a well thought-out plan for improvement. You will not receive a good score if you do not come professionally dressed (business casual).

**Questions:** Your group will be asked questions following the presentation from the panel of TA's, guest professors or from the audience. The questions will be based on your presentation and there are no limitations placed on the questions. Each group member must field at least one question.

### **Scoring Criteria:**

#### ***Technical Understanding :( 3 pts.)***

- 3 pts = Clear technical comprehension and explanation of the project, both system overview/integration as well as sub-blocks.
- 2 pts = Understanding of the main idea; stumbles over a couple concepts.
- 1 pt = Totally lacks comprehension.

#### ***Presentation Quality: (4 pts.)***

- 4 pts = presentation is perfectly clear, organized, prepared, includes smooth transitions; all members in business casual dress, professional conduct
- 3 pts = Same as above, but lacks one or two elements.
- 2 pts = Some moments of clarity, but overall disorganized.
- 1 pt = Complete lack of preparation, disorganization is obvious, dress or presentation is non-professional.

#### ***Fielding Questions: (3 pts.)***

- 3 pts = Good comprehension of question, quick understanding of answer, clear explanation.
- 2 pts = Grasps main gist of question, answer in right direction.
- 1 pt = Total lack of listening skills, technical explanation is wrong.

