

Final Presentation Guidelines and Assessment

Written report (100 points)

1. Each person in the group is responsible for writing at least one section of the written report. If there are more students in the group than sections, then the students can collaborate on writing the remaining sections.
2. Parts of the written report: a) Title page (names, date, name of project) (5 points) b) Project goals (20 points) c) Procedure (action items) (20 points) d) Data and analysis (20 points) e) Conclusions and recommendations (10 points) f) Reflection of the project and working in a team (10 points)
3. (10 points) The report must be in paragraphs and complete sentences. Minimum 10pt font—Maximum 14pt font. Double spaced and 1inch margins. Graphs, pictures, and charts can be inserted to support written material, but need to be labeled.
4. (5 points) MLA citations of any references used. This includes any graphs, pictures, and charts not created by the student.

Verbal report (100 points)

1. (10 points) Each person in the group must present a portion of the verbal report.
2. The format of the presentation needs to be professional and something they would present to a supervisor or manager. They can choose the format, but it is recommended to use Powerpoint or some kind of presentation software (ie: Prezi). If computers and Powerpoint are not easily accessible for all students, students can use flip charts and poster boards.
3. Professional dress is also recommended for the presentation. A discussion with the groups before their presentations about professional dress may be needed.
4. Parts of the verbal report: a) Project goals (20 points) b) What data was collected and how it was collected? (20 points) c) Analysis of data (20 points) d) Conclusions and recommendations (10 points) e) What did you learn from working in a group? (10 points)
5. (5 points) Presentation needs to be a minimum of 15 minutes and a maximum of 20 minutes.
6. (5 points) Did the presentation format enhance information being told by the group and clarify the project goals?