

**General Biology: Plants and People**  
**Spring 2007**  
**Interdisciplinary Research: The Relationship of Plants and People**  
**40 points**  
**Instructions for Preparing a Presentation**

**Calendar of Deadlines:**

March 22: Instructor will return topics, with or without approval

March 29: Deadline for Submission of Revised Topic and References (if original submission not approved)

April 19 or 20: Presentation to Class (40 points)

\* To resubmit, provide two paper copies of a target diagram, and nothing more, unless you are asked to provide a revised reference list. If your topic is already approved, do not submit another target diagram.

**Instructions**

Your presentation will be evaluated on how well you followed the guidelines. The evaluation form can be found on the next page.

**Guidelines for Presentations:**

- See the form on the next page for details about the components of your evaluation
- Prepare a Powerpoint presentation and save it to a USB drive (most preferred), a CD-R, or to your designated Rowan "H:\Drive" (less preferred). You can also e-mail the presentation to yourself, as an attachment (least preferred). See the evaluation form for details about the components of the presentation.

Tip: Don't use a bright background color (it's distracting).

Tip: Print one slide that includes type and tape it to a wall. If you can't easily read the type from 10 feet, neither can your audience! (Choose an appropriate font size.)

Tip: Don't overload your slides with text. Use short phrases and concise language in slides.

Tip: Plan for about 1-2 slides per minute.

If you need a brief training session on how to use Powerpoint software, see the instructor.

Computers in the classroom are available anytime classes are not in session and the building is open.

There is also a computer room on the first floor of the Science Building

- The time should be 6-8 minutes, strictly enforced. Practice your presentation beforehand to make it "air tight", so that you don't finish in 5 minutes or get cutoff after 8 minutes.
- Plan it out, and stick to your plan. Don't get sidetracked; there's no time for this.
- Try to maintain a steady, moderate pace during the presentation, and maintain eye contact with the audience. You may use note cards if you like, but do not "read" your presentation (otherwise you are not making eye contact).
- Try to start and end strongly. The audience will remember less of what happens in the middle, anyway. A rule of thumb is: say what you will say, say it, then say what you said. Translation: be sure to first give a brief overview, and at the end state your conclusions or the general significance.
- Attendance during all presentations is expected, and part of the points for the assignment.
- Participation in questions after presentations is expected, and part of the points for the assignment.

## Evaluation of Presentation

Name: \_\_\_\_\_

Total Score (of 40 points): \_\_\_\_\_

**Information in Presentation (5):** \_\_\_\_\_

Is the information presented accurate and complete?

**Organization of Presentation (5):** \_\_\_\_\_

Is there a concise, informative title?

Is there an identifiable introduction?

Are the objectives clearly stated?

Are the objectives addressed?

Is there an identifiable conclusion?

Is the flow of information smooth or choppy?

**Mechanics of Presentation --- pace, volume, tone and eye contact (5):** \_\_\_\_\_

**Length of Presentation (5) - neither too short or too long** \_\_\_\_\_

**Powerpoint Presentation (10):** \_\_\_\_\_

Have you successfully saved your presentation to a CD-R, a USB drive, or your H:\drive?

Are the font and background appropriate?

Is your conceptual diagram included?

Is the amount of text appropriate? Too much? Too little?

Is a concise, informative title included?

Is a summary (or conclusions) slide included?

Are supporting images included?

Are there about 5-10 slides? (A few more is acceptable)

**Participation in Asking Questions (10):** \_\_\_\_\_

**Attendance During All Presentations (10 point deduction):** \_\_\_\_\_

There is no partial credit for this component

**Recommendations:**