

Oral Presentation Checklist/Additional Information

BE SURE THAT YOU HAVE COMPLETED ITEMS 1 THROUGH 6 BELOW

1. Brief outline / summary of presentation
 - a. enough copies for classmates (Generally 30) & Dr. Leitzel
 - b. includes listing of key references
 - c. may include multiple choice questions on handouts (not required).
2. Three multiple-choice questions, with four response options e-mailed to Dr. Leitzel prior to date of presentation (1 pt. deduction from grade for failing to e-mail appropriate questions)
 - a. questions should be based on material included in presentation
 - b. “distracter options” should be plausible, minimally something that was mentioned in presentation
3. Rehearsed presentation and it is between 10 and 15 minutes. Probably best to shoot for closer to 15, due to tendency to sometimes talk a bit faster when presenting in class.
4. At least one information source is from a psychology (or related field) professional journal (1 pt. deduction from grade for failing to discuss and cite journal source)
5. Appropriate visual aids obtained/constructed (may be PowerPoint, though not required)
6. Any visual aids utilized will be visible by entire class – if you decide to make a poster, be sure that whatever information you include is large enough to be visible. Rather than a poster, I suggest a couple of overhead transparencies.

Ways to earn a high grade on this assignment

- clearly convey mastery of the topic
- smooth presentation style (attained through rehearsing the presentation)
- give some thought to likely questions that might arise and how you might respond to them
- time of presentation is between 10 and 15 minutes

Ways to earn a poor grade on this assignment

- convey the impression that it is your first time reading your material
- make clear that you have no idea what you are talking about
- use information exclusively or almost exclusively from web-sites
- not reaching 10 minute mark, every minute under 10 = 10% deduction
- put together a lengthy PowerPoint presentation and have your presentation consist of reading word for word what is on the slides

Both partners are responsible for understanding and being able to respond to questions on any of the substance of the presentation.

If you do make a PowerPoint presentation, please either bring it on a key drive or store it on your network space (network space-not applicable for an off campus class).

If your partner is not returning your calls, e-mails, etc. and/or is not carrying their share of the work load, and you have attempted to resolve the situation, you should talk with me about it.

I do reserve the right to give separate grades in the rare situation where it is obvious that one person did most or all of the work or there are obvious differences in level of preparation between the two students.