

Sample Outline for Presentation

1. Introduction: An interesting and captivating opening sentence followed by
 - a. Project Description.
 - b. Why you chose this project.
 - c. Your goals for this project.
2. Project
 - a. Planning: Describe the plan for your project. Describe what you did to accomplish each step.
 - b. If your project changed, discuss these changes and why they were made.
 - c. Who was your field expert, what was his/her qualifications, and how did your expert help you?
 - d. Did anyone else help you? Explain
 - e. What problems did you encounter and how did you resolve them? What did you learn from them? (*This section can help you prove that your project was a "learning stretch".*)
 - f. What worked better than you hoped?
 - g. What, if anything, disappointed you? What would you do differently? Why?
3. Assessment
 - a. Present the Product Standards that you and your mentor created.
 - b. At what level of quality did you meet EACH of these standards?
 - c. How did your self evaluation of your product compare with that of your mentor's evaluation? Compare and contrast
 - d. *presentation. It would be wise to include a slide Learning (Learning should be addressed throughout the or two addressing learning)*
 - What specific skills did you learn from the project? (*show examples of your learning to "prove it." Your examples should show a progression of skill achievement*)
 - What specific work habits did you develop? Give examples.
 - How will these skills be useful/applicable now and in the future? Give examples.
 - e. Research: Discuss your research and what you learned from it. Give specific examples.
 - f. Documentation: Discuss your method for documenting project.
 - g. Research: Discuss the various forms of research you carried out.
 - h. Present other Project Specific Standards not covered above.
 - These include Career Plan in for Career Exploration projects; Product Evaluation for Design projects; Publicity and Efficiency for Event / Activities projects; focus, procedure, thinking / problem solving and objectivity for Investigation project; Focus, Research, Writing and Learning for Research project.
4. Conclusion
 - a. Summarize your overall experience with the project.
 - b. What was your unexpected learning?
 - c. Interesting, definitive concluding sentence.

Presentation Guidelines

Overview:

- To qualify for the public presentation, the student must complete a notebook interview and make a successful practice presentation.
- Required presentation is 15 minutes plus 5 minutes question and answer period.
- You will present to a panel of staff, community members and classmates.
- Graded in two areas: presentation skills and knowledge of project and subject matter
- Your presentation will be scored using the presentation rubric and your product assessment.
- Be on time for your public presentation.
- Bring your project notebook plus a second file to include sections 1,2 & 4 from your project notebook.
- You must receive “meets standard” or “exceeds standards” scores from your panel in order to pass. A student who receives “below standard” scores must attend a conference with the Senior Project advisor, and school administrator, and if possible, the field expert to determine whether the student met the course requirements.

Remember:

- This is a professional occasion--dress accordingly.
- Be organized.
- Use *detail and specific examples* in your explanations of what you did.
- Be concise without leaving anything out.
- Be prepared--have your presentation practiced and polished.
- Be prepared to answer questions.
- Finally--your project is quite an accomplishment-- be proud of it!
- Your minimum PowerPoint font should be 40pt.

Panel Evaluation Format

Part 1: 5minutes - **Review student work.** Panel reviews student work presented in the evaluation notebook. The purpose is for the panel to become familiar with the scope of the student's project.

Part 2: 15 minutes - **Presentation.** Panel listens to the student make a 20 minute presentation on his or her project.

Part 3: 5 minutes - **Questions and Answers / Panel completes score sheets.** Panel asks questions of the presenter. The purpose of this time is to probe the student's knowledge of the subject matter of the presentation, and to engage the student in a dialogue about his or her project.