CSCI-471 Professional Communications

Team Presentation

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Topic Email</td>
<td>Mon. Feb. 19</td>
</tr>
<tr>
<td>Draft Materials</td>
<td>Wed. Feb. 28</td>
</tr>
<tr>
<td>Presentations Start</td>
<td>Fri. March 02</td>
</tr>
<tr>
<td>Presentation End</td>
<td>Fri. March 09</td>
</tr>
<tr>
<td>Group Evaluations</td>
<td>Fri. March 09</td>
</tr>
</tbody>
</table>

1 The Assignment

This assignment will give you experience with working as a team to prepare and present a technical talk, as well as experience with critiquing other technical talks, in a friendly setting. The major goal of this assignment is to create and present to the rest of the class a cohesive team presentation on a technical topic.

Since many of your activities as a professional will be carried out as part of a team, it is not unreasonable to expect that many of your professional presentations will also be a team effort. There is a strong need for the material in a presentation to be logically organized, explained, and illustrated so that the audience can learn something from your presentation. However, when a presentation must be a team effort, additional time and planning is necessary so that ideas can be communicated and a consensus can be reached. More effort is needed to assign tasks, coordinate activities, and develop the final presentation for a team effort than for an individual effort.

1.1 Topics

Your group will be presenting on a piece of software that is at least semi-relevant to your profession (i.e. probably not a game). You do not need to describe the entire program; little known but useful features of editors, shells, and other utilities are appropriate for this assignment. The audience for this presentation will be your peers in this class, so you should choose something that would be interesting/useful for you, and something you'd like to hear about.

In addition to the time spent gathering information about the software and preparing the presentation, you will have to allocate time to meet with your team to develop and organize your presentation. When your team decides to have a meeting, try to create an agenda ahead of time, and keep notes during the meeting to keep track of important ideas. There is no official draft review of this assignment, however it is expected that individuals will review their plans and material with the other members of their team and
offer constructive suggestions. It is also permissible for a team to help another team, for example, by providing technical assistance.

Your team should strive to develop a common “framework” and approach so that each member can contribute their part seamlessly. The final presentation should be well-organized and cohesive; i.e., it should not look like a series of individual presentations strung together. Some class time might be set aside for teams to meet, discuss, and work on their presentation, but you should plan on meeting primarily as a team outside of class.

1.2 Scheduling and Approval

On or before the Presentation Topic Email due date one person on each team will be required to send me (paw@cs.rit.edu) an email with:

- The name and email ID for all members of the team
- a brief (1-2 sentence) description of at least two proposed topics, in ranked order
- time slot preference

Title your email:

ProComm group presentation Topic

No group will be permitted to speak on a topic that has not been approved.

As a general rule, only one team may speak on a given topic, although some exceptions may be made. Your team’s day and time slot must be requested by email and will be approved on a first-come first-served basis. To speed up this process, and eliminate the back and forth of multiple emails, your email must include the ranked order of at least two topics and your time slot preference should be provided in general terms (something like: earliest possible date, early the 2nd week, latest possible date, etc.) Topics and time slots will be posted on my course web-page when approved and will be updated frequently. You are encouraged to view this schedule before submitting your request.

The topic email is due by the Presentation Topic Email due date, Those who have not emailed by midnight will begin losing points at a rate of 10% a day.

1.3 Draft Materials

On the Draft Materials due date you will be expected to arrive in class with a draft outline of your teams presentation. This draft should be in outline form with a list of major sections of the talk, sub-sections with major points inside each section, and then a short 1-2 line explanation of what you plan on talking about for the major points. Included in the outline you can specify if you are going to demo the product, with specifics about the features you plan on going through and a 1-2 line explanation of what you plan to say about each feature.
Make sure to include all the team members' names, the assignment name, the date, and the course-section number at the top of the first page.

1.4 Content and Format

Target your presentation to last 20-23 minutes, including question/answer time, with each member of your team speaking an approximately equal amount of time. Team members must coordinate their efforts and develop strategies in the event that something unusual happens (for example, the projector fails, a computer connection cannot be established, etc). You should also coordinate the transitions between speakers in your team so that the result is smooth and logical. Allow three minutes for questions and answers, but be prepared to talk about something else if there are no questions.

You will have access to the white board in the classroom, if you should need it. Your team may distribute handouts to the class, but handouts are not required. Include whatever visual aids you think are desirable (e.g., outlines, diagrams, screen shots, examples, etc.).

It is expected that the bulk of your presentation will consist of material that your team produces itself. In some cases, you may wish to show or distribute material that comes from other sources. That’s fine, but make sure you properly acknowledge all sources. While some examples developed by others will be acceptable, you should strive to develop your own examples as well. A brief demonstration (not longer than 5 minutes) may also be included as part of your presentation.

If you would like me to copy handouts for you, you must give them to me at least 48 hours before you’re scheduled to talk. Along with your handouts, include a message (in the body of an email message or in a separate document) that formalizes your request and includes any specific copying instructions (for example, single-sided, double-sided, stapled, etc.). You may either give this request directly to me or send it to me as an email message, with the item you would like copied attached.

When it’s your team’s turn to present, take a moment to organize yourselves. Consider whether you need to adjust the lights or arrange anything else in the classroom. Arrange ahead of time roles for individuals so that initial set up and the distribution of materials is done efficiently. Factor in time to set up and take down equipment. Finally, make sure you begin your presentation by formally introducing each member of your team!

1.5 Electronic Copy of the Presentation Materials

Each group must get me an electronic copy of their presentation materials, in pdf form, within 24-hours of giving their presentation. This should be emailed to me with the subject line:

                                   ProComm group presentation materials
Make sure to include the names of all group members in the email.

2 Evaluation

Each team will be critiqued by the rest of the class. The critique will cover both technical content and style. Half of your peer review grade for the course will be based on your critique of everyone else’s presentation, so you need to be there both mentally and physically. *Your attendance at all presentations is required!*

You should pick up a packet of evaluation forms at the start of every class where there is presentation. Fill in your name and the identifying information for the day’s presentations based on the class schedule. As each presentation proceeds, fill in parts of the evaluation form and then complete it shortly after the presentation is finished. The evaluation must be turned in at the conclusion of class and is not accepted after that.

3 Grading

Points will be to the components used for evaluation as follows. Note, you may lose points on the Overall assessment for the way you handled the topic/time slot approval process and the quality handling of the draft outline and electronic presentation materials.

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visuals and Handouts</td>
<td>10 points</td>
</tr>
<tr>
<td>Content</td>
<td>10 points</td>
</tr>
<tr>
<td>Organization</td>
<td>10 points</td>
</tr>
<tr>
<td>Group aspects</td>
<td>10 points</td>
</tr>
<tr>
<td>Overall assessment</td>
<td>30 points</td>
</tr>
<tr>
<td>Presentation style</td>
<td>20 points</td>
</tr>
<tr>
<td>Individual aspects</td>
<td>10 points</td>
</tr>
</tbody>
</table>

The top half of the table above will be used to derive a group grade. This part of your grade will be the same for each member of your group. The bottom elements will be based on your individual performance, and the evaluation of your teammates. Each group member must complete and submit a *Group Evaluation Form* after giving their presentation. Information from this evaluation form as well as instructor observation will be used to adjust the group grade for each individual, if needed. The group evaluations are due by the *Group evaluation due date*, and no late evaluations will be accepted after this date.