

Presentations

Assignment Guide for Instructors

Student presentations can be time consuming, but they have many benefits for students, including:

- developing leadership skills
- increased self-confidence and ability to articulate their ideas
- practice in planning, preparation and performance
- gaining technology skills required in the workplace

If you can't set aside enough in-class time for student presentations, students can record their presentations using Mediasite Desktop Recorder, or Zoom and share the link to their presentation with you through an assignment, or with the class through a Forum, Blog or Wiki.

The toolkit is intended to give students the tools and support they need to plan, design and produce a presentation. If you are assigning group presentations, the [Team Projects toolkit](#) contains useful resources including common group role descriptions, and team assessment tools.

LEARNING OUTCOMES

Connect the purpose of the presentation with your course level learning outcomes. Possible student learning outcomes for the project include:

- Create and deliver a presentation for [a specific purpose and audience].
- Communicate a clear and effective message.
- Develop an argument supported by information and evidence.
- Engage an audience with appropriate body language, tone, and rhetoric.
- Incorporate the elements of a successful team presentation, including introductions, transitions, and cohesion.
- Create slides that support and reinforce your spoken message.
- Visualize complex ideas using appropriate charts, tables and images.
- Ethically reuse media, based on knowledge of intellectual property and copyright.

LESSON OUTLINE

As with any project, it is important to give students enough time to learn techniques, practice new skills, and receive feedback on the content before finalizing their presentation. This general outline can be adapted to your own class and content.

Week 1

- Introduce the assignment, detail your expectations, and include a discussion of team expectations if appropriate.
- Introduce the toolkit and Planning Worksheet.
- Share your grading rubric with the students. See the rubrics for presentations in the toolkit or the rubric examples on the [IDS website](#).
- Provide students with examples/models from prior semesters and discuss the strengths of each. Some example exemplary presentation designs are included in the toolkit.
- Students choose their topic, define their presentation's purpose and begin researching content.
- Teams assign roles, tasks and due dates.

Week 2

DUE: 1) Presentation Proposal: Planning worksheet steps 1 and 2. 2) Submit team roles, tasks, and due dates.

- Familiarize students with where to locate appropriate supporting reference materials. Your librarian can help with this Week 3.
- Introduce [Lucidchart](#) for concept/visual mapping option.
- Students use Planning Worksheet to define their content and identify support references for the main points.
- Students work on step 4, outline or concept/visual map of content, including introduction.

Week 3

DUE: 1) Presentation Proposal: Planning worksheet steps 3 and 4.

Think out their visuals

- Students begin presentation design, identifying template, font styles and color schemes. We recommend PowerPoint, Canva or Google slides.
- Discuss ethical re-use of media. Refer to the *Statement on the Fair Use of Images for Teaching, Research and Study* by the Center for Media and Social Impact in the toolkit. Your librarian can also help with this.
- Students gather existing visuals and brainstorm design and color schemes for their poster. The PowerPoint templates and other links in the design guide can help them.
- Instruction on best practices for slide design. See toolkit design resources.
- Instruction on selecting appropriate type of chart/graphic for visualizing different types of data.

Week 4

DUE: 1) Presentation Proposal: Planning worksheet step 5. Team peer evaluations if appropriate

- Students create slides and needed visuals. See the Design Guide: Academic Posters toolkit for access to the software and how tos.
- For students recording their presentation, install Zoom or Mediasite and perform test recording.

Week 5

Due: Submit presentation draft

- Students practice presentation. If presenting as a team:
 - Determine who is doing the introduction, how team members will be introduced.
 - Determine and practice appropriate transition statements that tie the segments together.
 - Verify the timing
 - Get feedback from team members on presentation, phrasing, body language.
 - Polish overview and summary statements

Week 6

- Presentations
- Peer sharing and feedback on content, design and presentation.

Need additional Support with this project or toolkit? Contact us at IDS@csusm.edu



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