

## BIO 6430 Oral Presentation Evaluation Form

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Evaluator: \_\_\_\_\_

### Requirements for presentation

1. You must have visuals and PowerPoint is required. You will need to email a copy of the PowerPoint by the date specified prior to the presentation.
2. The presentation will last 24 to 26 minutes with 25 minutes being your target time.
3. Points will be deducted if the presentation is not presented on the date specified.
4. Description of topic and presentation.
  - a. You are expected to create a presentation about a topic relating to the field of biology, biochemistry, biophysics, biostatistics, or medicine. Your presentation should focus on the science of your topic.
  - b. If you have research you can present, that is ideal. It is recommended that you give a general overview of the topic, and then focus on a specific aspect of the topic.
  - c. The major issue in evaluation will be the degree to which the presentation reflects an understanding of the science. This is a master's level course, and thus an understanding greater than the undergraduate level will be expected. Reading from a script, note cards, or narrating your slides does not reflect the sort of understanding required. Being able to easily move through the presentation without use of notes indicates an understanding of the topic in question. Inability to pronounce words, poor organization and poor delivery indicative of a general lack of understanding.
  - d. It is not acceptable to present a list of symptoms and treatments for a disease. You are expected to convey information that allows for a greater understanding of the science of the topic you present.
  - e. If you do choose to use videos, they must be scientific in nature and appropriate in the context of the presentation. Videos may not be longer than 2 minutes each and may not comprise more than 4 minutes of the presentation if more than 1 is used.
  - f. Limit the history and background of the topic to 2 – 5 minutes.
  - g. It is strongly recommended that you focus on a topic that you are familiar with. Ideally the subject should be current and have relevance to modern biology and/or medicine.
  - h. Questions will be asked at the end of the presentation, so a thorough knowledge of the topic is important.

Note: Categories will be graded as follows: E = Excellent = 5, VG = Very Good = 4, G = Good = 3, F = Fair = 2, NI = Needs Much Improvement = 1.

Abstract (50 points = Sum of Scores x 2): 5 4 3 2 1

- *Includes presenter's name and appropriate acknowledgements*
- *Concise, informative, and well written*
- *Submitted in the proper format*
- *Correlates with Presentation*
- *Includes relative references*

Additional Comments:

Flyer (50 points = Sum of Scores x 2): 5 4 3 2 1

- *Title and supporting information presented in the appropriate manner with acceptable font size and contrast*
- *Submitted in the proper format*
- *Includes relative references and recognition*
- *Correlates with Presentation*
- *Posted with the appropriate presentation location, time, and date annotated*

Additional Comments:

## Presentation Organization (120 points):

- *Title Slide*
  - *Concisely conveys subject of the presentation*
  - *Properly annotates presenter, presenter's affiliation, and purpose of presentation*
- *Outline and/or Introduction Slide*
  - *Concisely illustrates the track of the presentation and gives audience an accurate path for the presentation to follow*
- *Content:*
  - *Appropriate coverage of background and/or history of the topic*
  - *Basic information relative to the topic that provides the needed basic working knowledge for the presentation*
  - *Well organized*
  - *Informative*
  - *Logical flow of information*
  - *Informative and descriptive titles, as required, on each slide*
  - *Figures are correct, current, and of an appropriate size for viewing*
  - *Tables are correct, current, and of an appropriate size to allow for ease of readability*
- *Summary and/or Conclusion Slide*
  - *Concisely reiterates information presented*
- *Questions Slide*

- Gives notice that presenter is open to questions
- Reference Slide
  - Correctly annotates references used
- Overall Quality of Slides
  - Legible
  - Font is appropriate size
  - Wording of slides is not crowded
  - Color contrast of font on slides is appropriate and appealing
  - Spelling has been checked and is correct

#### Conduct of Presentation (95 points):

- Delivery
  - Clear and concise without being inarticulate or hesitating
  - Thoughts are conveyed clearly without being incoherent
  - Audible with appropriate volume and inflection
  - Words pronounced correctly and practiced prior to presentation
  - Engages audience and presents topic at the appropriate level required
  - Appropriate hand gestures that aid presentation and draw viewer to key information and points
  - Use of pointers and/or laser is appropriate and does not distract from presentation

- Eye contact

*- Maintained in an appropriate manner during presentation*

*- Directs presentation to the audience*

*- Scans entire audience and does not focus on one location or person*

*- Does not read solely from slides*

*- Does not use notes or note cards*

- Transitions

*- Smooth initiation of presentation*

*- Smooth from topic to topic*

*- Smooth from slide to slide*

*- Smooth conclusion to presentation*

- Subject Knowledge

*- Depth of knowledge displayed through the conveyance of knowledge at the appropriate level with ease of understanding by the audience*

*- Explanations are appropriate and thorough*

*- Presentation flowed smoothly without the presenter getting lost in the information*

Effective use of Time (70 points):

*- Presentation is of the appropriate length*

*- A reduction of 5 points for every 1 minute faster or longer than the initial  $\pm 1$  from 25 minute time specified for the presentation*

## Video Usage (15 points):

- Videos
  - Appropriate Length
    - no longer than 2 minutes per video
  
    - no longer than 4 minutes if more than 1 video used in the presentation
  
  - Applicable and appropriate for presentation

## Overall Comments and Evaluation: