

Plaza College

IT142 PRESENTATION TECHNOLOGY AND TECHNIQUES

POWERPOINT PROJECT

ASSIGNMENT REQUIREMENTS AND EVALUATION PROCESS

PORTFOLIO COMPETENCIES: Oral Communication, Technological Expertise, Information Literacy and Positive Work Ethic

Oral:-Each student will orally present his/her work

Technological:-The presentation will demonstrate the level of technological expertise achieved in using PowerPoint software

Written:-Student demonstrates ability to format a reflection letter required by the portfolio and organize and convey ideas based on a set of questions.

Information Literacy- Student demonstrates appropriate APA citation

Positive Work Ethic: Student displays ability to work independently and in groups, displays a positive attitude towards others; meets the standards of **Professionalism Scoring Rubric**

DESCRIPTION AND ASSIGNMENT REQUIREMENTS:

1. The instructor will assign the topic which has been approved by the Curriculum Committee. All participating students will be divided into groups depending on the theme of the presentation. The group work will provide peer support while working on the outline, researching, and creating the presentation. Each student will select a unique aspect of the topic that works with the general theme.
2. Each student, individually, will create a 12-slide PowerPoint presentation on his/her topic under the group theme using the project guidelines.
3. Each student must have an agenda and a closing slide. The closing slide must summarize the main points of your part of the presentation. You may give the closing slide an appropriate name such as "Summary."
4. **Make sure you follow information literacy standards for citing information.**
5. Each student must design a reference slide and employ all APA guidelines for citing sources within the presentation.
6. All slides must have **slide numbers!**
7. Students will present their work in class where they will need to respond to two questions from the audience.

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8. Before the presentation begins, the presenter must give the evaluator a print-out of slides (6 slides per page)
9. The presenter must be in formal business attire. Men: must wear a collared shirt/tie and jacket. Women must wear a dress, skirt, or slacks (appropriate for a business office) and a blazer or suit jacket. Your level of professionalism will be assessed by the Portfolio Rubric.
10. **Students will be notified of the date when presentations will start. Students must be ready and in attendance for the first scheduled date of presentations. Students will be called upon randomly, and if you are not ready to present and your name is called, you will receive an automatic maximum “C” grade. The only exception to this is a pre-planned absence. Therefore, if you plan to be absent due to a personal emergency, you must notify the instructor prior to the class by phone or email. Upon your return, you must present documents that prove you had a personal emergency. Students who miss their presentation because they were not ready or were absent will be given an alternate date to present which could be during intersession at which time he or she will be evaluated. Every student must deliver a PowerPoint presentation in order to pass the course.**

REQUIREMENTS:

1. Each presentation has to contain slides with the following layouts:

1 Title Slide	10 Table
2 Title and Content (Agenda)	11 Summary (the closing slide)
3 Picture with Caption	12 The Reference Slide
4 Two Content (Text and Pictures)	
5 Object (chart, graphic, or diagram)	
6 Two Content Text	
7 Content with Caption	
8 Two Content (Pictures and Text)	
9 Smart Art Diagram or Organization Chart	
2. Each presentation has to incorporate the following techniques:
 1. Apply Design template (or Custom Background)
 2. Insert Clip Art
 3. Insert Slide number and your name on all slides (except the Title Slide)
 4. Insert Page numbers and your name on Handout Notes
 5. Insert a Hyperlink to the Website of your choice in relation to the topic of your presentation
 6. Apply slide transition
 7. Apply custom animation to text, clipart, diagrams, and charts, smart art in an appropriate amount.
 1. text
 2. objects

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SUBMISSION PROCESS

Process of submitting the Project includes the following steps:

1. Present the slide presentation-in class
 - a. **At the time of the presentation, present a printout of the presentation to the Portfolio Evaluator—Handouts (with the Student Name and Slide number in the Slide Footer—6 per page)**
 - b. **Send the presentation to your instructor via email**
2. Submission of the Portfolio Project package, which includes:
 - 2.1. Cover page for the project with the Name of the student, Name of the Instructor, Course Code and Title, Name of the Project
 - 2.2. Reflection Letter
 - 2.3. Printout of the Presentation each page (with the Student Name and Slide number in the Slide Footer)
 - 2.4. Reference table for the required items.

Example of the Reference Table

Slide Number	Slide Layout	Slide Transition	Custom Animation
1	Title slide	Specify which	Specify to what
2	Title and Content (Agenda)	Specify which	Specify to what
3	Object (chart, graphic, or diagram)	Specify which	Specify to what
4	Smart Art Diagram	Specify which	Specify to what
5	Two Content-Picture and Text	Specify which	Specify to what
6	Table	Specify which	Specify to what
7	Two Content-Text and Picture	Specify which	Specify to what
8	Picture with Caption	Specify which	Specify to what
9	Two Content Text	Specify which	Specify to what
10	Content with Caption	Specify which	Specify to what
11	Summary (the closing slide)	Specify which	Specify which
12	The Reference Slide	Specify which	Specify which