

Capstone Oral Presentation Assignment Guidelines & Rubric

Cheryl Houston, PhD

Logan University

Capstone Oral Presentation Assignment Guidelines & Rubric

All Logan University graduates are expected to demonstrate communication skills. More specifically, one of Logan University's institutional outcomes is that graduates will communicate meaningfully with different audiences through written and oral modes.

Purpose

The purpose of this assignment is help you demonstrate effective oral communication skills. You will be able to

- a. Demonstrate effective use of the mechanics of speech (posture, voice, diction);
- b. Use effective gestures of speech-giving; [video option]
- c. Select appropriate presentation aids specific to the capstone topic;
- d. Use effective strategies to manage speech anxiety; **NOTE:** you may find this video helpful:

Harvard Extension School (2013, February 27). *How to overcome fear of public speaking: 3 tips* [Video podcast]. Retrieved from https://www.youtube.com/watch?v=_3fz0eiBGvA

Assignment Guidelines

You will prepare a PowerPoint (PPT) presentation that represents the scope of the research topic selected and approved for the capstone research paper. Imagine that you are presenting your paper to an audience of your future peers in your chosen profession at a professional conference or meeting. You will prepare, record and deliver a **10-minute** presentation and submit it to the instructor.

The presentation should be organized according to the PPT template provided in the Week 13 and Week 14 modules. The use of graphics is required; be sure to cite and reference them properly. This assignment is worth 100 points; students should use the rubric located at the end of this document as a guide.

VIDEO OPTION (Preferred)

Step 1: Record your presentation

There's a wide variety of options for recording a video presentation. You can use some form of video capture software. See the suggestions below.

- *Screencast-O-Matic* is a free screen recording software that can be launched via browser. It will prompt for you to install the app and then you can record up to 15 minutes of screen capture and/or camera for free. You could record a PowerPoint, Prezi, Sway Presentation, etc.

ScreenCast-O-Matic Website: <http://screencast-o-matic.com/>

ScreenCast-O-Matic Tutorials: <http://help.screencast-o-matic.com/>

Sway: <https://sway.com/>

Prezi: <https://prezi.com/>

- *Office Mix* is a free plugin for PowerPoint 2013 or later, and is only available on PC. This add-on lets you take a current PowerPoint slide presentation and create engaging videos with voice-over and annotations.

Office Mix: <https://mix.office.com/en-us/Home>

Step 2: Export your video presentation

Depending on the presentation tool you choose, look for an option to export the video out of the software (.MOV, .M4V, MP4, etc.).

Step 3: Upload your video presentation to ARC (located on the course navigation tool bar in Canvas)

How do I access ARC?

<https://community.canvaslms.com/docs/DOC-9681-50736655690>

How do I upload media in an ARC account?

<https://community.canvaslms.com/docs/DOC-9671-50736467901>

Step 4: Post your video presentation to the assignment link

How do I submit Arc media as a file upload assignment as a student?

<https://community.canvaslms.com/docs/DOC-9656-50736655688>

For additional Arc Resources, search the Arc Guides:

<https://community.canvaslms.com/community/answers/guides/arc-guide>

NON-VIDEO OPTION

Step 1: Record your presentation

You have the option to simply create a slide show with narration using PowerPoint, which you will then upload into Canvas: <https://support.office.com/en-us/article/Record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-US&rs=en-US&ad=US>

How do I upload a PowerPoint slide show with narration to Canvas as an assignment?

<https://community.canvaslms.com/docs/DOC-10663-421254353>

The presentation is due **Day 3 (Wednesday) of Week 15 by 11:59 PM Central Time.**

In addition to posting the recorded presentation to the designated assignment drop box, each student should also submit the PPT slide set alone as a backup electronically to the instructor using the second designated assignment drop box. Label the PPT e-file

LASTNAME_CAPS_ORALPRES

Advice: Please manage your time well. Create and upload your presentation with plenty of time – anticipate problems and allow time to solve them. Expect technical difficulties and be pleasantly surprised if you don't have any! If you do run into technical difficulties, please contact AcademicTechnology@logan.edu – not the instructor. Someone should be available Monday through Friday from 8 AM – 5 PM Central Time. Remember that you have access to Canvas Support 24/7 – refer to the Help icon on the course navigation bar (left side of your screen when you are logged into Canvas. They can help you with uploading your presentation to Arc or Canvas.

This is the rubric by which the students will be evaluated for the Capstone Oral Presentation.

Student Name: _____

CATEGORY	Exemplary	Accomplished	Competent	Novice/Needs Improvement
Content - Accuracy	All content throughout the presentation is accurate. There are no factual errors. The socio-ecological model presented in the impact statement is applied without error. (20 points)	All content throughout the presentation is accurate. There are no factual errors. The socio-ecological model presented in the impact statement is applied with error in only one level. (17.5)	All content throughout the presentation is accurate. There are no factual errors. The socio-ecological model presented in the impact statement is applied with error in only two levels. (15)	Some content in the paper is inaccurate. (10)
Organization	Information is organized in a clear, logical way (e.g., like a	Most information is organized in a clear, logical way. One slide or piece	Some information is logically sequenced. An occasional slide or	There is no clear plan for the organization of information.

	funnel). It is easy to anticipate the next slide. (10 points)	of information seems out of place. (8.75)	piece of information seems out of place. (7.5)	(5)
Visual Aesthetic				
Background	Background does not detract from the text or graphics. Choice of the background is appropriate for a professional presentation. (10 points)	Background does not detract from the text or graphics. Choice of the back-ground could be better suited for a professional presentation. (8.75)	Background does not detract from the text or graphics. Choice of the background does is not suited for a professional presentation. (7.5)	Background makes it difficult to see the text or competes with other graphics on the page. (5)
Use of Graphics	All graphics are attractive (size and colors) and support the topic of the presentation. (10 points)	A few graphics are not attractive (size and color) or there are too few graphics, but all support the topic of the presentation. (8.75)	All graphics are attractive (size and color) but a few do not support the topic of the presentation. (7.5)	Several graphics are unattractive (size and color) AND detract from the content of the presentation. (5)
Text - Font Choice & Formatting	Font formats (color, bold, italic) have been carefully planned to enhance readability and content. (5 points)	Font formats have been carefully planned to enhance readability. (4.3)	Font formatting has been carefully planned to complement the content. It may be a little hard to read. (3.75)	Font formatting makes it very difficult to read the material. (2.5)
Spelling and Grammar	Presentation has no misspellings or grammatical errors. (10 points)	Presentation has 1-2 misspellings, but no grammatical errors. (8.75)	Presentation has 1-2 grammatical errors but no misspellings. (7.5)	Presentation has more than 2 grammatical and/or spelling errors. (5)
Adherence to APA style	Adhered to APA style requirements; ≤ 3 errors			

	YES (5 points)			NO (0 points)
Delivery	Student met all the following criteria: - spoke at a good rate, - spoke using good volume - spoke using excellent diction - spoke using good grammar. - Maintained eye-contact while using, but not reading their notes. - Appeared at ease. - Sounded knowledgeable about the subject matter. - Was within 1 minute of the 10-minute limit. (30 points)	Student met all but one of the following criteria: - spoke at a good rate, - spoke using good volume - spoke using excellent diction - spoke using good grammar. - Maintained eye-contact while using, but not reading their notes. - Appeared at ease. - Sounded knowledgeable about the subject matter. - Was within 1.5 minutes of the 10-minute limit. (26.25)	Student met all but two of the following criteria: - spoke at a good rate, - spoke using good volume - spoke using excellent diction - spoke using good grammar. - Maintained eye-contact while using, but not reading their notes. - Appeared at ease. - Sounded knowledgeable about the subject matter. - Was within 2 minutes of the 10-minute time limit. (22.5)	Student met all but three of the following criteria: - spoke at a good rate, - spoke using good volume - spoke using excellent diction - spoke using good grammar. - Maintained eye-contact while using, but not reading their notes. - Appeared at ease. - Sounded knowledgeable about the subject matter. - Presented 2.5 minutes or more than the 10-minute limit. (15)

Adapted from:

http://discover.education.purdue.edu/challenge/PBL/2002_2003/ENL_Progress/PPPrubric.htm
 and <http://teacher.scholastic.com/lessonplans/pdf/rubic.pdf>)