

Detailed Presentation Guidelines V 2.0

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Content Guidelines

1.1.	Content follows assignments guidelines
1.2.	Content is timely and relevant to the class
1.3	Presenter uses her own words to describe key terms
1.4	Reflects course objectives related to content area
1.5	APPLIES content to work setting work career goals
1.6	If content area is large it is sufficiently narrowed down for presentation
1.7	Smooth transition between content areas
1.8	Begin by telling a story or some activity that brings the audience together with a common experience
1.9	Include an introduction and summary—remember the introduction and conclusion stand alone

Scholarship

2.1	Uses course materials: text, reader, other supplemental materials appropriately
2.2	Supplements course materials with peer reviewed literature
2.3	Contains an introduction, conclusion and body which followed the paper presentation if applicable

Referencing

3.1	Follows APA format at all times—include references/citations on slides just as you do in a paper
3.2	References meet scholarly requirement (see guidelines)
3.2	Use references that are nursing literature only unless you have a very good reason to use something from another field.
3.3	Don't use references from other countries where the method of delivering health care is different than ours, unless you are trying to show the differences or that the problem you are describing is world-wide. Since we are the only industrialized country on the face of the earth that does not provide all citizens with health care coverage, there aren't any countries like us.
3.4	Do not use references like: RN, Nursing 2004, Nursing Times, they are not peer reviewed and are not considered scholarly. However they are very excellent magazines. You may find a terrific article you would like to use for an assignment. Look at the references used for the article, that does come from a peer reviewed magazine, and use that article for your paper
3.5	Last slides includes the references

Spoken Content

4.1	Never uses "it" or "they", refers specifically to content or people by name
4.2	Uses notes to support presentation doesn't read from the notes
4.3	A reference to a study should be stated as it is done in a paper, but the author(s) last name and year of publication. A study is not referred to as "they did some

research” or “in an article published in AJN”, use APA citation guidelines in spoken presentations
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Presented Content-Audio Visuals or slides

5.1	References that are direct quotes or statistics footnoted on the appropriate slide--final slides and other references are in APA format
5.2	All substantive content is referenced
5.3	Slides summarize spoken content
5.4	Presenter does not read from slides or overheads
5.5	Presenter does not turn to face the slides or toward the board in order to present content, presenter remains with eye contact on the audience
5.6	TIP: think about putting phrases such as “look up” in your notes, then you will be reminded to look at the audience

Audience Participation

6.1	Involves audience throughout presentation—beyond “Are there any questions?”
6.2	Initial activity peaks audience interest
6.3	Checks to see the audience understands content
6.4	Controls “talkers” appropriately
6.5	Able to get the audience to participate without having to call on someone
6.6	Gives the audience members time to answer a questions before answering for her... .patience
6.7	TIP: Put the audience presentation activities directly on your slides, then you won't forget. Consider starting with a question: -Think of a time when? - Use's King's questions (see below) as a starting point for thought provoking questions

Format

7.1	Maintains time limits
7.2	Spoken presentation and visuals are changed and synchronous method
7.3	Assumes no one in the room knows who you are or what you're talking about and clarifies specialized terms
7.4	No use of specialty jargon

Style

8.1	Voice: -volume is sufficient and theories throughout the presentation -no extraneous speech—no “umms” or “you knows”
8.2	Eye contact: looks at all of audience, turns had left to right to see everyone looks at slides and overheads a minimum amount of time
8.3	Always introduce yourself and your group members

Creativity

9.1	Audience involvement: - game show format - ask questions
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	<ul style="list-style-type: none"> - individual activities: think-pair-share, writing - free word association
9.2	<p>Presentation Style is unique:</p> <ul style="list-style-type: none"> -role play -debates -Demonstration: uses metaphors such as a recipe -Prepares interviews in the field ahead of time or some other production -uses a story format -present content use a character, dressing in costume

Graphics

10.1	<p>PowerPoint users:</p> <ul style="list-style-type: none"> - Use <i>notes view</i> with your narration - Print slide HANDOUTS only for class be sure that the name –not the slides -30 point or larger fonts - No more than seven lines with seven words for each line - Bold contrast between graphics and fonts and background -You might think about putting blank slides in your presentation to remind you to pause at specific times - Put slides in your presentation with descriptions of activities on them
10.2	<p>Do not over clutter your slides!</p> <ul style="list-style-type: none"> -No one needs sound effects unless they directly relate to the content -Use graphics sparingly -The background should be white or light colored
	<p>Finding the best art images on the web: Go to http://google.com, Click on “images” tab on the top Type in your search term and browse until you find a graphic you want Contact the site (I email the webmaster) for permission to use, be sure to tell them you are a student and using it for educational purposes, you can only use once you have permission To save the graphic to your computer: Put your mouse over the image Right click the mouse, a menu comes up From the menu, select, save target/picture as Select the location you want to save the image to—then you can easily find it later, often you will want to save in “My Pictures”, Name the file something meaningful to you. Click on save, then you can manipulate the file when you have obtained permission to use the image</p>
	<p>You can get incredible PowerPoint templates free all over the web. My favorite site is: http://presentersuniversity.com</p>

Guidelines for handouts

11.1	PowerPoint handouts are printed for the audience with name and page numbers; can just print the outline view if you like
11.2	Reference sheet is given to all class
11.3	All handouts should be on doubled sided paper, save trees
11.4	You can also consider giving hand outs to half the class and let them share
11.5	Provide the grading criteria sheet to the instruct and students, ask them all to rate you

Suggestion for Self Improvement

12.1	Audio or videotape yourself
12.2	Set goals for yourself to improve with each presentation-Rome wasn't built in the day each present each presentation is an opportunity for improvement ---
12.3	Volunteer to give presentations at your work or church

Control the room and yourself

13.1	Ask someone to keep time for you, and signal you when you have 1-2 minutes left
13.2	Look around the room, is it conducive to your presentation, don't hesitate to change the room arrangement
13.3	Do you have a back up plan if your file does not open, if everything goes wrong?

Group Guidelines

15.1	Group Roles defined and described verbally, on the handout or on a slide
15.2	Faculty given an outline of work load distribution, with specific of who did what portions of the preparation
15.3	Everyone participates in the presentation, in some way
15.4	Behavior during presentation: - Use correct posture, may sit to the side of the room -Decide what the rest of the team will be doing while each person is talking, maybe they should pull up a chair and site, at any rate they should look very interested
15.5	Content—smooth transitions between each member's presentation, next person is ready to go when each person finishes

Distance Students Synchronous Presentation Guidelines

16.1	Use appropriate format for presentation : - PowerPoint—ensure it is available for viewing -Document camera—check out ahead of time (If using a document camera, material may need to be on transparency/white background, or printed on a high quality printer with highest resolution possible)
16.2	If using a laptop or computer you appropriate media is brought to the classroom, which will require prior checking, CD, floppy, zip drive can be used in the studio where presentation is to be broadcast
16.3	Involves at least some of the audiences wherever they are
16.4	Prepares any necessary material well in advance of students needing it

Asynchronous Presentations

17.1	Have text and slide available and posted the day before they are due
17.2	The slides and other material open properly for all users
17.3	Remember to watch file size as students with a dial up modem connection will have a hard time with large files, all graphics should be in .jpg, not .tiff or .wmf
17.4	Specify how users should contact you if they experience trouble
17.5	You respond to their questions within 24 hours (if required by the assignment)
17.6	Scan all material for viruses, with a software program that has been recently updated. You get a zero if any users detect a virus on your material
17.7	As you lead the discussion you have: - specified how others can and should participate

Thought Provoking King's questions (1994):

Generic Terms Specific Thinking Skills Induced

What is a new example of...? Application

How could...be used to...? Application

What could happen if...? Prediction/hypothesizing

What are the complications of...? Analysis/inference

What are the strengths and weaknesses of...? Analysis/inference

What is...analogous to? Identification and creation of analogies and metaphors

What do we already know about...? Activation of prior knowledge

Explain why...? Analysis

Explain how...? Analysis

What is the meaning of ...? Analysis

Why is...important? Analysis of significance

What is the difference between ... and...? Comparison-contrast

How are...and...similar? Comparison-contrast

How does...apply to everyday life? Application to the real world

What is the counter argument to...? Rebuttal argument

What is the best...and why? Evaluation and provision of evidence

What are the possible solutions to the problem of...? Synthesis of ideas

Compare...and...with regard to... Comparison and contrast

What do you think of the causes...? Why? Analysis of relationship (cause-effect)

Do you agree or disagree with this statement...? Evaluation and provision of evidence

What evidence is there to support your answer? " "

How do you think...would see the issue of...? Taking other perspective