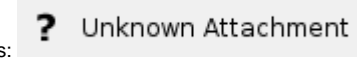# Final Presentation

Final Presentations

Final presentations should be a summary of all the work a team has completed during the semester. Every team member is expected to speak, and the presentations will be used to determine a portion of the final grade for subteam members.

Final Presentation Format & Guidelines

- Presentation time limit: 10 minutes for teams of 3 and less, 15 minutes for teams of 4 and more
- Upload your presentation by 11AM on the day of Final Presentations.
- Introduce your project briefly, **you already gave a symposium presentation so don't try to explain everything**
- Use **graphics**/photos/graphs to help explain concepts
- Explain final **deliverables** (this semester's experiments and their results, automated design program, etc)
- Here you can find some great information on how to give a effective, well thought out presentation
- Don't create **any** slides that are full of text. All slides must include images. Minimize written text.
- For the **Future Work slide**, discuss the work that wasn't able to be completed this semester
- For the **Future Tasks slide**, list the potential challenges that a new team should be explored
  If you are concerned about the final presentations, then please talk to your subteam leader. They have all given these presentations before, and should be very familiar with the format.

Grading

The final presentations will be graded on the following criteria:

- Are you using the template?
  - Template: Unknown Attachment or   Unknown Attachment
  - Guidelines: Unknown Attachment or   Unknown Attachment
- Are all team members speaking?
- Are good visuals being used?
- Are team members correctly explaining their research and findings? Are they knowledgeable about their subteam and what they've been working on all semester?
- Does the presentation show us final deliverables?

The final presentation is not meant to be another introduction to your team. You may spend a few minutes giving background information (i.e. you do not need to explain your experimental apparatus, as you have already done so in the teach-in), but the majority of the grade for final presentations is meant for your ability to convey your team's scientific findings in a clear and educated manner.

Please post your final presentation on your team presentations wiki page as a part of the Final Wiki Update assignment.

Presentation Grading Rubric

Category	Scoring Criteria	Possible Points	Actual Score
Organization (20 points)	Presents information in a logical sequence.	5	
	Includes the following in notes: • Figure captions • Citations where needed • Summaries of slides such that a future team member or client can read the notes and understand the presentation without having the team to explain it to them. • Mentions relevant Appendix Slides.	10	
	Has Appendix Slides with additional information.	5	
Content (35 points)	Introduces the problem being solved and establishes a framework for the rest of the presentation.	5	
	Clearly states the importance of the team's work in the context of AguaClara and the team's semester goals	5	
	Provides brief background information. Assumes that the audience attended their Symposium Presentation.	5	
	Defines technical terms and explains in a way that is appropriate for the audience.	5	
	Clearly describes the research method and process.	5	
	Clearly presents findings and discusses analysis.	5	
	Clearly states conclusions and makes recommendations for future work.	5	
	Contains accurate information.	3	

	Only includes information that is relevant to the purpose of the presentation.	2	
Technical Writing (10 points)	Has no punctuation or spelling errors.	5	
	Uses correct grammar and language that is appropriate for the audience. Does not use excessive jargon.	5	
Slide Aesthetics (10 points)	Uses the AguaClara Final Presentation Template.	2	
	Has no big blocks of text.	3	
	Has Images and tables that are clear. Has graph components labeled properly and presents graphs in a way that is easy for the audience to understand.	5	
Presentation (25 points)	All team members present at an audible volume with good energy.	5	
	All team members present at a proper pace and speak clearly.	2	
	All team members maintain good eye contact with the audience and avoids other distracting gestures.	1	
	All team members engage and interact with the audience.	3	
	All team members use appropriate visual aids effectively. This includes: • Live demonstrations • Videos • Fabricated items	4	
	The presentation and Q&A time is split evenly across all team members.	2	
	All team members are well rehearsed and prepared.	5	
	All team members are capable of answering all Q&A question.	2	
	Completes the presentation in the amount of time allotted to them.	1	
Additional Comments		100	Total: _____