21ST ANNUAL CSTEP STATEWIDE STUDENT CONFERENCE

APRIL 12-14, 2013 AT THE SAGAMORE ON LAKE GEORGE

Oral Presentation Guidelines

Each institution will be allowed a maximum of twooral presentations for this competition.
The oral presentation competition is only open to students who are <u>not</u> already submitting an abstract for the Poster Competition or nominated to be an Ambassador.

Professionals must possess a well-developed ability to communicate via oral presentations. The oral presentation portion of the CSTEP conference is designed to emphasize the value of an ability to deliver oral presentations, as well as to help students develop their oral presentation skills.

<u>Introduction to this year's Oral Presentation Competition</u>:

This year, we will continue the tradition of presenting *Distinguished Oral Presentation Award*s. One student from every oral presentation category will receive a *Distinguished Oral Presentation Award* and one student will receive an Honorable Mention. Each school may submit a total of two oral presentations, please remember that students making oral presentations cannot participate in the poster competition. The oral presentation categories include: Natural Sciences, Technology, Physical Sciences, and Social Sciences. **The Distinguished Oral Presentation Award will be based on the student abstract and PowerPoint presentation only.**Students will receive feedback for the oral portion of their presentation; however, this will not be part of the formal judging process.

Abstracts must be submitted no later than February 08, 2013.
PowerPoint presentations must be submitted via email no later than March 8, 2013
(Email the student's PowerPoint presentation as a .ppt file to cstep.oral.presentation@gmail.com)

A panel of judges will review the submissions and students will be presented with the awards during the awards ceremony on Saturday evening**.**All complete submissions (abstract and presentation) will be evaluated using the attached rubric.

 There will be a <u>mandatory</u>meeting for all Oral Presenters from 9:30 – 10:30pm on Friday, April 12.

<u>GUIDELINES</u>

Oral presentations are carefully prepared to be fifteen minutes long. They are presented as part of a panel of four or five presentations, usually addressing a common subject matter.

In the sciences and some social sciences, presentations are usually made from notes and are accompanied by visual materials such as tables, graphs, charts, and photographs (most often in PowerPoint). In the humanities and some other social sciences, presentations are usually read aloud from a prepared text, sometimes with accompanying visual materials. *Work with your faculty mentor to produce an oral presentation appropriate to your discipline*.

The following guidelines have been developed to assist you in the planning and development of your oral presentation. Please read the guidelines carefully.

I. **Oral Presentation Registration Form:**
1. The online registration information will be used to maintain contact with presenters.
2. Confirmation emails will be sent to the CSTEP program staff listed as the primary contact person on the cover of the Registration Portfolio.
3. Please register to participate the Oral Presentations online, by copy-pasting the following link into your browser:

http://bit.ly/CSTEPOralPresentationRegistration2013

II. **Oral Presentation Requirements:**
1. An abstract of the presentation is required for the submission. This will be published in the Conference Proceedings.
2. Presentations should be saved to a jump drive. The provision of slide projection and/or video may be made by prior arrangement.
3. Presentations should be of 12 minutes duration, allowing 3 minutes for questions, unless otherwise advised by the Session Organizer. You will be informed of the day and time of your presentation once the program has been finalized.
4. Presentations should be designed using PowerPoint and as landscape format/on-screen show. Please make sure the file is saved as a .ppt file and NOT a .pptx file.
5. Slides should contain no more than 5 bullet points and use large font, able to be seen from the back of the auditorium. Use simple images with a basic color scheme to enable easy viewing for the audience.
6. Always bring a back-up of your presentation and ensure your presentation is PC compatible.
7. **Expectations for the Presentation:**
    1. Present your information in a **clear, logical** way. It should be easy to anticipate the next slide.
    2. The **visual aspects** of your presentation should enhance clarity & readability. Choose your backgrounds, font style and graphics carefully and make sure everything is appropriate for your topic
    3. There should be **no spelling or grammar errors**. Define all acronyms at their first use.
    4. Make sure all of your content is **accurate**. You should be **comprehensive** enough to give your audience a good understanding of the topic but also, all information should be carefully chosen for the purpose of developing your thesis. There should be **no extraneous information**
    5. You must support all of your information with authentic **resources**. You should also be careful to cite your sources correctly & use a consistent format.

III. **Abstract Guidelines**
1. Copy paste your abstract into the online form (link provided above).
2. **Abstracts should not exceed 250 words.**
3. Include presenter's name and class status, title of presentation and institution name.
4. When you copy-paste the abstract into the online submission form, please make sure to use block paragraph format with a single space between paragraphs and no indentation.

IV. Category of Presentation/Abstract
Students must choose one of the following categories for presentation:
1. Natural Sciences
2. Technology
3. Physical Sciences
4. Human Services
5. Social Sciences

V. The PowerPoint Presentation
The PowerPoint presentations will be reviewed by a sub-committee of the Conference planning Committee.   The sub-committee will review the PowerPoint presentations according to the following:

1. The abstract corresponds to the academic area selected (Human Services/Social Sciences, etc.)
2. The PowerPoint must contain:

Problem
- Introduce the problem or provide background for what you will address.
- Describe your problem and why your work was needed.
- Make connections between the problem, the context and the purpose of your investigation.

Method
- **What did you do?**
- Describe the method of research, study, or analysis applied to the problem.
- Be specific but concise!

Visuals
- Graphs or illustrations that support method, data, etc.

Results
- **What results did you get?**
- Summarize the major results of the research, study, or analysis.
- Be specific but concise!

Conclusions
- **Why are these results useful?**
- Provides your interpretation of the results.
- Relate your results back to the original problem you set out to address.
- State the relevance, implications or significance of results to the broader context of the topic.
- Make recommendations or state the implications for future work on this topic.

References
- What texts, research articles, etc. were used to strengthen the presentation?

Submission Deadline: February 08, 2013

For questions, please email Jessica Doeman and Stephanie Hundt,
Oral Presentation Committee Co-Chairs
Email: cstep.oral.presentation@gmail.com

CSTEP Student Oral Presentation Rubric

CATEGORY	Excellent-4	Good-3	Satisfactory-2	Needs Improvement-1
ABSTRACT GUIDELINES				
Format	Abstract follows formatting: Left-margin justified, single spaced, with no indentations at the beginning of each paragraph. Add an extra space between paragraphs, if necessary. Do not exceed 250 words; Includes: Presenters name & class status, project title & institution name	One or two elements of formatting rules (see left) are incorrect	More than one or two elements of formatting rules (see left) are incorrect	The student did not follow several of the formatting rules.
Content				
Introduction (What is the Problem?)	Describes the problem & why this work was needed; Makes connections between the problem, the context and the purpose of the investigation	Describes problem & why this work was needed. Makes connections between the problem, the context and the purpose of the investigation.	Description the problem but makes only implicit or superficial connections between the problem, the context and the purpose of the investigation.	Does not adequately describe the problem or why the work was needed; Does not make links between the problem, the context and the purpose of the investigation.
Methods (What did the student do?)	Describes the method of research, study or analysis applied to the problem. Specific and concise.	Describes the method of research, study or analysis applied to the problem but lacks one or two relevant specifics or is wordy.	Describes the method of research, study or analysis applied to the problem but lacks more than two relevant details or is overly wordy.	Does not adequately describe the method of research, study or analysis applied to the problem.
Results (What did the student find?)	Summarizes the major results of the project. Specific and concise	Summarizes the major results of the project but lacks one or two specifics or is wordy.	Summarizes major results of the project but lacks more than two relevant specifics or is overly wordy.	Does not adequately report the major results of the project.
Discussion (Why are these results useful?)	Provides an interpretation and relates results back to the problem; States the relevance, implications, or significance of the results to the broader context of the topic. Makes recommendations or states implications for future work.	Provides an interpretation and relates results back to the problem and to a broader context, but these sections may lack specifics or be overly wordy. Makes recommendations or states implications for future work.	Provides superficial or tangential interpretation of results. Attempts to relate results back to the problem and broader context. Superficial connections to a broader context. May not make recommendations for future work.	Does not provide adequate interpretation of results and does not relate results back to the context or original problem Does not make recommendations for future work.

POWER POINT PRESENTATION GUIDELINES

Organization of PowerPoint Presentation

Sequencing of Information	Information is organized in a clear, logical way. It is easy to anticipate the next slide.	Most information is organized in a clear, logical way. One slide or piece of information seems out of place.	Some information is logically sequenced. An occasional slide or piece of information seems out of place.	There is no clear plan for the organization of information.
Length	Presentation is comprehensive but concise	Presentation is comprehensive but may include slightly more information than could be presented in 12 minutes	Presentation is not comprehensive or the amount of information is unmanageable	Presentation is far too short to provide enough information or is far too long to fit into a 12 minute presentation

Visual Presentation of PowerPoint

Background	Background does not detract from text or other graphics. Choice of background is consistent from card to card and is appropriate for the topic.	Background does not detract from text or other graphics. Choice of background is consistent from card to card.	Background does not detract from text or other graphics.	Background makes it difficult to see text or competes with other graphics on the page.
Text - Font Choice & Formatting	Font formats (size, color, bold, italic) have been carefully planned to enhance readability and content. All slides have ≤ 5 bullet points.	Font formats have been carefully planned to enhance readability. Most slides have ≤ 5 bullet points.	Font formatting has been carefully planned to complement the content. It may be a little hard to read. Many slides have > 5 bullets	Font formatting makes it very difficult to read the material. Most slides have too much information.
Use of Graphics	All graphics are simple and attractive (size and colors) and support the topic of the presentation.	A few graphics are too complex or unattractive but all support the topic of the presentation.	All graphics are attractive but a few do not support the topic of the presentation.	Several graphics are too complex, unattractive AND detract from the content of the presentation.

GENERAL GUIDELINES APPLYING TO ENTIRE SUBMISSION

Clarity, Spelling and Grammar	All elements of the submission are well organized. Contains no errors in spelling or grammar. Defines all acronyms at their first use.	A few elements of the submission are somewhat disorganized. Contains one or two errors in spelling or grammar. Does not define one or two acronyms at first use.	The submission lacks general organization. Contains more than two errors in spelling or grammar Does not define more than two acronyms at their first use.	The submission is completely unclear: there are missing sections, several points are not clearly described. Contains more than two errors in spelling or grammar Does not define more than two acronyms at their first use.

Content

Accuracy	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that seems inaccurate.	The content is generally accurate, but one piece of information is clearly inaccurate.	Content confusing or contains more than one factual error.
Comprehensiveness	Project includes all material needed to give a good understanding of the topic. Presentation corresponds to academic area selected.	Project is lacking one or two key elements. Presentation corresponds to academic area selected.	Project is missing more than two key elements.	Project is lacking several key elements and has inaccuracies.
Coherence	All content is carefully chosen to develop the student's thesis. There is no extraneous information.	Content is carefully chosen to develop the student's thesis. There may be a few extraneous points	Some content is not consistent with the student's thesis. There is a moderate amount of extraneous information.	Most content is inconsistent with the student's thesis and is difficult to follow because there is so much extraneous information.
References & Citations	Information is supported by authentic print resources; All resources are cited correctly, using a consistent format.	One or two references are missing or reference formats are inconsistent.	More than two references are missing or information is cited using the incorrect format.	Very few (or no) references are provided to support the information presented.