Your term project will culminate in a final oral presentation and a set of written documentation. Guidelines for both deliverables are given below.

**Oral Presentation**

Your project presentation will simulate an informal oral progress report that might be presented at a weekly group meeting in an engineering company. You should therefore assume that your audience is made up of technical co-workers and your boss, who may or may not be familiar with the project on which you are working. You will therefore have to present some background information but not go into excruciating detail. Your dress should be business casual.

The goals of your presentation are to:

- Outline the problem you have solved
- Explain the solution method you used and any modifications you had to incorporate to make the solution tractable
- Present the results of your solution
- Discuss and/or explain the implications of your results

You will have a maximum of 15 minutes to complete your presentation and five minutes for a question-and-answer period. If there is a lot of interaction throughout your presentation, then the total time should be no more than 20 minutes. Use of more than your allotted time will have a negative impact on your grade. If an unusually large number of questions are asked, your allotted time will be extended appropriately.

You may use any presentation medium you wish (e.g., PowerPoint, PDF slides, or transparencies if you are a true traditionalist). Use of the white/chalk board is also acceptable if you write neatly and your presentation is very well organized. You may use Matlab to project simulated data and/or animations on the screen. Please be aware that other mathematical analysis software such as Mathcad or Mathematica might not be available in Dana 221 or 325; check the presentation computer soon if you think you will need it. Figures and equations should be generated by computer if at all possible, but they may be hand-drawn if they are neat and easy to read.

The presentation schedule is available at the course web site.

**Documentation**

The following documentation is due in Dana 301 at 6:00 pm (hard copies) or via e-mail at 11:59 pm (PDF copies) on Tuesday, December 4, 2012:

- Brief summary (a few paragraphs) of the project’s goal, solution method, and results
- Fully commented Matlab or other language/software code
- Plots, tables, or other visual and/or written depictions of major results
Grading

The project grade constitutes 30% of the overall course grade. The project grade will be assigned based on the following criteria and their indicated weights:

- Peer assessment of presentation: 5%
- Instructor assessment of presentation: 5%
- Successful achievement of goals: 10%
- Completeness of documentation: 10%

Part of the assessment portion of your grade will be based on your participation in the presentation assessment process. You must be present at all of the presentations unless you have been excused by prior arrangement; otherwise, the peer assessment portion of your grade will be zero.

The assessment of your presentation will depend on the following criteria:

- Organization of presentation (Was it easy to follow? Did the graphics aid comprehension?)
- Clarity (Was the technical content presented in a way that was easy to understand?)
- Presence (Did the presenter speak clearly and with appropriate volume?)
- Professionalism (Did the presenter project confidence and enthusiasm? Did he/she use a reasonably lively but not mechanical or forced voice? Did he/she answer questions completely and respectfully?)
- Adherence to the 15-minute time limit (plus 5 minutes for Q&A)

All students in the class will assess each presentation, as will the instructor. A copy of the assessment form that will be used by everyone is included on the next page.

Some Tips for an Effective Presentation

- Limit the number of words on each slide to approximately 30 or less.
- Avoid using blinking words or symbols. Use special effects only if they enhance clarity and understanding.
- Give each slide a header. (A header is a title, usually located at the top of the slide.)
- Make eye contact with your audience, and try to speak in their direction as much as possible.
- Project your voice.
- Do not fidget or play with keys and coins in your pockets. Try to avoid repeatedly saying “you know,” “like,” “uh,” or other distracting words or sounds.
- Practice your presentation several times, preferably in front of classmates or friends.
- Have fun! Really!
Project Presentation Assessment Form

Presenter’s Name ____________________________

In the spaces to the right, assign a score of 1-4 for each category based on the listed guidelines.

**Organization:** Was the presentation easy to follow (esp. visual aids)? ______

**Clarity:** Was the technical content presented in a way that was easy to understand? ______

**Presence:** Did the presenter speak clearly and with appropriate volume? ______

**Professionalism:** Did the presenter project confidence and enthusiasm? ______

**Timing:** Did the presenter finish within the allotted time? ______

Scoring guidelines:
- 4 – Excellent performance; shows mastery of the category
- 3 – Average performance in the category
- 2 – Significant room for improvement in the category
- 1 – Did not take seriously this aspect of the presentation

For the timing score, subtract from 4 the length of the presentation (plus Q&A) over 20 min.