Guidelines, Expectations, and Grading for Group Presentations:

This assignment has five parts:

1. You need to find a group and pick a topic for historical exploration. You need to commit to a topic and then fill out a presentation prospectus sheet (see the end of the syllabus).
2. You need to find your sources. I will help you with this, and Deb Anderson can help you with this. I expect 1 primary source collection per student and 2 secondary sources per student (one of which must be academic journal articles).
3. You need to meet with me to talk about your progress. This is a required meeting during the eighth week of class.
4. You need to do the research and work together to assemble your presentation.
5. You need to present your findings to the class. You will have 25 minutes to present. On the presentation day, you need to present me with 1) a list of who did what in the group presentation 2) an outline of the talk, 3) a bibliography of sources in Chicago Style Format, and 4) all PowerPoint files.

Grading:

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<td><strong>Excellent style and content.</strong> Each person was appropriately dressed, well prepared, and had a masterful command of the topic. The information was well organized and smartly delivered. All the little things were done right (eye contact, engagement, time management) as well as the big things such as emphasizing an argument and having lots of evidence. The PowerPoint itself was well done.</td>
<td><strong>Better than acceptable.</strong> Each person was appropriately dress, prepared, and had a good command of the topic, though some factual errors crept in. The presentation was clearly organized. There were some awkward presentation moments. Perhaps the timing was not right. You need to improve your delivery style and strengthen your argument. The PowerPoint itself was well done.</td>
<td><strong>Acceptable.</strong> Each person was appropriately dress and had an adequate command of the topic. As a group, you could have been better prepared. Your delivery was halting at times. Group members might have seemed overly nervous. You did not make eye contact or engage the students. Time management was poor. Your argument. Evidence, and PowerPoint could have been better.</td>
<td><strong>Unacceptable.</strong> Something is very wrong here. As a group, you were either not prepared with the content and argument, or you were not prepared to appear before the class. As a group, your ideas were disorganized, and your presentation style was halting and unprofessional. The PowerPoint needs work.</td>
<td><strong>Failed to complete assignment.</strong></td>
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How to get started:

First, gather a group of about four people. Then, talk about historical questions that might interest you. Use your textbook or come talk with me to help generate ideas. Then, start dividing up the work. You’ll need a convener (a person who sets up the meetings), and you’ll need to make an outline of the presentation and who is going to do what. Next, you’ll need to start working with the library resources to collect your primary and secondary sources. Someone needs to be in charge of putting the prospectus together.

How to do your work:

The best way to organize a presentation is to assign concrete tasks to each student. Then meet regularly to make sure that everyone is on track. When there are problems or questions, you’ll need to come see me. The key is to meet regularly so that everyone has a chance to show what he or she has been doing. Read through your secondary sources first. Then tackle your primary sources. Remember, primary sources often take a little extra time to go through. Be sure to take notes and always label your notes so that you know exactly where you got your information (that is, a page reference for published materials and collection, box, and folder location for primary sources).

How to present your findings:

On presentation day, you will present your findings. Commonly, students use PowerPoint to help. A good PowerPoint presentation does not have lots of text but minimal text and some images, tables, or charts. Your group must come up with a historical question and a historical answer. In other words, it must be clear to the audience what you are talking about and what you are arguing. Remember, history is a story with a point. Then each person takes about five minutes to present his/her section of the group presentation. Remember to relate each section back to the theme and thesis. You ought to have introduction and a conclusion as well. Remember to leave enough time for questions. If you do your work correctly, there will be questions. Handouts are not required but at times are helpful.

How I will grade you:

On the grading sheet that I will fill out will be the following categories: Preparation (Research, Outline and Organization); and Presentation (clarity, argument, handouts and visuals, and discussion). See below.

Other tips:

This is your chance to shine as a young professional. Be sure to be prepared. Do the little things to get ready: dress nicely, come prepared, be courteous, be interested, and be engaging. Don’t be silly or unprofessional. This is especially true with your PowerPoint. Use features when you need them, not merely to decorate your slides. Don’t distract people from the argument or content of your presentation.
Presentation Evaluation Grid

Group Members:

Topic:

Directions: Score 1 to 10, ten being highest. Provide comments where applicable.

I. Preparation
1) Research: _____

2) Outline and organization: _____

II. Presentation
3) Presentation clarity: _____

4) Presentation argument: _____

5) Handouts and visuals: _____

6) Discussion: _____