

PSU ECE Capstone Design Project
Oral Presentation Evaluation

Project _____

Sponsor _____

Evaluator _____

Rating: **1 – unacceptable; 2 – below expectations 3 – meets expectations; 4 – exceeds expectations**

Assignment statement: At the end of a Capstone Design project students are expected to deliver two items: a) oral presentation explaining their work and results, and b) written report describing their work in more detail. This form helps instructors and Capstone team leaders to evaluate students' work but can also be used by students to guide their preparation of the presentation. A separate file explains how written reports are evaluated. The goal of the oral presentation is to present the results of the project to a technical audience, e.g. fellow students and engineers from a sponsoring organization or company. It should cover all relevant methods, accomplishments and final results of the project. Each member of the team is expected to cover some part of the presentation. The length of the presentation should be determined after a discussion with instructor and team leader.

| Team member | # 1 (name) _____ | # 2 (name) _____ | # 3 (name) _____ | # 4 (name) _____ | # 5 (name) _____ |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Overall organization | | | | | |
| Preparedness | | | | | |
| Visual aids quality/effect | | | | | |
| Technical content | | | | | |
| Delivery | | | | | |
| Handling of questions | | | | | |
| Effective use of time | | | | | |
| Total individual score | | | | | |
| Overall group score | | | | | |

General comments:

The following table provides rubrics and metrics which are used to judge the quality of the presentation.

| Rubric | 1 | 2 | 3 | 4 | |
|---|--|--|--|--|--|
| Overall Organization | <ul style="list-style-type: none"> <input type="checkbox"/> no discernable organization, <input type="checkbox"/> topics switch back and forth, <input type="checkbox"/> no logical flow among the slides <input type="checkbox"/> none or poor introduction and conclusion. <input type="checkbox"/> No "lessons learned" | <ul style="list-style-type: none"> <input type="checkbox"/> Some part(s) of the presentation are out of order, <input type="checkbox"/> hard to follow the flow of slides, <input type="checkbox"/> too much information <input type="checkbox"/> few or unimportant "lessons learned" discussed | <ul style="list-style-type: none"> <input type="checkbox"/> Sequence of slides is logical; <input type="checkbox"/> has all the required parts (intro & motivation, problem statement, data, discussion, conclusion) <input type="checkbox"/> reflects on lessons learned | <ul style="list-style-type: none"> <input type="checkbox"/> Exceptionally well organized, <input type="checkbox"/> no missing parts, <input type="checkbox"/> easy to follow and understand | |
| Preparedness | <ul style="list-style-type: none"> <input type="checkbox"/> Information presented is wrong or out of date; <input type="checkbox"/> does not explain critical information | <ul style="list-style-type: none"> <input type="checkbox"/> Some topics are not well understood and not well presented; <input type="checkbox"/> underlying theory not fully understood | <ul style="list-style-type: none"> <input type="checkbox"/> Grasps all important concepts and fundamentals. | <ul style="list-style-type: none"> <input type="checkbox"/> All fundamentals and many details are fully understood. | |
| Visual Aids Quality & Effect | <ul style="list-style-type: none"> <input type="checkbox"/> No attempt at presenting information in appropriate way | <ul style="list-style-type: none"> <input type="checkbox"/> Uses several visual aids (graphs, tables, etc) but they are not well done | <ul style="list-style-type: none"> <input type="checkbox"/> All aids are of high quality (readable, simple, effective) | <ul style="list-style-type: none"> <input type="checkbox"/> Includes some "dynamic" information or animation to illustrate some important effects | |
| Technical Content | <ul style="list-style-type: none"> <input type="checkbox"/> Many important topics not covered at all or poorly explained | <ul style="list-style-type: none"> <input type="checkbox"/> Most of the important topics covered and explained | <ul style="list-style-type: none"> <input type="checkbox"/> All of the important topics are covered and explained well and in concise manner | <ul style="list-style-type: none"> <input type="checkbox"/> Exceptional quality and coverage with some new insights | |
| Delivery (posture, eye contact, modulated voice, clarity, interesting) | <ul style="list-style-type: none"> <input type="checkbox"/> Hunched over <input type="checkbox"/> Barely audible, <input type="checkbox"/> does not speak clearly, <input type="checkbox"/> monotone voice <input type="checkbox"/> long pauses between slides, <input type="checkbox"/> does not engage listeners | <ul style="list-style-type: none"> <input type="checkbox"/> Lacking in one or two of the elements, but OK in others. | <ul style="list-style-type: none"> <input type="checkbox"/> All elements are satisfied; <input type="checkbox"/> maintains listeners interest | <ul style="list-style-type: none"> <input type="checkbox"/> Exceptional in all respects; <input type="checkbox"/> makes you want to find out more about this topic | |
| Handling of Questions | <ul style="list-style-type: none"> <input type="checkbox"/> Gives inaccurate or confusing answers to simple questions about the material | <ul style="list-style-type: none"> <input type="checkbox"/> Gets confused by some follow-up questions; does not answer the question directly | <ul style="list-style-type: none"> <input type="checkbox"/> Gives accurate and concise answers to most questions | <ul style="list-style-type: none"> <input type="checkbox"/> Has no problems in answering and engages the audience. | |
| Effective Use of Time | <ul style="list-style-type: none"> <input type="checkbox"/> Spends all the time on one slide and then barely mentions others | <ul style="list-style-type: none"> <input type="checkbox"/> Spends too much time on some unimportant detail; <input type="checkbox"/> too little time on conclusions; <input type="checkbox"/> maybe 5 minutes over or under time | <ul style="list-style-type: none"> <input type="checkbox"/> On-time, covers all important topics; leads naturally to conclusions | | |