Milestone V Questions & FAQ

ONLY ONE ANGEL MILESTONE SUBMISSION PER TEAMS OF THREE (3) TO FIVE (5)

Submit PPT file to Angel dropbox (all teams due same date/time)

- Submit file before 3PM EST, Sunday, beginning of Week 14 💡 verify successful submission
- Use filename: Team#.TeamName.ppt (or pptx) 💡 begins with assigned team number!

*No other Angel question responses required for Milestone V*

FAQ

1. **Do all team members need to attend presentation?**

   Yes, all members must be present for the team to present. We suggest using a “phone tree” to remind all members to attend class. If a team member is ill, the team will present during finals week at an arranged time, when all members are able to attend.

2. **Do all members need to speak?**

   All members must introduce themselves, and again be available at the end for questions. However, each team makes specific decisions on speakers.

3. **How long is presentation?**

   Presentations are between 4:45 to 5:15 minutes long. Instructors will quietly signal teams at the four minute mark, and then if needed, verbally stop teams at 5:15. Teams will also have time for one or two questions at the end.

   Teams should practice managing time, as well as a “quick finish” in case needed. A quick finish does not mean speaking fast, but calmly jumping to the conclusion slide to summarize the presentation.

4. **What is order of PPT presentation?**

   First slide includes team name, member names, and (suggested) member photos.

   Second slide includes the research topic area, and specific research question.

   Content slides: Teams decide the number and order of content slides. Ideally content slides should include data, citing sources, such as quotes, graphics, tables, and charts.

   Last slide includes top three to five APA style references used in presentation. Brief “in-text” APA citation (i.e., author last name, date) should be used on slide where reference was used.

5. **Where do presenters stand?**

   On first slide (introductions), all members stand front and center of room, and use microphone to introduce self.

   After introductions and before continuing, **one member** will move to podium and control
presentation. **Speaker** will remain front and center with microphone. **Other members** will take seats provided at front of room, facing the screen.

On last slide (references list), all members again stand front and center to respond to questions.

Members may swap positions during presentation, but the only one that may speak must be alone, front and center, using the microphone.

### 6. What is layout of room during presentations?

LA will have PPTs loaded on classroom computer.

As shown in Figure 1, below, the first team will find seats, and then assemble at podium to get microphone and instructions. Second team will also find seats, and then move into “on deck” seating for first presentation. Note that teams do not return to “on deck” seating, so it is important to have first obtained other seats.

### 7. Can we use notecards?

Notecards can be a good idea, especially if the student is familiar with the contents. Eye contact with the class is important, so the notecards should ideally be used as a reference, rather than simply reading.

### 8. What do successful groups do?

Successful groups are visibly practiced. Members move smoothly through the presentation, using good time management. They present topics in a way to make them important and relevant to students. They face the classroom when speaking, and steadily hold the microphone slightly in front of, and below, the chin.

Less successful groups are not rehearsed, have poorer time management, do not have members face the class (i.e., have members stare at the screen and read), and/or engage in microphone “swinging.”

Some items to consider:
- a. Did group introduce each member, group name and topic?
- b. Was topic important (i.e. tell us why)?
- c. Was presentation interesting?
- d. Was presentation informative?
- e. Was presentation professional?
- f. Were questions encouraged/answered/handled successfully?

### 9. Can we include video in our presentations?

Only a few groups include brief video clips. Possible problems include lack of Internet connectivity (i.e., prepare a contingency), or too much time needed to open/cue the video. Coordinate with an LA if you are considering a brief video clip.
**10. Do I need to use the microphone?**

Yes, all speakers must use the microphone. If held correctly, the student will not “hear” him or herself through the speakers (i.e., a bit in front of, and below the chin).

**11. Is PPT required (i.e., can we use Presio)?**

PPT is required. We cannot guarantee that Internet access will be available during the presentation. Also, in such a brief presentation, too much animation may be distracting.

**12. Can we make changes after the submission due date?**

Unfortunately, making changes after the submission due date will incur a late assignment penalty (see syllabus). To be fair, all teams, regardless of presentation day, share the same due date.

**13. What do we do on days we are not presenting?**

The class will be split into thirds, with a range of eight to twelve groups presenting each day. On days not presenting, students do not need to attend class. On days not presenting, students will complete independent study activities, including video lectures, to prepare for Quiz06.

**14. May we attend class on other presentation dates?**

Students are welcome to attend presentations on other dates, but are not required.

**15. Do we need to take Quiz06?**

Students may drop the lowest quiz. Students do not need to take Quiz06 if they intend to drop Quiz06.
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- All students sit in 1st FOUR rows (all group members must be present OR come finals week)
- Evaluate group presentations → post grades in Angel after class
- Evaluate personal group members → post grades in Angel after class

Row 3/4

Row 2

Row 1 “On Deck”

- Seats for non-presenting/ non-pc operating members

Podium

- PC operator stands here
- [LA preloads PPT]

Screen

- ALL members stand here for introductions
- Speakers present from here (face class!)
- 5 min. max (practice!!)

Figure 1 Students sit in front rows; next team to present moves into "on deck" seats to reduce time between presentations