Presentation Preparation Guidelines

Welcome back and congratulations on your successful internship experience!

We are now begin the next phase: Presentations.

0. What
You will deliver a 12-minute (plus up to 3 minutes in questions) presentation of your final report at a seminar. The seminar is open to the university community. The typical attendee is a CS student or faculty member. All Field Experience students must attend all presentations per the syllabus.

Your Computer Field Experience presentation will summarize your internship experience, show off one or two interesting technical details, and disseminate information about your internship company to future interns. Field Experience students are required to deliver a presentation and to attend the presentations of other students in the course.

1. Why
This component of the course will help you develop your written and verbal communications skills. The professor will help each student prepare and deliver an effective presentation. Your presentation will provide you with the opportunity to describe your work to the CS faculty and receive technical feedback. Additionally, it will provide helpful information to future interns.

2. When
The presentations are scheduled during the university-wide open periods, on dates to be determined.

3. Who
Each student registered for the course will give a presentation and must all other presentations.

4. How
Firstly, you must choose one (or two if you are registered for the 6 credit version of the course) interesting/representative technical details that you learned/developed during your internship! The professor must approve your technical detail before you start preparing your slides. Please contact the professor to discuss your technical detail via email (lobo@rowan.edu), or in person (during office hours or by prior appointment).

Once the professor has approved or helped you choose your technical detailed, prepare the handout on your technical detail (typically one page or less). As you prepare your handout, you may realize that this material cannot be presented meaningfully in 5 minutes; in this case, you will need to discuss the technical detail with the professor, once again.

After the technical content of your presentation has been firmed up, you will prepare slides for your presentation. Please feel free to follow this broad-stroke presentation outline:
Slide 1: Title page
Slide 2: Contents
Slide 3: The company (and site) that you worked for
Slide 4: The group that you worked with (mission, number of people, atmosphere)
Slide 5: The projects that you worked on and what you did
Slide 6: One project (details of the project that your technical detail comes from)
    Purpose, history/evolution, current version, current issues, platform, staff, your role
Slide 7: The technical detail
Slide 8: The technical detail (continued… usually a good place for a handout, screen shots, or etc.)
Slide 9: Summary of your experience: How you got the internship position, what you learned, what turned out to be important, helpful things that you knew beforehand, would you recommend this company to future interns, who should resumes be sent to, etc

The slides are typically displayed in front of the audience but their real (secret) purpose is to help you stay on track during your talk. You will not be reading from them, so they do not need to contain complete sentences; bullets with phrases are fine. Most students use PowerPoint or something similar to make slides that are easy to change and read.

The first draft of your slides is likely to contain too many slides and be too wordy (this is common, and the professor will help you correct it). Do not spend any time making the first draft of your slides look beautiful (because they are going to change a lot). Your focus for the first draft should be on getting the content into bullets and preparing materials (handout, demo, or etc) for your technical detail.

You must discuss a first complete draft of your presentation with the professor at least one week before your presentation date. It is very likely that the professor will recommend a large number of changes to your first draft. You must incorporate these changes into your presentation and discuss the next draft of the presentation with the professor. Some students need to go through several iterations of this process before their talk is ready to be presented to an audience. A student who is not prepared in advance will not be permitted to deliver his/her presentation (the risk of embarrassment is too large).

5. Evaluation
The effectiveness of each presentation will be assessed using the departmental rubrics for effective technical presentations. These are available through the Current Students link of the department web page (http://elvis.rowan.edu/compsci/assessment/Rubrics/RUBRICS_Obj6A_TechPresentation.doc).
Additionally, presentation grades will be based on:
- Good answers to questions (well informed, clear and concise, etc.)
- Choice of technical detail (interesting, representative, accurate, informative, detailed)
- Effective use of time (adequate division among multiple topics, ended on time, allowed time for questions, etc.)

A student who is not permitted to deliver a presentation will receive a grade of 0 for this portion of the course.