

## On-line Oral Presentation Assignment Checklist

How will students deliver their presentation for this assignment?

- In person
- Synchronously online
- Asynchronously
- Depends on student's situation

What if a presenter/ team member lives in a different time zone >2 hours, >4 hours?

- Records his/her/their portion of the presentation in advance
- Required to present synchronously

If presenting asynchronously, presenter

- Records slides with voiceover (no video required)
- Records slides with audio and video

What is the procedure for Q&A?

- Questions held until the end of the presentation
- Questions asked at any time during presentation

Can students read from scripted speaker notes?

- No, students must have Zoom window as the primary application
- Yes, but student must remain engaged with appropriate eye contact

What are the expectations for students in the audience?

- Mute audio and video
- Video only, for nonverbal feedback
- Active participation via chat box and emoji responses

Will in person and synchronous presentations be recorded?

- Yes, record for grading purposes
- Yes, upload to Canvas for future viewing (by team sponsors, absent students, etc.)
- Yes, record for peer review
- Yes, record for self-evaluation
- No, not necessary

How will you provide feedback?

- Complete a rubric
- Write comments
- Annotate video recording with written comments
- Annotate video recording with audio comments
- Annotate video recording with video comments
- Combination

## **On-line Oral Presentation Assignment**

What if a student does not have a webcam or a stable internet connection?

Potential solutions:

What if technology fails during a presentation (e.g. connection breaks, screen sharing not enabled ahead of time)?

Potential solutions:

What if a team member is a no-show?

Potential solutions:

Will the presentations be captioned for accessibility? If so, who is responsible for captioning?

Potential solutions: