

ECE441 Preliminary Report Presentation Guidelines and Grading

Time: Groups should plan 15-18 minutes for presentation and 4-8 minutes for questions directly following the presentation. You will be given a 1 minute warning at 17 minutes and cut off at 18 minutes due to constraints of class size and presentation time. Multidisciplinary groups will be allowed 22 minutes.

Individual Responsibility: Group members should plan to share presentation responsibilities and field questions equally. Each group member should speak and present technical data. Questions will be asked of individuals. Other group members may help with questions only if it becomes apparent that the person asked can not answer the question.

Points: The presentation is worth a total of 100 points. Each category is worth the following: technical understanding = 40 points, presentation quality = 20 points, fielding questions = 40 points.

Presentation: The content and formatting of your presentation is open to your choice. For content, you should at least include an overview of your project background, any unique design considerations, your block diagram, and an indication of what approach you plan to take on your project.

Technical Understanding: The group should have a solid technical understanding of the entire project. This will be demonstrated by each member explaining some technical concept and fielding questions. The points are individually awarded

Presentation Quality: Students are expected to give a quality presentation. The focus of this category is on the clarity, organization, preparedness and smoothness of oral presentation. The actions, words and dress (business casual) of the group should reflect professionalism at all times. You will not earn a good score if you do not come professionally dressed (business casual). These points are awarded as a group.

Questions: Your group will be asked questions following the presentation from the panel of TA's, guest professors or from the audience. The questions will be based on your presentation and there are no limitations placed on the questions. Each group member must field at least one question. These points are awarded individually.

Scoring Criteria:

Technical Understanding: (40 pts.)

- (40 pts) = Clear technical comprehension and explanation of the project, both system overview/integration as well as sub-blocks.
- (30 pts) = Understanding of the main idea; stumbles over a couple concepts.
- (10 pt) = Comprehension is sub-standard.

Presentation Quality: (20 pts.)

- (20 pts.) = presentation is perfectly clear, organized, prepared, includes smooth transitions; all members in business casual dress, professional conduct
- (16 pts.) = Same as above, but lacks one or two elements.
- (12 pts) = Same as above, but lacks three or four elements.
- (8 pts) = Reasonably clear presentation; includes mistakes.
- (4 pts) = Some moments of clarity, but overall disorganized.
- (1 pt) = Complete lack of preparation, disorganization is obvious, dress or presentation is non-professional.

Fielding Questions: (40 pts.)

- (40 pts) = Good comprehension of question, quick understanding of answer, clear explanation.
- (30 pts) = Grasps main gist of question, answer in right direction.
- (10 pt) = Total lack of comprehension, technical explanation is wrong.

Group: Reviewer: _____

Name(s)	Technical (40 Max)	Presentation (20 Max)	Questions (40 Max)	Comments: