Grade distribution:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Final Presentation</strong></td>
<td>20%</td>
</tr>
<tr>
<td>Practice Run-Through</td>
<td>25%</td>
</tr>
<tr>
<td>Audience Presentation</td>
<td>45%</td>
</tr>
</tbody>
</table>

Point Distributions:

**Background, fonts, animations, pictures, and layout (22):**

- Background is not white or black (or too close to white or black) (1)
- Font stands out easily from the background on every slide (minus one point for each slide where it doesn’t) (3)
- Sans serif font throughout presentation (look up “sans serif” on Wikipedia if you don’t know what this means) (1)
- Has a title slide and a closing slide (that is not part of the body of the presentation) (2)
- Animations do not distract from the presentation (5)
- Animations always serve a purpose (2)
- At least one picture on each slide (picture on title slide is optional) (3)
- Pictures make sense in light of the information presented on each slide (3)
- Minimum 1” of blank space on bottom, and 0.5” on sides and top (use guides to determine this; measurements are at the outer edge of pictures and text boxes) (1)
- No more than 17 slides, and no fewer than 12 slides including your title slide and closing slide (1)

**Title Slide (7):**

- Informative, concise, and not too vague – gives a clear indication of what the presentation is about (2)
- Your name(s) centered below the title (1)
- Me listed as “mentor” (ie; Mentor: Liz Harp) below your name(s) (1)
- Title font is 44 pts (1)
- Names are in 32 pt font (1)
- “Mentor: Liz Harp” is in 28 pt font (1)

**Introduction, hypotheses, and body slides (71):**

**Introduction (20)**

- 2-3 slides (1)
- Titles are informative (5)
- Introduces the topic gently and thoroughly and definitions are included where needed (4)
- Direction of the presentation is clear (6)
- All information presented is correct (2)
- No more than 5 bullets per slide unless obviously justified (1)
- No bullets spill over onto two or more lines unless obviously justified (1)

**Hypothesis slide (1)**

Hypotheses stated clearly and correctly – it’s okay to spill over onto multiple lines (1)

**Body (50)**

- Importance of the topic is clear (15)
- Topic is covered sufficiently (25)
- References are cited when necessary (this should probably be every slide – it’s okay to not do in-text citations, just make sure to put citation(s) at the bottom right-hand corner of the slide (14 pt font is okay) (6)
- No more than 5 bullets per slide unless obviously justified (1)
- No bullets spill over onto two or more lines unless obviously justified (1)
- No fonts smaller than 28 pts except for references (these can be 14 pt and should be located in the bottom right-hand corner of your slides) (1)
- All titles at least 40 pt font unless obviously justified (1)

**Reference Format** (always located in the bottom right-hand corner of your slides):

- OR Kotliar et al. (1999) Environmental Management 24:177-192
★ Everybody will start out with five bonus points and one point will be deducted for each spelling or grammar (within the context of a presentation) error until bonus points are exhausted

Make sure that your introduction clearly lays out the direction and importance of the presentation, and that background material is covered sufficiently

Make sure to include references on your slides – not doing this is tantamount to plagiarism

Make sure you cover the topic thoroughly, and that the importance of the presentation is clear

Titles on each slide need to be informative

Pictures look better with a 2 or 3 pt border around them

Notice the requirements for blank space around the edges of your slide. This is important for many reasons. Here are two: (1) some projectors cut off one or more edges, (2) many locations, including the room you will be doing your presentations in, do not have optimal seating, and it may be difficult for those not in the front row to see the bottom of your slides (ideally, you will have a 2” blank space at the bottom of your slides.

Here’s how to figure out what the measurements are for the blank space around the edge of your slides:

• Go to “View” and make sure that “guidelines” is checked (or something like that – my version includes them automatically, and I’m not sure if I’m remembering the name correctly)
• You can click on and drag the guidelines, as long as you are not on a picture or inside a textbox. Notice that a measurement (in inches) is displayed while you are clicked on the guideline and holding the left-click button. These measurements are the distance from the center of the slide. Drag the guideline to the edge of your slide, and then drag it in the appropriate distance. You can leave the guide there while you check all of your slides

For those working in groups, the grade given on the presentation will be the same for all people involved in the presentation unless you notify me that you believe you did more work than your partner, and your partner agrees, in which case I will divide the grade between those involved.

For example, if you feel you did 70% of the work, and your partner only did 30%, you will get 100% of the grade, and your partner will have their grade reduced by 20% (the amount they slacked on). So, for a presentation that got 92%, the person who did the most work will get 92%, and the person who did only 30% of the work will get 92%×0.8 = 73.6%.

The catch is that both people have to agree, and will need to sign a piece of paper saying so. Make sure you and your partner communicate effectively while you are putting the presentation together – if you feel you are doing most of the work, say so. If you feel like your partner is doing more work than they should, say so. Given that you are all great students, I hope we don’t have to resort to this, but I want to make sure there is a mechanism in place to account for people not pulling their weight on group projects. If there is disagreement within the group about who did more work, and you cannot come to a mutual agreed up percentage distribution, I will hear both sides of the story and mediate all cases. If this happens, my decision will be final.