

## **BME 4950 Senior Projects I & ECE 4800 Senior Design I**

### **Oral Proposal**

You will present your project proposal to the faculty and peers for their review and approval. Your presentation should be approximately 8 minutes and you should expect to answer questions for approximately 10 minutes. A scoring rubric is shown on the following pages of this document.

### **Format:**

Your oral presentation should focus on presenting the actual design problem and your proposed solution. You should include sufficient background to establish the significance and relevance of the project but be careful not to focus too much in this area. The primary goal of the presentation is to convince your audience that you have a design that is rational and that you have a reasonable and sufficiently detailed approach to solving the problem. All team members should participate in the presentation.

### **Attire:**

Your attire should be consistent with giving a presentation to your employer or at a conference. Shorts and/or jeans are not appropriate.

### **Media:**

You should use powerpoint (or a similar tool) to deliver your presentation. While professional slides are expected do not overproduce the slides but rather focus on content and being personally prepared.

### **Scoring:**

Assessment of your peer's work is required. While this task may be new to many students please keep in mind that the objective is to provide **constructive and critical reviews** that will aid your peers. You will complete an evaluation of the PDR presentations for at least 3 teams. Failure to follow these instructions will result in a grade of zero. Your comments should address at least the following: (1) Was the background and establishment of need sufficient? (2) What was the strength of the design? (3) Was the description of the concept complete? (4) What was missing or could have been improved in the design?

**Oral Presentation General Evaluation Rubric (Score indicated in parentheses.)**

<b>Presentation</b>	Significantly Deficient (1)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
Organization	Audience cannot understand presentation. There is no sequence of information.	Audience has difficulty following presentation. Material is poorly organized.	Presentation is in a logical sequence that the audience can follow.	Presentation is in a logical & interesting sequence that is easily followed.
Visuals	Used no visuals or very poorly designed slides.	Only occasional used visuals that support the presentation.	Visuals generally aid the presentation.	Visuals strongly reinforce presentation topics.
Mechanics	Presentation had many spelling errors and/or grammatical errors.	Presentation had several misspellings and/or grammatical errors.	Presentation had one or two misspellings and/or grammatical errors.	Presentation had no misspellings or grammatical errors.
<b>Project</b>				
Establish Need	Unclear as to the need for this design	Either doesn't cover enough background or places too much weight on background	Covers sufficient background (but not too much) and significance.	Presents an appropriate amount of background. Clearly establishes the need of this design
Analysis	Criteria are unclear, conflicting or nonexistent. Multiple designs are not discussed or only mentioned in passing	Criteria are present but not well supported or defended. Multiple designs are discussed but not critically examined	Criteria are clear and reasonably supported. Multiple designs are discussed in sufficient detail	Criteria are clear and strongly linked to the design needs. Multiple designs were clearly explored in detail.
Proposed Design	Design is unclear or has very low probability of success based on this presentation	Design is presented but significant issues are not explained satisfactorily.	Design is well presented and details sufficiently discussed	Design is clearly presented and all aspects are strongly defended and discussed
<b>Presenters</b>				
Delivery	mumbles and speaks too softly.	Audience members have difficulty hearing presentation.	voice is relatively clear.	voice is clear and confident.
Overall Content Knowledge	does not appear to grasp the information presented.	clearly uncomfortable with the information presented.	relatively at ease with the content presented.	displays a high level of understanding of the subject presented.
Response to Questions	cannot answer questions about subject.	able to answer only rudimentary questions.	answers questions but fails to elaborate or display depth.	answers questions with explanations that indicate depth of understanding.

## ECE4800/BME4950 SENIOR DESIGN/PROJECT I

**PDR Oral Evaluation Form (Students: this form is for taking notes during the presentation. Use the Excel worksheet, available in Blackboard, to submit scores.)**

Group & Presenter Name: \_\_\_\_\_ Evaluator Initials: \_\_\_\_\_ (print)

Instructions: Answer each of the following questions with a number from 1 to 4, where 4 means “strongly agree” and where 1 means “strongly disagree”.

### **Presentation**

\_\_\_\_\_ Organization - The presentation is well organized. It begins with a title slide, includes an outline and ends with a summary/conclusions. The presentation slides follow a logical thought progression, beginning with a design definition, followed by some design details and including design issues.

\_\_\_\_\_ Visuals - The presentation slides are well designed. They effectively illustrate the ideas being conveyed and hold the attention of the audience. They are not too complex or too trivial and use illustrations effectively and appropriately.

\_\_\_\_\_ Mechanics - The presentation had no misspellings or grammatical errors.

### **Design**

\_\_\_\_\_ Establish Need - The project is clearly defined. An appropriate amount of background and significance is provided.

\_\_\_\_\_ Analysis - The project description is sufficient to assess the feasibility of the proposed solution. Multiple design approaches were considered.

\_\_\_\_\_ Proposed Design – The design is clearly presented. Critical issues associated with the design approach are clearly described and contingency plans are described to address practical uncertainties.

### **Presenters**

\_\_\_\_\_ Delivery – The presenters introduced themselves. The speakers made eye contact with the audience, spoke clearly, chose effective words, and focused the attention of the audience when appropriate. The slides were *not* read.

\_\_\_\_\_ Overall Content Knowledge – The presenters displayed a high level of understanding of the subject presented.

\_\_\_\_\_ Response to Questions - The presenters answered questions effectively and clearly.

### **Comments:**