EDU 278: Leadership & Collaboration

Professional IN-SERVICE Presentation

REQUIREMENTS

This is a three-part assignment.

1. A written narrative & ppt 5 points
2. A complete handout for each participant 5 points
3. A 15 min. presentation to the class. 5 points

Written Narrative Report: 2-3 pages of a *written narrative covering verbal information (post ppt), 5 points

*Due: prior to the presentation night

Prepare a short 2-3 narrative page paper that covers the primary body of context for the in-service presentation. The ppt. is due on presentation night, only.

- Keep content and ppt. simple, direct and factual based.
- Clearly demonstrate the value of the research acquired on the topic by referring to the authors used. Show each of the three references.
- **Connect content to "real classroom situations"** through stories, and materials that can be used in the classroom, etc. Ask: What can be used tomorrow?
- Tell how this will impact the learner and how this material will be applied to the classroom and career.
- The primary purpose of this in-service is to support the services to students. Make this the theme throughout your topic and base it on the research references you have listed.
- This factual content is the foundation of your presentation and a guideline for participants as they attempt to apply this concept to serving students.
- Address any area of resistance that may be anticipated by the audience and how this topic can be positively applied to the service of the learner.
• Include a brief conclusion & wrap-up statement.

• Double-space these pages. No late work accepted.

These two pages are not a part of the in-service handout and are reviewed for content only (the ppt. is not due at this time). These pages are due to the professor prior to the oral presentation.

Handout Material: Each class member receives a complete handout.

1) Title Page
1 Pt.
Name, site of presentation, date, & your professional contact information. This page may be artist if desired.

2) Agenda Page
1 Pt.
Sequence of topics with a timeline (Example: 2 min.) & if appropriate, a list of materials.

3) Content-2 pages
2 Pts.
1) A short catchy activity or introduction to stress the concept being presented. Connect the “purpose” of the material to the learning experience of the audience.
2) Step by step outline and ppt. of the presentation that includes research information within the content. (use the APA style of reporting.) Make it easy to follow along in outline form. (Do not copy your narrative content.)
3) Connect to “real classroom situations” through stories, materials to use in the classroom, etc. What can be used tomorrow?

4) Brief conclusion & wrap-up
(Give credit to all authors used in the material.)
Forms or other instructional material may be added as it directly serves to support the topic.

4) Reference Page
.5 Pts.
List at least 3 academic research sources, APA style. (You Tube, non-published materials are not academic resources.)

5) Evaluation Page
.5 Pts.
Choose a desired, one page format on a separate page.
The class will fill these out and return them to you.

No late work accepted. 5 pts. deducted if handouts not presented to class members.
Oral Presentation: A total of 5 Points - 15 minute presentation

Prepare a handout for every person in class & review it for the fifteen-minute oral presentation. Review the content and do conduct your “activity” with everyone, so that they may have it as a resource as well in the future.

Personal Appearance & Manner
- Professional (Simple, not a dress or suit)
- Welcoming & accepting toward audience

Group Activity & Value of Topic
- Brief catchy activity that addresses concept of material
- Topic of value to audience

Focused & Single Objective
- Material presented clearly, addressing a single objective.
- Current/accurate information researched & used
- Peer reviewed research used and listed.

Format of Presentation & Use of Technology
- Well organized presentation
- Technology attractive and effectively applied

Relationship to Audience
- Audience actively listening
- Interest & application evident
- Anticipated resistances are addressed

Flow/Pacing Used
- Easy to hear and follow
- Effective communications applied

Relevance of topic & Closure
- Topic is relevant to the audience
- Connect beginning objective to conclusions

Other factors for grade outcomes:

All instructions must be followed to the letter for full points.
Must stay within timeline of 15 minutes. Over extension of time will reduce points.
No late work accepted. 5 pts. deducted if handouts not presented to class members.

TPE’s 1, 6, 8, 9, 12 & 13