

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:	<i>Each class member receives a complete handout.</i>
<u>1) Title Page</u> 1 Pt.	Name, site of presentation, date, & your professional contact information. This page may be artist if desired.
<u>2) Agenda Page</u> 1 Pt.	Sequence of topics with a timeline (Example: 2 min.) & if appropriate, a list of materials.
<u>3) Content-2 pages</u> 2 Pts.	<p>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.</p> <p>2) Step by step <u>outline and ppt.</u> 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.)</p> <p>3) Connect to “real classroom situations” through stories, materials to use in the classroom, etc. What can be used tomorrow?</p> <p>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.</p>
<u>4) Reference Page</u> .5 Pts.	List at least 3 academic research sources, APA style. (You Tube, non-published materials are not academic resources.)
<u>5) Evaluation Page</u> .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