

BIS 491

Senior Project Presentation

Fall 2004

Professor: Andrew J. Ryan

Office Hour: Monday 6.00-6.30 and Wednesday's 5.30 to 6.00 PM or by appointment

Meeting Times: Enterprise 418, Wednesday's 5.00 to 6.00PM

Online Collaborative Environment: WebCT [webct38.gmu.edu]

Contact Information: 703.993.1436 (school)

703.456.0123 x750 (work)

202.328.1099 (home) before 10PM

ajryan@gmu.edu

Course Overview

This course provides a forum for formally presenting your Senior Project to peers, BIS staff, and your faculty advisor/committee members. BIS 491 runs concurrent to your enrollment in BIS 490: The Bachelor of Individualized Study (BIS) Senior Project. BIS 390: The Research Process is a prerequisite (for all admitted Fall 2000 and beyond).

Your overall course grade will rely upon: (1) class participation and (2) a formal presentation of your work. Class sessions provide the opportunity to develop your individual presentation through discussions of your topic, shared readings and in-class practice. These in-class discussions will be informal, but you should always be ready to discuss your project and/or comment on the projects of others. Perhaps the most important part of the course is this process of "*making topics public.*" It is an opportunity to share what you know and to learn the best ways for you to educate an audience on your subject. It will, therefore, be important that you attend class and work consistently throughout the term.

Learning Objectives

- ◆ Demonstrate a sophisticated understanding of interdisciplinarity as it relates to your concentration and Senior Project.
- ◆ Develop an understanding of the elements of an effective formal presentation.
- ◆ Demonstrate the ability to construct, frame, and communicate a focused topic to a defined audience.
- ◆ Demonstrate the effective use of evidence to support a balanced and reasoned argument using a variety of sources that may include oral (interviews), print, or on-line sources.
- ◆ Gain experience in providing appropriate and constructive feedback to classmates' projects.
- ◆ Effectively incorporate visual aids to complement, enhance and support the content off your presentation.
- ◆ Demonstrate the ability to be self-reflective and self-evaluative.

Required Reading:

- ◆ Tufte, E. R. (2003). *The Cognitive Style of PowerPoint*. Cheshire, CT: Graphics Press LLC. (available at the bookstore)

- ◆ Edwards, P. N. How to Give a Talk: Changing the Culture of Academic Public Speaking (available: <http://www.si.umich.edu/~pne/acadtalk.htm>)

Course Requirements: How You Will Be Graded

Class Participation 40%

Contributions to class discussion

BIS concentration 30 second advertisement

Public speaking URL

Project statement

Graphical representation or metaphor of project

Draft PowerPoint presentation

Attendance at final presentations Dec 8th. (You will be docked 10 points for failing to do so.)

Self and peer assessment of final presentations

Final Formal Presentation 60%

15 minutes + 5 minutes for questions and answers (Q&A)

Utilize presentation software (PowerPoint)

Provide one-page handout: Front-side only, double-spaced (graphics optional)

The Q&A is an important element of the presentation. You should, therefore, be prepared to offer concise, informed answers. Your overall presentation will be evaluated according to the guidelines developed in class and will include attention to: content, organization, delivery, and visual aids.

You should not spend the majority of time giving background. The presentation is an opportunity to report on the outcomes, new knowledge and learning gained from your project.

Supporting media must include PowerPoint slides. Additional supporting media (video clips, posters), original creative works, or other items that assist in communicating your efforts and results are acceptable and encouraged. When presenting, note cards or an outline are appropriate; reading from a script is not.

Presentations will be videotaped.

You are responsible for briefly explaining BIS 491 and the presentation component to your faculty advisor and committee member(s) and issuing appropriate invitations to them for the presentation. It is hoped that both your faculty advisor and committee member attend the final presentation; however, their attendance or absence will not affect your course grade.

Grading Criteria

Your work will be evaluated according to the following general guidelines:

Outstanding: Work reflects consistent engagement throughout the term. Has shown excellent progress in working on the presentation. Assignments were thorough and thoughtfully completed, often reflecting additional work, insight or integration of ideas. Assignments were completed on time and reflect a sense how each piece of work builds on the previous assignments. Substantial progress was made in the majority of areas related to the project. Individual could be counted on to be prepared for class,

contributed thoughtfully and constructively to the class discussions, and was actively involved throughout the course. Individual showed increasing sophistication in integrating the general ideas discussed in class discussions as it related to his/her own project. (Range of grades: A, A-)

Good: Work reflects usual engagement with the course throughout the term. Has shown good progress in some areas related to project. Assignments were routinely completed on time, were complete and showed some additional work, insight, or integration of the topics being discussed. At times, assignments reflected a sense of how each piece of work builds on the previous assignments. Individual was often prepared for class, usually contributed thoughtfully to the class discussions, and was regularly involved in the course. Individual showed reasonable facility in integrating the general ideas discussed in class discussions as it related to his/her own project. (Range of grades: B+, B, B-)

Average: Work reflects some engagement with the course throughout the term. Glimmers of progress in some areas are not consistently maintained. Assignments routinely completed and submitted on time, but only occasionally reflected additional work, insights, or integration of course topics. Only occasionally was the sense conveyed that topics throughout the course built on each other. Individual was sometimes prepared for class, occasionally contributed to the class discussions. Individual showed only occasional integration of general ideas into his/her own project. (Range of grades: C+, C, C-)

Below Average: Work shows highly inconsistent engagement with course. Little if any progress was made in various areas related to final presentation. Assignments were occasionally completed on time, but often submitted late. Not all required assignments for the course were submitted. Assignments rarely reflected additional insight or integration of topics being discussed and were completed in a perfunctory fashion. The sense that topics built on each other throughout the course was rarely reflected in assignments. Individual was usually unprepared for class, and rarely contributed to the class discussions. Individual rarely showed integration of general ideas into his/her own project. (Range of grades: D)

Failing: Individual failed to complete a significant portion of the course assignments, regularly missed class, was rarely prepared for class when s/he attended. Individual rarely contributed to the class discussions. Assignments were usually submitted late or not submitted at all. Individual showed no engagement with the class and reflected little understanding of the material. (Range of grades: F)

Incomplete: There will be no incompletes given for this course.

Grade Scale:

A	94-100	B+	87-89	C+	77-79	D	60-69
A-	90-93	B	83-86	C	73-76	F	00-59
		B-	80-82	C-	70-72		

Milestones for BIS 490 Projects

This is a suggested guide for students and faculty advisors to help identify possible stages of the BIS 490 project. With your faculty advisor, you should develop specific evaluative criteria for the purpose of evaluating/assessing the BIS 490 project. Your weekly activities will vary based on the nature of the project and its relationship to your core concentration.

Keep in mind that the summer semester is more condensed compared to the Fall and Spring timelines. Your final project must be submitted to your faculty advisor for grading by December 11th. The submission deadline for edited, bound copy of BIS 490 project to BIS office is December 24th.

Weeks 1—4

Conceptualize and prepare materials/tools for the project.

Meet with faculty advisor to learn how the faculty advisor will evaluate the project; determine specific evaluative criteria for assessing/evaluating both the project and the written component.

Conduct initial data collection, site work and/or literature review.

Solicit peer input (from your advisor, reader, or BIS 491 classmates).

Begin outline of written component; seek input from faculty advisor

Weeks 5—8

Focus in on critical components/sections of project

Communicate with faculty advisor; solidify outline.

Continue data collection, seeking feedback on project from experts/peers, or developing interpretations and lessons learned from internship.

Organize notes of literature review around outline for written component.

Review the evaluative criteria for project assessment with faculty advisor.

Communicate with committee member to provide update.

Seek peer input for presentation from classmates in BIS 491.

Weeks 9—13

Continue to write major portions of the written component.

Complete analysis of data, interpretations of internship experiences, and/or synthesis of feedback about project.

Submit draft to faculty advisor and committee member.

Complete revisions based on feedback from faculty advisor/committee member.

Prepare for oral presentation of project for BIS 491.

Meet with faculty advisor to receive assessment/evaluation of project.

Revise as necessary.

Course Schedule

September 1 Class One

- ◆ Introductions
- ◆ Review syllabus: assignments, timeframes, expectations
- ◆ What is a good presentation?

September 8 Class Two (Communicating your Project)

- ◆ Content, organization, delivery and audience
- ◆ Begin BIS concentration advertisements
- ◆ What is a good presentation? Part II (review evaluation sheet)
- ◆ Initial presentation ideas

Assignments Due:

1. One page typed statement of senior project. Include: (1) strong project statement, faculty advisor and reader, department affiliation and (2) a rough timeline for completion of your project.
2. Come to class prepared to give a 30 second advertisement of your concentration. The goal for this assignment is to succinctly articulate for your class, within the allotted time, what your degree program is and its interdisciplinarity.

September 22 Class Three (Content)

- ◆ Interdisciplinarity: being clear and succinct about a complex concept
- ◆ Making and supporting well-reasoned points: argument and evidence
- ◆ BIS Concentration advertisements continued.

Reading to Prepare: Read Tufte's *The Cognitive Style of PowerPoint* (available at bookstore)

September 29th Class Four (Organization and Audience)

- ◆ Outlining your presentation
- ◆ Creating a central point
- ◆ Public speaking as education and conversation
- ◆ Continue discussion of Tufte's *The Cognitive Style of PowerPoint*

October 13th Class Five (Design)

- ◆ Presentation Design Workshop: Integrating Text and Graphics [location TBA]

Reading to Prepare: How to Give a Talk: Changing the Culture of Academic Public Speaking (available: <http://www.si.umich.edu/~pne/acadtalk.htm>)

Note: if you wish, you may use the webpage to post your slides, handout or speaking notes for additional peer feedback.

October 20th Class Six Powerpoint Practice Session (Design) [Optional]

- ◆ Peer feedback practice session

Assignment Due: Bring an electronic version of a graphical representation of a metaphor of your research topic, project, or internship experience. Post on WebCT

October 27th Class Seven Powerpoint Practice Session II (Design)

- ◆ Peer feedback practice session

Assignment Due: Draft PowerPoint Slides (printed two slides to a page). Post on WebCT.

November 10: Class Eight (Content and Delivery) Part 1

- ◆ Peer feedback practice session

December 1st Class Nine (Content and Delivery) Part 2

- ◆ Peer feedback practice session

December 8th Class Ten: Presentations

- ◆ Final class presentations. Guests welcome.
Attendance is required for the whole session.
Location: SUB II, rooms Room 3-7, 5:00-9:00 pm
Reception follows.
- ◆ Bring copy of PowerPoint slide show to class for evaluator. Print slides three to a page.
- ◆ Do not forget your handout for audience.