CS oral presentations – evaluation form

Please see policies and guidelines on the other side of this form.

Instructors: Please complete this form immediately after oral presentation and bring it to the office. This form is important for us to track the progress of our students in oral communications; it is not intended for grading the presentation. Please show the student the completed form and give constructive criticism.

Student: SFSU ID:

Class:

Instructor name: Instructor signature:

Date of presentation: Circle one: PASS / FAIL

Instructors: *please remember to record in online database*

	Poor (0)	Marginal (1)	Good (2)	Score (0,1,2)
Slides	Many hard to read	Some hard to read	Easy to read	
	Many spelling and grammatical errors	Some spelling and grammatical errors	No spelling and grammatical errors	
Presentation	Often too soft/loud, or too fast/slow; got lost often	Sometimes too soft/loud, or too fast/slow; got lost sometimes	Good voice level and rate; good flow	
	Often difficult to hear and understand	Sometimes difficult to hear and understand	Easy to hear and understand	
	Little eye contact	Insufficient eye contact	Good eye contact	
	Not responsive to audience questions	Somewhat responsive to audience questions	Responsive to audience questions	
Content	Thesis/outline/ conclusions not clear	Thesis/outline/ conclusions can be improved	Thesis/outline/ conclusions clearly stated	
	Technical content is poorly described	Technical descriptions can be improved	Gives clear and accurate description of technical material	
	Poor flow and organization	Choppy flow and organization	Good flow and organization	
Time management	Too long or too short	Within 2-4 minutes of allotted time	Within 1 minute of allotted time	
			Total score:	

Senior Oral Presentation Guidelines

All Computer Science majors are required to make an oral presentation on a topic in Computer Science before the end of their senior year. (By senior, we mean those students who will complete all CS requirements in the current academic year. We recommend that students complete their oral presentation at least one semester before they plan to file their graduation application.)

The senior oral presentation is intended to provide an opportunity to practice delivering a formal public technical presentation in front of an audience. The presentation will last 10-15 minutes, including time for questions. Visual aids such as PowerPoint (or similar) slides, or other media (as appropriate to the content of the presentation) are strongly encouraged. The topic covered in the presentation may be a journal or magazine article, material from a book, description of a student programming project or student research, or a relevant work experience. All topics must be approved by a CSC faculty sponsor.

Students normally satisfy the senior oral presentation requirement in an advanced CSC required or elective course, or as part of a (final) project presentation. Students should consult with the instructor at the beginning of the semester about the possibility of fulfilling the oral presentation requirement in the class, and for the scheduling and format of the required presentation. Students should coordinate with the instructor to insure access to the necessary equipment for the presentation.

If the initial presentation is considered by the supervising faculty member to be not satisfactory, the student must make alternate arrangements, either with the original or another faculty sponsor, to complete the oral presentation requirement.

If it is not possible to meet the oral presentation requirement through a classroom presentation, then the student must: 1) find a topic and a faculty member to approve that topic, 2) schedule the time and location with the faculty member, and 3) obtain the faculty sponsor's agreement to attend and evaluate the presentation.

Students should not expect faculty to be available for senior presentations outside regularly scheduled class meetings. Any changes in scheduling should be cleared with the faculty sponsor well in advance.

Revised by Bill Hsu on 6/8/2017