Renton Technical College

Commercial Building & Industrial Engineering

Computer Fundamentals (Fall 2011)

Name: _____

Date: _____

Topic: _____

Research and Demonstration Project

The following rubric will be used to evaluate the project. Any exceptions to the criteria (such as time limits) must be approved by the instructor in advance.

Evaluation Criteria

ITEM	POOR	SATISFACTORY	VERY GOOD
PLANNING / DOCUMENTATION: 20%			
Points from the Project Planning Form	0 -------11	12-----13-----14-----15	16 ----17-----18
Was the demonstrator ready to begin at the beginning of class on the appointed date?	No 0		Yes 2
PRESENTATION / SPEAKING: 15%			
Did the speaker introduce himself/herself?	No. 0	Yes, but not clearly 1	Yes. Very clearly. 2
Did he/she speak loudly and clearly enough throughout the presentation?	No. It was difficult to hear. 0------1------2	The people in the front could hear, but the people in the back of the room could not hear very well. 3---------------4	Yes, everyone could hear the speaker very well. 5
Did the speaker make good eye contact with everyone?	No, he/she looked at notes, the board, or elsewhere, not at the audience. 0	There was some eye contact-- some of the time and/or only with some members of the audience (e.g. only looked at the instructor, or the front of the room, etc.). 1------------2	Yes, there was good eye contact with everyone throughout the presentation. 3
Did the speaker seem prepared? Did he/she appear to have rehearsed the procedure?	He/she read almost the entire script and/or made many mistakes. The speaker did not appear to be well prepared. 0------1-------2	He/she read a lot, but it was fairly smooth with not many mistakes. It appeared that he/she had practiced. 3-------4	The speaker was well prepared. Notes (if used) were used appropriately to help remember the points. The presentation flowed well from beginning to end. 5
CONTENT: 51%			
Was the topic clearly introduced? (with the name of the software, hardware, component, and/or procedure)	No, the topic was not introduced. 0	Yes, it was introduced, but some portion was not clear. 1	Yes, it was clearly introduced. 2
Did the introduction explain the purpose of this procedure? (Why and/or when it should be used by a maintenance tech or student.) Did it create interest in the demonstration?	No, it didn't have an introduction, or it wasn't very clear. So the purpose may have been confusing. 0-------------1	The introduction was ok. It included (as necessary) the names of the software, hardware, &/ or components, and the purpose of the procedure. 2-------3	The introduction was clear and engaging. It gave the audience a clear reason for listening. (It really caught their attention.) 4-----5
Was a completed example shown at the beginning of the demonstration?	No, there was no completed example shown during the demonstration. 0	Only a partially completed example was shown, or it was not shown at the beginning, or it was unclear or confusing. 1--------2-------3	Yes, a completed example was shown and briefly explained at the beginning. 4

Were the main points well organized, clear, and easy to follow?	No, they were not well organized, or they were unclear or confusing. It was hard to follow the steps.	Most of the points were clear. There may be some minor confusion or unclear parts.	All points were clear, well organized, and easy to follow.
	0----1----2-----3----4---5	6-------7------8	9-----10
Were the visual aids incorporated appropriately into the demonstration?	No, they were missing many points, or they were too confusing, or they were not accurate.	Most of the time the visual parts of the demonstration were very clear and well organized. They showed the steps accurately and were easy to follow.	The visual portions of the demonstration were integrated very well with the explanation. It was all very clear and easy to follow, with no inaccuracies.
	0----1----2-----3----4---5	6-------7------8	9-------10
Did the presentation include a clear conclusion that wrapped it up nicely?	No, it didn't have a conclusion. The speaker simply stopped or ran out of time.	The conclusion was satisfactory.	The conclusion was clear. It briefly summarized the material and wrapped up the presentation well.
	0-------------1	2------------3	4-------5
Overall, did the speaker do a good job of teaching the class about this procedure?	It was difficult to understand the main points. The audience probably did not learn very much.	Most of the presentation was good. One or two parts were not clear, or they were confusing.	Yes, the speaker did a very good job of teaching the class.
	0----1----2-----3----4---5	6-------7------8	8-------9------10
Was the presentation between 10 and 15 minutes long?	It was less than 10 minutes or more than 20 minutes	It was between 15 and 20 minutes.	Yes, it was within the 10 to 15 minute range.
	0	1	3
Did the speaker invite questions and handle them appropriately?	The speaker forgot to invite the audience to ask questions.	The q & a session was ok.	Yes, the q & a session was handled very well.
	0	1	2

RESOURCES POSTED ONLINE FOR OTHER STUDENTS TO USE (14 %)
Note: To be valid, resources must include complete information. Online resources should include the author, title, URL, and date accessed. Printed publications (such as books) should include complete publication information (author, title, publisher, date of publication).

Resources that are simply different pages from the same source will be counted as one resource.

Are 2 resources for this demonstration posted online? Is the information as complete as possible?	No resources are posted online.	Only one complete resource is posted online. Or there are 2 resources, but the information is not complete.	Yes, 2 resources with complete information are posted online.
	0	1----2----3	4
Is the first resource clearly useful and relevant to the demonstration?	No, it doesn't have information that is useful or relevant to this demonstration.	It's somewhat useful or relevant.	Yes, it's very useful and relevant.
	0	1	2
Is the second resource clearly useful and relevant to the demonstration?	No, it doesn't have information that is useful or relevant to this demonstration.	It's somewhat useful or relevant.	Yes, it's very useful and relevant.
	0	1	2
Is there a brief description for each resource?	No, there is no description for either resource.	Only one of the resources has an appropriate description.	Yes, both have appropriate descriptions.
	0	1	2
Are there more than 2 useful and relevant resources posted online?	There are no extra resources posted online.	There is one extra resource that is relevant and useful posted online. The information is complete, including a description.	There are 2 extra resources that are relevant and useful posted online. The information is complete, including a description.
	0	1-----2	3-----4

Comments: _