

## **PDC 120**

### **Student Group Presentation Guide Sheet**

The purpose of this assignment is to provide you with an opportunity to actively participate in your learning, teach others what you have learned, and practice the art of public speaking in a safe and supportive environment. It is important to keep this in mind when presenting, and in fact, also think about how you would like the information presented to you!

As your team begins to meet and discuss various team assignments, be sure to keep everyone involved in the planning process. Remember we all have different strengths and areas that need to be developed. This assignment should be fun and yes, somewhat challenging, but remember you are all working together for a common cause and that is, your success!

**Assignment:** Each team will be assigned to visit a Student Service department on campus, interview a staff member(s), and then present your information to the class.

**Team Assignments:** Each team will discuss what role/job each member will fulfill. For example:

- Presenters
- Visual Aid Preparers
- Note-taker/Typist
- Interviewer

**Presentation Points:** 30 points for each group member.

**Timeline:** Each team will have a minimum of 10 minutes and a maximum of 15 for their presentation. Make sure you practice beforehand and know your time limitations. This will affect your grade.

**Group Accountability:** Each member will complete an individual/group evaluation. This must be submitted in order to get a grade.

**Presentation Accountability:** Your team presentation must include the following topics:

- What department was researched and where is it located? Include office hours, phone number, contact person, etc.
- What services are provided by this department?
- Who can use these services and what is required to access the services?
- Use whiteboard, overheads, poster boards, pictures, music, acting, singing, etc.
- Incorporate at least one interactive activity (such as pop quiz or game) to address the various learning styles.

**Teams:** Be sure to ask questions. Come see me early if there are any concerns. Also, please be respectful of the various offices on campus. Be cordial and request an appointment if the staff is busy.

**Don't forget...Have fun with this assignment!**  
**You are here to learn and grow from each experience in your life.**