

**CSP 601: SITE TEAM VISITS
PRESENTATION EVALUATION FORM**

Institution: _____

Functional Areas: _____

Three aspects of an oral presentation will be used to evaluate this presentation: content, use of PowerPoint, and delivery. This form consists of a listing of several specific areas under each of these three categories. In assigning scores to indicate the presenter's effectiveness in each area listed, use as a model a good professional presentation made by a faculty member or administrator in higher education at a national conference. Please use the following scale:

3	2.5	2	1.5	1
excellent				poor

A. Content (60% of grade)

- _____ 1. Institutional setting. The following are explained:
 - *Characteristics that contribute to the uniqueness of the campus setting (e.g., size, affiliation, mission, location, faculty, curriculum, students, costs)
 - *Institutional values as expressed through its mission
 - *Organizational structure to realize those values
 - *Relationship to the community
 - *Constituent groups (i.e., students, administrators, faculty, alumni)

- _____ 2. Student affairs. The following are explained:
 - *Mission of the student affairs organization
 - *Organization of student affairs (including its functional areas)
 - *Role of student affairs within the institution
 - *Relationship of SA to other administrative units on campus
 - *Role of senior student affairs administrator

- _____ 3. Functional areas. The following are explained for BOTH functional areas assigned:
 - *Goals
 - *Role within student affairs
 - *Students served
 - *Most innovative or effective programs and services
 - *Current issues confronting practitioners

- _____ 4. Multicultural Mission. The following is explained:
 - **Institution's* (not just SA) multicultural mission. Is it articulated? Nature of goals. Specific programs to enhance and support diversity. Curriculum modifications. Divisions (e.g., SA, academic affairs, business affairs) most instrumental in establishing and realizing goals for multiculturalism. SA response to increasing student diversity.

- _____ 5. Summary and conclusion. The group's interpretations of the institutional context, nature of student affairs work, the functional areas, the multicultural mission, as well as recommendations for improvement are described.

- _____ 6. Integration of professional knowledge base. An understanding of the profession's knowledge base is demonstrated. Observations about institutional context, the student affairs area, multicultural mission, and recommendations are effectively grounded in ideas drawn from class readings and discussions.

Content Score: total of 1-6 = _____ x 2 = _____

B. Use of PowerPoint (10% of grade)

1. _____ Use of well-designed aids (e.g., easy to read and understand, consistent lay-out, appropriate information, free of errors)
2. _____ Distribution of handouts that look professional (e.g., with titles, correct and complete references, the presenter's name and institutional affiliation, free of errors, etc.)

Use of PowerPoint Score: total of 1-2 = _____

CONTENT COMMENTS:

USE OF POWER POINT COMMENTS:

C. Delivery (30% of grade)

Team members: _____

EVALUATION OF: _____

	1. Verbal Skills: Articulate presentation (spoken clearly and distinctly, free of verbal distracters such as um, uh, like, and you know)
	2. Non-verbal Skills: Good eye contact. Effective use of natural and varied gestures (free and easy movement without annoying nervous mannerisms).
	3. Organization: Effective use of time (staying within the allotted time limit). Smooth, flowing delivery.
	4. Professionalism: Projection of a professional image (posture; appropriate use of humor; avoidance of inappropriate remarks about such topics as race, ethnicity, handicapping condition, or age). Appropriate attire.
	5. Audience Interaction: Effective use of examples. Awareness of audience reactions. Good handling of questions by audience. Ability to adapt to the needs of the learners.
	6. Command of Material: Poise and confidence in knowledge of the topic being discussed. Not bound to notes or a script.

Delivery Score: total of 1-6 = _____

COMMENTS:

INDIVIDUAL TOTAL

Score

Part A: CONTENT (60%) _____

Part B: USE OF POWER POINT (10%) _____

Part C: DELIVERY (30%) _____

TOTAL _____ (out of 60)

/ 3 = _____ (out of 20 pts for grade)