Instructors:
Steve DeBroux, PhD
Office Hours: (Feldman 120, 215-489-2332) Steven.DeBroux@delval.edu
Tues. 1:40-2:55; Wed. 10:50-12:05 and 3:05-4:20; Thurs. 1:40-2:55; Fri. 10:50-12:05
Douglas Linde, PhD
Office Hours: (Feldman 116, 215-489-2260) Douglas.Linde@delval.edu
M 11-12, 1:40-2:55, W 12:15-1:30, TH 9:30-10:40 and 1:40-3:00

Institutional Outcomes:
Interpersonal skills, Organizational/Leadership skills, Information/Computer literacy,
Science/Environmental awareness

Program Outcomes:
Effective communication, Computer & information literacy, Plant science & ecological awareness

Course Competencies:
Upon completion of this course, students will be able to:
1. Develop, organize, and deliver a professional presentation
2. Better understand current Crop, Turf, and Environmental Science topics, internships, and careers

Class webpage @ http://delval.edu/cms/index.php/delval/departments_sn/agronomy/C1187/
(or goto Dr. DeBroux or Dr. Linde Faculty pages at the Agronomy Dept site)

Audience Requirements: (all students not making a presentation this semester)

Grading will be based on attendance and presentation summaries

Required attendance
- Each student must sign-in for attendance at each seminar
- Only excused absences from the VP of Academic Affairs will be accepted
- 1 missed class = final grade lowered by ½ letter grade (5%)
- 2 missed classes = final grade lowered by 1 full letter grade (10%)
- 3 or more missed classes = FA Failure due to Absence

NOTE: Student may only petition VPAA for absence due to illness > 3 consecutive days

Submit 4 summaries for 4 seminar presentations (4 x 30 pts each = 120 pts)
- 2 summaries are due by March 3 and 2 summaries are due by May 5
- Summaries must be of presentations you attended
- Summary must
  - Be typed & double-spaced (5 pts)
  - Be 100-200 words in length (5)
  - Include presenter’s full name and title (5)
  - Summarize the presentation (5)
  - Be written using complete sentences (5)
  - Be free of spelling and grammatical errors (5)
  - Late submissions will lose 1 letter grade for every business day late
  - Academic dishonesty: 1st offense = Zero on assignment. 2nd offense = fail course.

Speaker Requirements:
Sign-up for a time slot on first day of class
Submit topic by second class (Feb 4) {Topic cannot only cover basic info taught in classes}
Submit presentation outline at least 2 weeks before giving presentation
Grading will be based on the attached Grade Sheet
Advice: Have a back-up plan in case you have technical difficulties. Give yourself enough time (days) so that you can solve any technical difficulties (burning, saving, etc.) The show must go on!
**Speaker Evaluation and Grade Sheet**

**Speaker Name ____________________**

Evaluator: _________________

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline submitted to instructors at least 1 week before presentation</td>
<td>10</td>
</tr>
<tr>
<td>Material was presented at a technical level suitable for the audience</td>
<td>10</td>
</tr>
<tr>
<td>Speaker was well-prepared and organized</td>
<td>15</td>
</tr>
<tr>
<td>Gained audience attention at beginning</td>
<td>15</td>
</tr>
<tr>
<td>Previewed the body of speech at beginning</td>
<td>5</td>
</tr>
<tr>
<td>Presentation had a logical organization</td>
<td>10</td>
</tr>
<tr>
<td>A clear conclusion or summary was given at end</td>
<td>15</td>
</tr>
</tbody>
</table>

**Visual Aids**

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual aids were clear &amp; easy to read and understand</td>
<td>10</td>
</tr>
<tr>
<td>Visual aids were free of spelling/grammatical errors</td>
<td>5</td>
</tr>
<tr>
<td>Visual aids had a consistent color scheme and style</td>
<td>5</td>
</tr>
<tr>
<td>Every visual aid had a purpose</td>
<td>5</td>
</tr>
</tbody>
</table>

**Delivery**

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation lasted 20-25 minutes</td>
<td>30</td>
</tr>
<tr>
<td>Professional appearance, language, and behavior</td>
<td>5</td>
</tr>
<tr>
<td>Adequate eye contact with audience (NOT reading from notes)</td>
<td>10</td>
</tr>
</tbody>
</table>

**Non-graded feedback**

Delivery was spontaneous and enthusiastic

Appropriate speech rate

Speech was clear

Any annoying mannerisms