**City U Final Day: Oral Presentations of Portfolio**

1. **Purpose of the Presentations Day**
   1. A celebration of your Learning
   2. The opportunity to synthesize your work over two years
   3. The opportunity for your instructors to appreciate your hard work and involvement with them. We instructors love this day, I can assure you.
   4. Students are sometimes very anxious about being assessed for the portfolio and presentation. These are part of the EEA 650/655 course, and the assessment of that entire course is “Pass/Fail”; no numeric grade is given. Most students excel in their portfolio and presentation, so we encourage you to relax, and work hard to produce documents that you are proud of and that creatively express you and your learning. And have fun!
2. **Who will be in attendance?**
   1. Usually 3 or 4 of your instructors
3. **Procedure for the Oral Presentation**
   1. You present for 45-50 minutes, including time for questions, with about 10 minutes for questions and answers; you have a total of one hour. You can take less time for your presentation if you want, but we find that most people need about 45-50 minutes. You are responsible for staying within one hour
4. **What is included in your Presentation?**
   1. You need to deal with all of the topics on the Presentation Template/Rubric; averaging about 5 minutes per area, but you may emphasize areas most meaningful to you
   2. Most folks use an Executive Summary of some kind that they provide to each of the Instructors (bring 4) I have many samples.
   3. Your collected Portfolio which gets passed around among the Instructors while you present.
   4. If you have it completed, you would have submitted an e-copy of your Thesis/Capstone Project.
   5. At the end of the presentation you also complete a self assessment of your presentation using the same rubric that the instructors use and it becomes part of the assessment.
   6. The grading is Pass/ Fail and we expect all will pass.
5. **Suggestions**
   1. Arrive well before your scheduled presentation time
   2. Make sure you have tested all your technology if you are using any
   3. **Rehearse** your presentation; doing so with a member of your cohort is a good idea. We cannot stress this enough: rehearse! Make sure your presentation does **not** take more than 50 minutes *maximum*! If necessary, we may have to cut you off, as it is important to others to keep to the schedule
   4. Be creative in your presentation! Feel free to have an overall metaphor to capture your experience and growth. If you use PowerPoint or Prezi or Keystone, avoid having too much text; keep it simple. Images that capture your message are great. Feel free to include your own photos, art work, etc.
   5. Try to avoid reading to the panel, unless it is a small quote or two you want to include. Just be natural
   6. Have fun with the process; this is the end of a long journey for you and it should be a celebration