



Florida Institute of Technology

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Dear Colleague:

You have expressed interest in using the protocol “Assessing GK-12 Graduate Teaching Fellows’ Presentation Skills.” The protocol consists of the following pieces:

- Context and Criteria for Assessing GK-12 Graduate Teaching Fellows’ Presentation Skills;
- Rubric for Assessing GK-12 Graduate Teaching Fellows’ Presentation Skills; and
- Record Sheet for Assessing GK-12 Graduate Teaching Fellows’ Presentation Skills

Before you use the protocol, we ask that you read some basic information about its development and use.

Context: The purpose of the protocol is to help graduate teaching fellows effectively present scientific information to non-scientific audiences. The audience may be students, teachers, parents, community members, or colleagues of the presenters. The presentation may be a traditional lecture, or it can be interactive with the presenter and audience asking and answering questions. The protocol was developed from a review of literature on effective presentations, especially those of a technical nature. References are included.

Overview: The protocol can be used as an instructional tool – providing feedback to the fellow – or as an evaluative tool for assessing changes in presentation skills over time. We stress that effective use of the protocol requires formal instruction in presentation skills to the graduate fellows as well as opportunities to practice. No changes are likely to occur without some sort of learning intervention. Fellows are observed throughout their fellowship usually by two or more persons. Observers take their results and construct a profile of strengths and weaknesses for each individual, data which may or may not be fed back to the presenter, depending on the purpose of the observation. Data can be used to assess changes in presenters, or it may be aggregated to assess the effectiveness of a program or a component of a program over time.

Conducting an observation: Observations should be a minimum of 8-10 minutes. The time needs to allow the presenter to demonstrate all of the criteria. Presentations may be observed directly or via filming. In the latter instance, the person recording the presentation needs instructions as to what to capture. For example, the filming needs to focus mostly on the presenter rather than the Power Point presentation. The camera also needs to capture the audience from time to time so its level of engagement can be observed. The observer needs to have copies of Power Point presentations, handouts, or other audiovisual aids as one of the criteria addresses the effective use of these aids. If there are multiple observers, establishing inter-rater reliability becomes very important.

Frequency of observations to capture growth: We recommend using the first observation as baseline data. The timing of any subsequent observation would be based on what instruction the graduate fellows receive and their opportunity to practice. Part of the fellows' practice, as well as instruction, can be observing each other and giving feedback or observing other technical presentations that they may attend. Four observations of the fellows over an academic year should be a reasonable number to capture growth, providing instruction and feedback have occurred.

Because this protocol is still in its developmental stage, we ask that if you use it that you give us feedback. A form is attached to facilitate your getting back to us.

If you would like to review your plans for using the protocol with our evaluators, you may contact Joyce Kaser and Patti Bourexis at studygroup@aol.com or 252-441-2788.

Feedback Form
Assessing GK-12 Graduate Teaching Fellows' Presentation Skills

Please email responses to instep@fit.edu

Name

Position

Address

Telephone:

Describe the group that you used the protocol with.

Describe how you used the protocol, including over what period of time.

Did you make any changes in the protocol? If so, please describe.

What results did you obtain from using the protocol?

How easy or difficult was the protocol to use? If difficult, please explain.

What suggestions do you have for improving the protocol?

Would you recommend the protocol to a colleague? If no, why not?

What else would you like to tell us about the protocol?

Thank You For Your Comments