PA/PAH 509

Guidelines for the Final Presentation

All students completing PA/PAH 509 will make a presentation about their experience to fellow students, faculty, and field supervisors. This is a **10-minute presentation**, followed by **a 5-minute Q&A**, which will be scheduled with other students' presentations at the end of each quarter.

Presentation Content

Your presentation is *not* about the findings from your project, but rather *about your experience*. The content should be presented using PowerPoint and contain **no more than 12 total slides.** The content of the slides should be structured as follows:

- Slide 1: title slide, location of field placement, name of field supervisor
- Slide 2: goal/emphasis of work
- Slide 3: summary of learning objectives (not tasks or evidence)
- Slides 4-6 (approximately): describe the process and outcomes of the work
- Slides 7-8 (approximately): significance of your work for the host organization
- Slides 9-10 (approximately): implications of the experience for your future career
- Slide 11: describe accomplishment of some or all of the Departmental competencies
- Slide 12: acknowledgements

In preparing your slides, be attentive to the following:

- Use a large, clear font.
- Avoid having too many words per slide – ideally no more than 3 or 4 lines per slide.
- Do not make your slides too busy with color, background, graphics; focus on the content rather than the design/layout. But pictures or graphics that are relevant to your project are welcome!
- If you are inserting pictures, be sure they add to the slide's content and are large enough to be seen.

Effective Presentations

Keep in mind that your PA/PAH 509 grade is determined, in part, by your presentation, so give it due time and attention. In particular:

- Rehearse your presentation to be sure you are familiar with the content and that you can make the presentation within the 10-minute limit. **Your time will be monitored.**
- This is a professional presentation and you should be attentive to your demeanor including dress, grooming, delivery, enunciation, and clarity. The expectation is that graduates will demonstrate competency for entering (or continuing in) the field of public service.

The Fine Details

Sending the Presentation File. An electronic version of the slides should be emailed to the Public Administration office at publicad@pdx.edu in advance of the presentations. Please email the file in PowerPoint format (.ppt or pptx) and not a PDF of it.

Including a Hard Copy. A hard copy of the presentation, printed 6 slides per page, should be included in the final submissions you provide to your PA/PAH 509 faculty advisor.

Updated October 2017

Making Alternate Arrangements. If you are unable to present at the scheduled session, there are several options available to you. First, you may present at an alternative time. Second, you can present via Skype or Google Hangout (if relocated out of Portland). In either case, you must negotiate these arrangements **ahead of time** with your PA/PAH 509 faculty advisor. Regardless of the presentation timing and venue, you must submit the slides for presentation with the remainder of your PA/PAH 509 materials.

Presentation Dates. Please see the published calendar for PA/PAH 509-related dates for the current academic year.