

Appendix B

Evaluation Criteria and Checklist for Presentation and Paper on Cell Structure and Function

Part of presentation	Criteria	Excellent	Very good	Good	Average	Poor
Presentation: Cell Structure & Function; Cellular Processes						
Introduction	Set stage for talk; give necessary background.					
	How does this organelle and/or process fit into the overall picture of cell structure & function?					
	In what types of cells would this organelle or process be present?					
Organelle Structure	Give enough information so that a student in the class could identify this organelle if shown an unlabeled diagram or a micrograph (see me if your disease affects a process and not a particular organelle).					
	Describe the general features of the organelle.					
	Describe where the organelle is found within the cell.					
	Are there considerable variations in the number or the structure of this organelle in different cell types?					
Organelle Function	Give sufficient information so that the class can appreciate the role of the organelle or the process in cells.					
	What are the basic functions that this organelle or process carries out?					
	Why do cells need this organelle or process?					
	What other organelles contribute to the function of this organelle?					
	What kinds of problems might defects in this organelle or process cause the cell?					
Summary	Summarize in a sentence or two the organelle's structure and function.					
	Summary					
Above and Beyond: exceptional presentations						
	Was any novel approach or interesting anecdote given that would help the audience remember this subject?					
Overheads/Demos, etc.	Make sure that the overheads (or slides) are easy to read—don't put too much information on them.					
	Were overheads legible and easy to follow?					
	Was the main topic clearly stated on the overhead?					

Part of report	Criteria	Excellent	Very good	Good	Average	Poor
Reports/Handouts: Cell Structure & Function						
General	The paper should be 2 pages, single spaced, with 12-pt font.					
	Were the roles of each group member described?					
	Did each group member sign the completed paper?					
	Was the report divided into appropriate sections?					
	Was the report well written?					
	Was the writing clear and to the point?					
	Was jargon avoided?					
	Were topic sentences clearly present in each paragraph?					
	Did each sentence relate to the prior sentence and look forward to the next (i.e., was the flow of the writing appropriate)?					
	Did the report include all references?					
	Was the discussion log properly maintained? (Reports without a log will not be graded.)					
	Did each member of the group turn in evaluations of group participation? (Grades will not be given until these evaluations are received.)					
Above & Beyond	Did anything make this report stand out from others?					
	Describe below and rate to right:					

Cell Structure/Function Presentation Checklist
Presentation and Papers on Tuesday, July 3, 2001, 8:30–10:40

	Question	Answer	Check
Paper	When is it due?	The completed paper is due at the beginning of class. I need BOTH a hard copy and a floppy (or CD or Zip).	
	How long can it be?	Paper should be ABOUT 2 pages long, single spaced, 12-point font, 1 inch margins. It CAN be longer if necessary—I will read everything you turn in and count it for your grade. The references and any figures do not count in the page total.	
	What is the format?	The paper should be divided into clearly marked sections, corresponding to the evaluation checklist and to the parts of your talk. You can modify the checklist to reflect your particular organization or topics.	
	How do I indicate who wrote which parts?	The paper must include information about who wrote which sections. You can put the name of the author in parentheses after the heading.	
	What about references?	ALL references must be included, including web-based references. You should have MORE than JUST text or web references. I estimate that you should have about 10 references. Web references in your paper should have the title of the site, the URL, and the date you referenced it. <i>Example:</i> Mitochondria: architecture dictates function, http://cellbio.utmb.edu/cellbio/mitoch1.htm , June 27, 2001	
	How do we document that the paper represents joint work?	The paper must be signed by all members of the group, stating "We have read the entire paper and had an opportunity to make editing suggestions for all parts."	
Evals	When are my team member evaluations due?	You <i>MUST TURN IN</i> your team member evaluations together with your paper at the beginning of class on July 3. If these evals are not included, your team paper will lose 5 points for each day any evaluation is missing.	
Presentation	How long do we have for our presentation?	10 minutes. You will have a warning at 8 minutes, then have 2 minutes to finish up. After 10 minutes, you will have to stop talking. After the talk, you will have 5 minutes for questions.	
	How can I get overheads made for my presentation?	If you need us to make overheads for you, you must bring the originals BY 5:00 on MONDAY, July 2, 2001. Bring them to Wendy Rockhill in 248 Kincaid Hall (616-3383). If you need COLOR overheads, you must bring the file on a disk. I will bring pens if you need to use them to write on the overhead.	
	How can I have my handouts copied?	You can make 35 copies of your handouts to bring with you on Tuesday. Alternately, we will make copies for you IF YOU BRING THE ORIGINALS BY 5:00 on MONDAY, July 2, 2001, to Wendy Rockhill in 248 Kincaid Hall (616-3383).	
	What are we doing about PowerPoint presentations?	You are safest to stick with fonts such as Times, Arial (Geneva), or Symbol. If you use an unusual font, please embed the font in your presentation. You can do this by using the "Save as" function and checking "Embed font." Getting to the "Embed font" command varies depending on the version of PowerPoint you are using.	

	Question	Answer	Check
Presentation		<p>If you are using PowerPoint, you must bring your presentation by 5:00, MONDAY, July 2, to Robin Wright in 238 Kincaid Hall (685-3651). You can bring it on a floppy, CD, or Zip disk. NOTE: For Mac users, please use a PC-formatted floppy or Zip. You can also ftp it, if you know the ftp address you need to access, but again, you have to come to my office so we can get it onto my computer ahead of time and make sure it is functioning.</p> <p>To judge length of talk, estimate about 10 slides for a 10-minute talk.</p>	
	How can I practice my talk?	Kincaid Hall room 114 has been reserved for all day on Monday, July 2 (about 8:00 until 5:00). To use the room, come see Robin in 238 Kincaid. She will have a data projector and computer that you can use for practice.	
Recap	Monday	<p>Get your PowerPoint presentation to Robin so she can load on her computer.</p> <p>Bring your handouts to Wendy so she can make copies for you.</p> <p>Bring originals to Wendy to make overhead transparencies.</p> <p>Double-check with Wendy or Robin to make sure you have everything you need for your presentation.</p>	
	Tuesday	<ol style="list-style-type: none"> 1. Turn in the paper, signed by all group members. 2. Turn in the paper on a floppy or CD or Zip. 3. Turn in the individual team member evaluations. 4. Give your presentation (10 minutes + 5 minutes for questions). 5. Pick up your review papers. 	
	Wednesday	Have a great July 4th!	