Southeastern Oklahoma State University BME Senior Project Presentation Rubric

Name:	Semester:
Applied Instructor:	Degree:

CONTENT	Not Acceptable 1 pt	Deficient 2pts	Acceptable 3pts	Advanced 4pts	Exceptional 5 pts	SCORE
PREPARATION						
CONTENT Importance of topic, relevance, accuracy of facts, overall treatment of topic	Topic lacks discernable focus, relevancy, effort to ensure accuracy and/or organization.	Topic lacks relevance or focus; content contains multiple errors or gaps in facts	Topic is adequately focused and relevant; major facts are genererally relevant and complete	Topic is appropriately focused and relevant; major facts are relevant and complete with only isolated areas for improvement	Topic is highly focused and relevant; information is accurate, focused and error-free	
COMPLETENESS Level of detail, depth, appropriate length, adequate background of information	Presentation clearly does not comply with prescribed standards for completeness.	Presentation is lacking in depth, key information is omitted or underdeveloped	Adequate presentation. Additional depth or detail needed in places; some information omitted or underdeveloped.	Appropriate depth with only isolated areas of lacking detail. Major ideas and concepts well represented.	Major ideas with full suppoirting detail in evident throughout the presentation.	
SOURCE MATERIAL Proper support and sourcing for major ideas, inclusion of visual aids that support message	No discernable evidence of documentation and/or research to support project outcomes & conclusions	Minimal documentation and/or research to support project outcomes & conclusions	Mostly Adequate documentation and/or research to support project outcomes & conclusions that may lack in consistency or organization.	Appropriate documentation and/or research to support project outcomes & conclusions with only isolated aread of deatil or organization to be addressed	Detailed documentation and/or research to support project outcomes & conclusions that chronicles the creative process in an organized and clear manner.	
PREPARED MATERIALS. Scores, Print media, Programs, Notes, Web Pages, Supporting Documents, etc.	No discernable preparation of prepared materials. Materials may be absent or clearly lack dicernable prior preparation.	Conceptual or lacking design for print-ready and online materials. Unclear or lacking purpose for these materials within the scope of the project.	Developing design, but not possibly not built out or print ready products to show. Evidence that salient information may be available but not clearly presented in a cohesive, finished product.	Appropriate materials: Designed and mostly built out and/or print ready. Consistent formatting; most salient information clear & prominent. Web-based navigatio and links mostly consistent.	Fully designed, built out and/or print ready. Professional look and finishall. All relevant inflrmation clear, prominent and presented in detail.. Web-based navigation intuitive, all links active.	

PRESENTATION	Not Acceptable 1 pt	Deficient 2pts	Acceptable 3pts	Advanced 4pts	Exceptional 5 pts	SCORE
PRESENTATION						
ORGANIZATION/CLARITY: Appropriate introduction, body, and conclusions; logical ordering of ideas; transitions between major points	No discernable organization or squence observed for the presentation.	Ideas are not presented in proper order; transition are lacking between major ideas; several parts of presentation are wordy	Inconsistencies or difficulties in one or more of the following: presentation order; transitions between major ideas; clarity; or economy of language.	Generally adequate execution of presentation order; transitions between major ideas; clarity; or economy of language.	Highly effective presentation characterized by well thought out presentation order; transitions between major ideas; clarity; and economy of language.	
DELIVERY Adequate volume, appropriate pace, diction, personal appearance, enthusiasm/ energy, posture, effective use of visual aids	No discernable preparation for the prersentation as evidenced by consistently lacking or absent presentation funamentals.	Poor execution of multiple presentation fundamentals including: pacing, diction, speaking volume for the room & audience, reference to visual/audio aids, professional dress and language	Adeqiate execution of some presentation fundamentals including: pacing, diction, speaking volume for the room & audience, reference to visual/audio aids, professional dress and language	Appropriate execution of nearly all presentation fundamentals including: pacing, diction, speaking volume for the room & audience, reference to visual/audio aids, professional dress and language	Highly polished and professional-level execution of presentation fundamentals including: pacing, diction, speaking volume for the room & audience, reference to visual/audio aids, professional dress and language	
INTERACTION / Q&A Adequate eye contact, ability to listen and respond to questions	Poor interaction, lacking: eye contact; active listening during Q&A; inadequate answers to audience questions; Overall uneasiness	Developing interaction, inconsistent: eye contact, active listening during Q&A, obvious gaps in responses or interactions	Adequate interaction, good: eye contact, active listening during Q&A, adequate answers to audience questions with some some limited difficulty answering committee questions or interactions	Appropriate interaction, good: eye contact, active listening during Q&A, adequate answers to audience questions with only isolated gaps in responsees or interactions	Highly engaging presentation and Discussion, Consistent: eye contact, active listening during Q&A, complete and in-depth answers to audience questions	
VISUAL GUIDELINES (PPT/Google Slides/Keynote/Prezi etc.) Slide preparation, effectiveness of images/video/audio/tables/charts	No discernable preparation of Visual Giides. Materials may be absent or clearly lack dicernable prior preparation.	Font size less than 18 point. Font style and/or color use does not meet expectations. Content organization is poor/unclear. Relevance of supporting images/video/audio/tables/charts is unclear or over utilized.	Inconsistent font size that is often less than 18 point. Font style and/or color use pedominantly do not meet expectations for clarity. Content organization is inconsistent. Supporting images/video/audio/tables/charts are somewhat relevant and efficiently used.	Font size is generally greater than 18 point. Font style and/or color use could be better. Content is mostly well organized. Slides may be cluttered or underutilized. Supporting images / video / audio / tables/charts are mostly relevant and efficiently utilized.	Font size is never less than 18 point. Font style and colors used are easily read. Content is clearly organized on clean/uncluttered slides. Supporting images/video/audio/tables/charts are highly relevant and effectively utilized.	
Presence/Memorization/ Preparation/Notes						

Comments:

Final Score: _____

Point Scale
40-45 A
34-49 B
28-33 C
23-27 D
22 or lower F

_____   _____
Faculty Signature   Date
This form must be returned to the music office within 24 hours after the project presentation.