



3.3 Team Roles - Oral Presenter

1. The Oral Presenter is responsible for creating an oral presentation plan with the CI instructor and other team members at the beginning of each rotation.
2. The team creates an oral presentation system in the ground rules and makes corrections in the system when necessary so that the system meets the team's needs.
3. It is the responsibility of all the team members to create a good oral presentation plan and help the presenter plan the oral presentation.
4. It is the responsibility of the Oral Presenter to execute the collaborative oral presentation.
5. The CI instructor will conduct an Oral Presentation Session, which will be about 2 weeks before the first presentation, giving your team a chance to chat about your presentation outline and how the team will collaborate on the presentation. The presenter will make the plan more concrete. Then, after the 1st presentation event and during the weekly CI meeting, the team can reflect with the CI instructor on how the oral presentation collaboration was accomplished successfully or what needs to be changed to make it more productive for the team. This reflective time is held for the second rotation as well and the same procedures will be continued.

An example of an oral presentation ground rule system:

1. Oral Presenter is in charge of organizing data and communicating changes in the presentation to the other team members.
2. Prepare slides; team members will make suggestions and act as sounding boards.
3. Practice at least twice with team members. CI instructor, teaching assistants, and/or faculty advisor.
4. Oral Presenter organizes and plans the presentation with the support and help of the team members. The oral presenter can assign presentation tasks to the other team members and they should be recorded on the activity lists.
5. Thoroughly understands the material in order to field questions. Team practices a mock question and answer session with presenter.
6. Consults with the team and faculty advisor agreeing upon what information regarding the project's progress, including data and experiment plans, will be presented.
7. The presenter is responsible for accurately presenting the information.