

EVALUATOR'S FORM (1 PER PRESENTATION)

Session Number & Time: _____
 Paper Name Name: _____
 Evaluator's Name: _____

EVALUATOR CRITERIA (1 PER PRESENTATION)		5	4	3	2	1
Delivery of Material	Consider various aspect of the delivery of the content including: the rate of delivery, whether the presenter faced audience, whether the presenter did more than read off slides, whether the terminology was appropriate.	Exceptional <i>(excelled in all consideration areas listed)</i>	Excellent <i>(met all the consideration areas listed)</i>	Good to Very Good <i>(met most the consideration areas listed)</i>	Average <i>(met a few of the consideration areas listed)</i>	Fair to Poor
Presentation Enhancements	Consider how the presenter used presentation aids to enhance the presentation.	Exceptional <i>(presentation aids consistently greatly enhance understanding of content throughout entire presentation)</i>	Excellent <i>(presentation aids greatly enhance understanding of content during parts of the presentation)</i>	Good to Very Good <i>(presentation aids consistently complement the presentation but do not necessarily enhance audience understanding)</i>	Average <i>(presentation aids complement the presentation at times but do not necessarily enhance audience understanding)</i>	Fair to Poor
Accessibility of Presentation Enhancements	Consider whether presentation enhancements are accessible to all audiences including: visuals are accessible to all audiences (i.e., explained during presentation or with text below), visuals are simple and clear, slides are clear and concise, accessible fonts are used, contrasting color schemes are used.	Exceptional <i>(excelled in all consideration areas listed)</i>	Excellent <i>(met all the consideration areas listed)</i>	Good to Very Good <i>(met most the consideration areas listed)</i>	Average <i>(met a few of the consideration areas listed)</i>	Fair to Poor
Impact of Presentation	Consider how impactful are the contributions of this paper to members of the First-Year Engineering community?	Significant <i>(I will use/share the content from this presentation this summer)</i>	High <i>(I will use/share the content from this presentation this semester)</i>	Moderate <i>(I will use/share the content from this presentation this year)</i>	Minimal <i>(I may consider using/sharing the content from this presentation)</i>	None Already Available
Engagement	Engages audience in the delivery of the information	Engaged Entire Time & Engaged Audience Directly	Engaged the Entire Time	Good Presentation Bored Once or Twice	Interest Waned Several Times	Very Few Elements Were Engaging

MODERATOR'S FORM (1 PER SESSION)

Session Number & Time: _____
 Moderator's Name: _____

LENGTH CRITERIA		5	4	3	2	1
Length	Presenter(s) allow sufficient time for audience interaction.	Ended on Time	Ended the presentation slightly over time (< 30 s) OR highly under time (> 3 min).	Went more than 30 seconds over; time for questions	Significantly Over; Eliminated Time for Questions	Moderator Had to Stop Presentation
Presentation #	Paper Name	Presenter's Name		Length (1-5) (explanation above)	Student	
1					YES / NO	
2					YES / NO	
3					YES / NO	
4					YES / NO	
5					YES / NO	