

KINS4820 Grading Rubric

Category	5 Points	4 Points	3 Points	2 Points	1 Point
Content	Thoroughly addresses each of the required elements within the "General Guidelines"	Reasonably addresses all questions from "General Guidelines," though not every element is persuasively supported	Addresses many of the elements outlined within the "General Guidelines," with a few "holes" in the presentation	Addresses some of the elements from "General Guidelines," with some glaring "holes" in the presentation	Addresses few-to-none of the elements from "General Guidelines," with the information provided in an incoherent order
Preparedness	Group was completed prepared for the presentation, accurately reflecting information provided in their paper. Presentation and all supporting material were exceptionally designed, with consideration to "Presentation Pointers"	Majority of group demonstrated preparedness, accurately reflecting what was in their paper. Presentation slides and material were good, and ordered in a logical manner, but could use more refinement	Group was "reasonably" prepared for the presentation, only "highlighting" info in their paper. Slides and other material were "okay," and presentation structure could have been improved	Group was not reasonably prepared for presentation. Did not touch all relevant material from their paper. Slides were simple with ineffective use of additional materials. Structure was poor	Group was not prepared. Did not adequately cover info from their paper. Slides had errors and were poorly designed. No consideration was made to use of supplementary materials
Presentation Skills	Presenters showed strong understanding of material. They did not "read" slides, spoke confidently, with good eye contact and voice projection. Transitions were planned and well thought out between group members	Presenters showed "good" understanding of material. They rarely "read" slides, and usually spoke with confidence. Fairly frequent "umms and uhhs." Transitions were planned but could have been smoother	Presenters showed "okay" understanding of material. They occasionally "read" slides. Lacked consistent confidence and voice projection. Group member transitions were planned but "rough"	Presenters showed "inadequate" understanding of material. They "often" read slides. Poor voice projection, and lack of confidence when presenting. Transitions were "rough" and poorly planned	Presenters do not understand material being presented. Regularly "read" slides. Poor voice projection and lack of confidence when presenting. Transitions did not appear to have been rehearsed prior. "Unacceptable" transitions
Professionalism	Entire group was dressed professionally, carried themselves with good body language throughout the presentation. Responses to questions were answered in an appropriate manner	Entire group was dressed professionally, with decent body language for majority of presentation. Responses to most questions were answered appropriately	Most of group was dressed professionally, with decent body language for majority of presentation. Responses to some questions were not business appropriate	Few group members dressed professionally. Body language was "okay." Responses to some questions were not business appropriate	Not dressed appropriately. Body language was inconsistent throughout presentation. Responses to questions rarely business appropriate
Time	Completed in 15-20 min timeframe	Completed in 10-15 min timeframe	Did not finish presentation within 20 min limit.	Presentation did not last 10 min	

- This grading rubric is to help explain the rationale used in evaluating presentations. The categories are totaled upon completion of presentations, then divided by 2.5
- For example:
 - 25 points total / 2.5 = 10 presentation points (max points)
 - 20 points total / 2.5 = 8 presentation points
- Attire penalty of -3 (no attempt at dressing professionally) would be added after initial calculations—for example:
 - 20 points total / 2.5 = 8 – 3 attire point lost = 5 presentation points**

***Therefore, it is strongly encouraged that groups conduct a dress rehearsal of presentations a couple days prior to their scheduled presentation date*