

## **PA 509 Organizational Experience**

### **Guidelines for the Final Presentation**

All students completing PA 509 will make a presentation of the highlights of their experience to other students, faculty, and field supervisors. This is a 10-minute presentation that will be scheduled with other students' presentations at the end of each quarter (Fall, Winter, Spring) with an additional presentation session in September for those completing in the summer.

Students will prepare a PowerPoint presentation. The presentation format should be no more than 12 slides and must be structured as follows:

- Slide 1: title slide, location of field placement, name of field supervisor
- Slide 2: goal/emphasis of work
- Slide 3: summary of learning objectives (not tasks or evidence)
- Slides 4-7 (approximately): describe the process and outcomes of the work
- Slides 8-9 (approximately): illustrate the significance of the student's work for the host organization
- Slides 10-11 (approximately): outline the implications of the student's experience for their future career
- Slide 12: acknowledgements

In preparing your slides, be attentive to the following for effective presentation:

- Use a large, clear font
- Avoid having too many words per slide – ideally no more than 3 or 4 lines per slide
- Do not make your slides too busy with color, background, graphics; focus on the content over the design/layout
- If you are inserting pictures, be sure they add to the slide's content and are large enough to be seen

Remember to rehearse your presentation to be sure you are familiar with the content and that you can make the presentation within the 10-minute limit, which will be monitored. This is a professional presentation and you should be attentive to your demeanor including dress, grooming, delivery, enunciation, and clarity. The expectation is that graduates will demonstrate competency for entering (or continuing in) the field of public service.

The PowerPoint file should be emailed to Becky Fidler in the Public Administration office (rfidler@pdx.edu) in advance of the presentations. Hard copy of the presentation, printed 6 slides per page, should be included in the submissions you provide to the PA 509 faculty.

In rare cases an exemption from the presentation requirement may be granted because of relocation away from Portland. This must be negotiated with the PA 509 academic advisor. If an exemption to present is granted, the student must still submit the slides for the presentation with their other final products in hard copy.