

Evaluation Sheet for Team Case Presentation ¹

Name of Person Completing this Form: _____

Team Number & Date of Presentation: _____

	15 pts Maximum	30 pts Maximum	45 pts Maximum	10 pts Max
	Style & Format	Presentation	Content	Dress
	Spelling	Clear speech	Knowledge of subject material	Business casual
	Slide Layout	Eye contact	Has required components?	No hats
	Presentation composition	Smooth transitions	Research & supporting data	
		Effective communication	References cited?	
			Good questions for Q & A	
Total Points				

Each member of the teaching team will fill out this point sheet for every case presentation.

Many factors about a presentation can be effectively judged by the audience of a presentation: 1) style and format of the presentation materials, 2) the character of the presentation itself, 3) the content of the presentation, and 4) the dress of the presenters (that is, the way in which they present themselves). The members of the teaching team will make this evaluation.

The scores given by each member of the teaching team will be averaged together. We will assign a point score for each category on a holistic basis. This means that we will take into consideration all of the behaviors listed in each category and make an overall judgment about each team's performance in each category. It might be the case, for example, that we judge that a presentation's clarity balances out some weakness in eye contact, or that the quality of a presentation's supporting data balances out some weakness in the question and answer period.

The next page contains an interpretive scheme. It paints word pictures for the full point mark, the mid-point mark, and 0 point mark in each category. The word pictures for the full point marks are the behavior that you hope we will see for your team, and the 0 point marks are the behavior that you hope we do not see. The mid-point marks are intended to help clarify the gradation from perfect presentation to perfectly awful presentation.

¹ Adopted from the Business Ethics class, Fall 2004

	0 point	Mid-point	Full points
Style & Format	Frequent and egregious misspellings; jumbled slide layout with too much text in microscopic fonts; every cutesy graphic and transition effect known to mankind.	Only minor misspellings or typos; mostly simple slide layout but more text than necessary (or in too small a font); a bit too much fondness for graphics and transition effects.	No misspellings or typos; simple slide layout with an appropriate amount of legible text; graphics and transition effects kept to a minimum consistent with a clear and effective presentation.
Presentation	Frequent mumbling and stammering; no eye contact; general confusion while changing speakers; no one in the audience can follow what you are talking about.	Mostly clear and audible speech; eye contact much of the time; only minor awkwardness during the transition from one speaker to the next; only a couple of spots where the audience has a hard time following what you are talking about.	Consistently clear and audible speech; continuing eye contact; smooth transition from one speaker to the next; everyone in the audience follows what you are talking about.
Content	Everything said about the case is wrong and/or unjustified; many components of the presentation template are missing; no supporting data; no evidence of doing any research beyond the case material in the textbook; no indication about where any of the information in the presentation came from; no attempt to initiate and conduct a question & answer session after the presentation.	The case information has only minor errors or inaccuracies and the team's conclusion has pretty good justification; no more than one or two components of the presentation template are missing; partial supporting data; some research beyond the case material in the textbook; only a few gaps in the references; only minor problems question & answer session after the presentation.	The case information is correct and the team's conclusion has excellent justification; all components of the presentation template are present; completely satisfactory supporting data; evidence of substantial research beyond the case material in the textbook; full references for the material; excellent and engaging question & answer session after the presentation.
Dress	Slovenly dress and appearance; obscene T-shirts; ragged hats; shorts.	Dressed good enough to be seen in public with parents, but some pictures on clothing and/or artful fringes and patches.	Neat and clean business casual dress; no hats.