

ASYNCHRONOUS ORAL PRESENTATIONS



A guide to interactive
and engaging
presentations



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RATIONALE FOR ASSIGNMENT & OVERVIEW

- 1 Create a Set of Instructions
- 2 Topic Reservations
- 3 Presentation Requirements
- 4 Posting Presentations on Discussion Board
- 5 Asynchronous Interaction
- 6 Rubric
- 7 Feedback/Grading

STEP #1 ASSIGNMENT INSTRUCTIONS



Students receive information on the general components and structure of an effective oral presentation

In addition:

1

Content of presentations must go beyond the scope of what we've already talked about in class.

2

Your presentation should be done in your own words and voice.

3

Sample AI Policy: "Student use of AI is acceptable as one tool in preparing your presentation, but it should not be solely relied upon. You are responsible for fact-checking all material you present and citing your sources. Students should not rely on AI to be factually-correct or to provide substantively sufficient coverage of your chosen topic."

STEP #2 TOPIC RESERVATIONS



Topics must be reserved and approved on the discussion board from a menu of topics provided by the instructor

Oral Presentation Topic Reservations

Each student will do an individual presentation at the end of the semester. Please choose from the below list of potential topics to reserve your oral presentation topic. Make sure to check below before you make your selection, so that you know which topics are still available. If your intended topic has already been reserved, you will need to choose another one. The deadline to choose a topic is **Monday, October 21**. After that, it will be late, and you will have 5 points deducted from your oral presentation score.

Topics:

If you pick a topic that has been touched on in the course materials, you'll need to present information that goes beyond what we have already learned about it. I look forward to your presentations later this semester!

Courtroom Etiquette and Procedures - 1 slot open; 1 slot taken (Name)

Electronic Filing (e-filing) - 1 slot open; 1 slot taken (Name)

Internship Etiquette - 1 slot open; 1 slot taken (Name)

Paralegal Job Interview Skills - 1 slot open; 1 slot taken (Name)

Legal Ethics in a Law Office - FULL (Name, Name)

Mediation (procedures, costs, rules, types of cases required to be mediated) - FULL (Name, Name)

Paralegal Profession Resources (websites, organizations, networking, job market outlook) - FULL (Name, Name)

Social Media and its Risks/Potential Effects on Your Employment Status - FULL (Name, Name)

What It's Really Like Working in a Small (or large, or medium-sized) Law Office - 1 slot open; 1 slot taken (Name)

What It's Really Like Working in _____ Area of Law - 1 slot open; 1 slot taken (Name, medical malpractice)

Paralegal Role in the Civil Discovery Process in Georgia - 2 slots open

20

41



STEP #3 PRESENTATION REQUIREMENTS



Additional Requirements

- 1 Presentation length (5-8 minutes)
- 2 Camera must be on (also, tell them not to use the voiceover feature in PPT)
- 3 Presentation should be in your own voice

STEP #4 POSTING PRESENTATIONS



Oral Presentation Videos ▾

Upload the link to your oral presentations in the below area. Title your post with the title of your presentation.

Topic

Oral Presentation Videos ▾

Nov 17 - Dec 7

🔑 Includes assessment. Must post first.

Upload the link to your oral presentations here. Title your post with the title of your presentation. There is also a question-answer component, which takes the place of us asking and answering questions in person, if we were doing these presentations live.

See below and rubric in the Oral Presentations content folder for more details:

(1) Sunday, 11/17 - Sunday, 11/24: Individual Student Oral Presentations (using Kaltura, Loom, or similar program - but not voiceover PPT) must be posted on this Discussion Board.

(2) By Monday, 12/2: Each student must post a question to two different presenters about their presentations on the Discussion Board (so a minimum of two questions total).

(3) By Saturday, 12/7: Presenters must answer all questions they receive, up to the first three, on the Discussion Board.

STEP #5 ASYNCHRONOUS INTERACTION: ASKING & ANSWERING QUESTIONS



Notes on the above:

- The presenters must not have presented on your topic or on the same topic as each other & you must include with each of your questions the time frame in the other student's presentation that pertains to your question.
- When you are deciding which presenters to ask questions, keep in mind that each presenter may only be asked a MAX of three questions, so you'll need to pick a different presenter to ask a question if a presenter's question list has already maxed out. *If you post a question after a presenter has already been asked three questions, your question to that presenter does not count toward your minimum of at least one question asked of two different presenters! Also, presenters do not need to reply to questions beyond three asked of them.*

- 1 Each student must ask a minimum of two other students a substantive question about their presentation (with timestamp)
- 2 The two presenters you ask questions must not have presented on your topic or the same topic as each other
- 3 Each presentation may only be asked a max of 3 questions (to promote variety in which presentations students watch and ask questions about)

Sample Students' Q&A Interaction



Lotica K. [redacted]



Dec 2, 2024 10:28 PM • 60 Words

Hi Elaine, how can the evolving landscape of social media privacy policies and data security measures influence the potential risks to an individual's employment status even when they don't overshare too much private information? (Timestamp 3:01)

<<< Replied to post below >>>

Authored by: Elaine Holmes

Authored on: Nov 24, 2024 6:52 PM

Subject: Social Media & its Risks/Potential Effects on Your Employment Status



Elaine Holmes



Dec 3, 2024 1:17 PM • 269 Words

Hi [redacted]. Thank you for your question. Several factors that affect social media's privacy policies and data security measures may affect someone even if they are mindful of not oversharing. For instance, an individual's behavioral patterns (content that is visited often) may not align with the culture or standards of an employer or future employer that practices social media monitoring. Also, someone can take posts you like or comment on out of context, which may be a red flag for a company.

Suppose platforms that update privacy policies adjust their settings to allow more access to your social media data. In that case, it is up to you to stay on top of these changes to help prevent information that was once thought to be private from being seen by the public especially if it may affect your reputation professionally.

Another thing to be mindful of is the possibility of being publicly exposed involuntarily. An example is when a friend or acquaintance tags you in a post. A post you were tagged in may not reflect positively on you and may raise concern for your employer.

<<< Replied to post below >>>

STEP #6 RUBRIC



Virtual Oral Presentations Rubric Score: ___/30 points

1. Organization and content of presentation – was the presentation organized, easy to follow and understand?

a. Introduction: Name, Topic, Attention-Getter?

b. Body: Did the main body flow? Was the information presented useful and informative? If the topic came from class materials, did the presentation go beyond what we have already learned?

c. Conclusion: Clear and strong conclusion?

Points Earned: 10 - 8 (Very much); 7 - 5 (Somewhat); 4 - 0 (Not really)

2. Public speaking

a. Appropriate pace, enunciation, appropriate volume, b. Minimal use of fillers, c. Speaking, but not reading

Points Earned: 5 - 4 (Very much); 3 - 2 (Somewhat); 1 - 0 (Not really)

3. Was the student well-prepared and comfortable with the material?

Points Earned: 5 - 4 (Very much); 3 - 2 (Somewhat); 1 - 0 (Not really)

4. Were the student's answers to questions detailed, accurate, responsive & helpful?

Points Earned: 5 - 4 (Very much); 3 - 2 (Somewhat); 1 - 0 (Not really)

5. Use of visual aid to enhance presentation and was visual aid well done?

Points Earned: 5 - 4 (Very much); 3 - 2 (Somewhat); 1 - 0 (Not really)

Other Areas of Assessment - Deductions:

Discussion Assessment Feedback:

You did a great job on all aspects of the oral presentation assignment. I enjoyed your presentation and its thorough coverage of the topic via informative and visually appealing slides and the information you spoke about. You fully answered the questions that were asked of you by others and asked good questions of other students by the deadline.

STEP #7 GRADING

Below deductions apply to score per grading rubric:

- Did not reserve and obtain topic approval by the posted deadline
- Posted presentation after the due date
- Did not adhere to time limit of 5-8 minutes
- No voiceover sound that instructor could hear
- Did not have camera on
 - In the intro, make sure to start by introducing yourself
 - At the end of the presentation, make sure to have a set conclusion rather than drifting off or having an abrupt ending
- Did not adequately answer questions asked of you by the posted deadline
- Did not ask questions of two other presenters by the posted deadline
 - Questions to other students were general in nature and did not move the conversation forward
- You asked good questions of two other presenters by the deadline, but did not include the timestamp of the other presenters' presentations that pertained to the questions you asked them



SUMMARY & THANK YOU



Reach out any time!
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