# UNIVERSITY OF CENTRAL FLORIDA

## Amy Zeh High Impact Practice Student Showcase
## **Criteria for Presentation Submissions**

## Purpose

The purpose of this showcase is to help students:

- Synthesize course content, real-world context experience, and self-reflection
- Practice professional presentations
- Articulate what they learned through their High Impact Practice designated course experience
- Create a deliverable from your HIP-designated course

## Task

Participants create a professional presentation discussing their project activities, the steps taken, and the outcome. All participants are **required** to produce a short video presentation summarizing their work. Participants also have the option of creating a conference poster and presenting it at the in-person showcase.

Both can be created using Microsoft Office tools such as PowerPoint that are available via UCF.  There are also several free software packages online that can help. Tips for creating the mandatory video and the research poster are detailed below.

- Record narration of the information about your project or produce a video
  - Save and submit an audio/video file
- You can create a professional poster for your project.  This is highly recommended.
  - Suggestion: use a PowerPoint slide
- NOTE: All submissions must meet accessibility requirements Policy Number 2-006

## Criteria for Success

A recorded presentation is required.  A poster submission is highly recommended.

## How to Create the Recorded Presentation

- Create an audio or video file with the elevator pitch about the project you completed in your HIP course.
  - Suggested length: 1 to 5 minutes
  - Write a script of what you want to say and practice it before recording
  - Create a video with captions
    - Video Production Options (More information posted on Canvas)
    - There are a variety of free recording options you can use, from narrated PowerPoints saved as an MP4 to Zoom's recording function to recording features on your own device. For more information, please see https://canvas.instructure.com/courses/5080217/pages/tips-for-creating-a-digital-presentationVideo Hosting Options: once you have created your video, put it somewhere that others can see it (and where you can upload it to Canvas)
      - Stream (Microsoft): free video hosting and creating for students
      - YouTube

- Saving to your computer: if you use PowerPoint's narration function you can save the file as an MP4 using the Export tab
  - Audio-only files will also be accepted
    - Must include a transcript (word document that is uploaded to the page)



## What to Include

- Suggested Sections
  - **Project Summary:** The purpose of your project and highlight activities
  - **Course Connection:** What did you learn in class that connects to "real-world" experience?
  - **Impact:** What changed because of you project?
  - **Reflection:** Briefly indicate what you learned
  - **Acknowledgements:** List of people/places to thank (e.g. instructor)
  - **References:** Citations using appropriate style guidelines (e.g. APA or MLA)
- Suggestions for audio/video recording
  - Briefly describe what you did with your project
  - Spend a significant time describing what your learned
  - Use music. It will add an emotional connection to your project
  - If you have a group submission it is suggested at all members have a speaking part

## How to Create the Poster

- Create a poster about your project (not required for the showcase, some instructors may require this step)
  - It is recommended that you use the linked PowerPoint poster template
  - All poster submissions must be accessible with text and images
  - Looking for tips about how to create a successful poster? The Florida Undergraduate Research Association recommends these pages from Edinburgh Napier University and the University of Buffalo.

# Judging Criteria
(Cover these points in your recording and on your poster)

| Category | Description | Questions to ask yourself (all may not apply) |
|---|---|---|
| Presentation Design Elements: | Clarity, organization, references, impact, intellectual stimulation, interest, and creativity | Does my poster look professional? Is it well organized and easy to follow? Have I used too many words or small fonts? Is my poster aesthetically pleasing? Have I included *images, charts, and/or graphics*? Have I included your properly formatted references (intext citations, reference list, and to cite images)? Do my references represent a wide range of quality and trusted information? Would including *music* help my audio/video presentation? |
| Pedagogical Value: | The apparent pedagogical value of the project; the degree to which the project is clearly integrated into the course or advances the course objectives. | How were the objectives from my syllabus connected to my project? Did I state this on my poster/video? How did my project relate to my course? What concepts did we discuss or read in class that applies to the issues addressed by my project? |
| Impact: | Value of the project to an agency or to the larger community; changes; exploration, or discoveries; observations of the world around us; improvements in the way we live | Why was this project important? How well did I explain my impact? What did I improve, explore, discover, observe, or change? If applicable, Did I include the number of people (or animals, or trees, etc.) impacted by my project? Why did the community want this project to be completed? What capacity did it help them build? |
| Reflectivity: | Clearly articulate what was learned and how that learning will inform their future relationships in the community.<br><br>*Intentional reflection must take place to thoughtfully connect your HIP experience with the assigned coursework—reflection is what transforms experiences into learning.* | Did I include an example or explanation of my/our self-reflections? How will I incorporate the feedback I received through this project? What evidence is there of structured reflection? Did my ethical reasoning strengthen? Am I more competent in a specific skill? What inquiry or analysis technique did I use? Did I gain intercultural aptitudes? What did I learn from teamwork or problem-solving? How did my involvement in the project foster my sense of civic responsibility? Am I a better citizen because of this project? If so, how? |

## Finishing Touch Guidelines Before Submission

- Before submitting your video, **watch it** in its entirety to make sure there are no glitches or technical issues
- All submissions must be accessible
  - Check and update captions; pay attention to any errors in words or punctuation
  - Make sure all Images have Alt Text on your page
- Add citations when required to avoid plagiarism
  - This may be added to your page as text or an uploaded document
  - It does not need to be included in the video
- Quantify achievements and activities whenever possible
- Remains consistent with color, font, and branding throughout the presentation
- Remember this is about learning. No one expects your project, poster, or presentation to be perfect. We are here to celebrate your accomplishments! Have some fun with this!
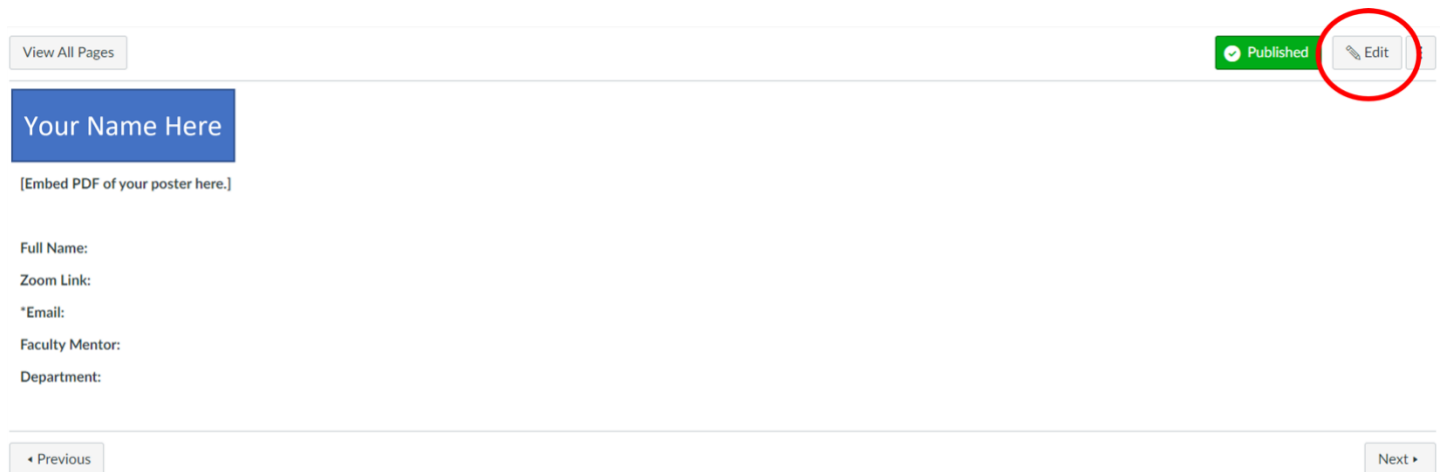
# How to Submit

You will post your submission on the Amy Zeh HIP Student Showcase Canvas Instructure course.

- To make the event accessible to community partners and others outside of UCF, the event will be accessed through a Canvas Instructure course (not UCF Webcourses).
- Please self-enroll in the course. The link will be posted on this page
  URL: https://academicsuccess.ucf.edu/explearning/students/service-learning/
- **(Note: If you enroll in the course before it is published, you will not be able to see it on your dashboard)**
- **To return to the course use this login site: https://canvas.instructure.com/login/canvas**

# Presentation Page

Find your HIP Project page by opening the "Modules" tab in the righthand menu and clicking on the page with your project title.
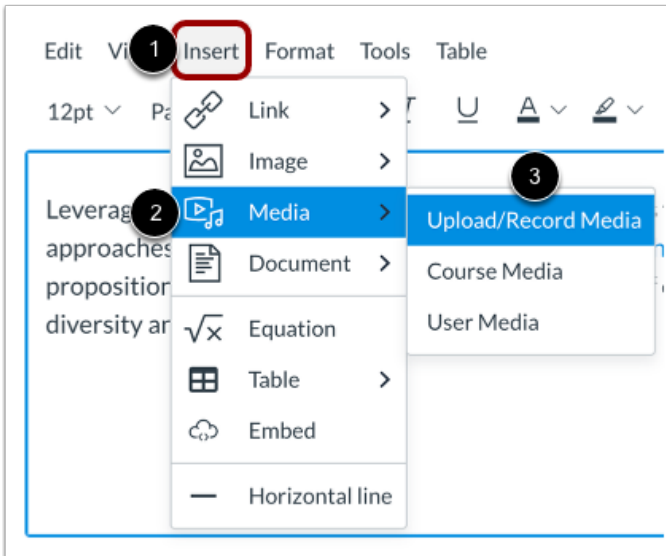
It will look like this:



## Set up your page

1. Hit the "Edit" button in the top-left of your page
2. Upload & Embed Your Video and (optional) Poster as a PDF on this page o  <u>Follow this step-by-step guide to upload your poster to your page as a PDF.</u>
   a. We require all participants to load their posters as PDF files so that the posters are accessible and can be read by screen-readers. If you have trouble with the below instructions, please reach out to our office for additional support.
3. Right-click on the link in your page and select "Link Options" then "Preview inline" and make sure the "Expand preview by default" box is checked.
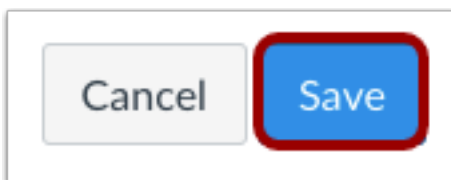
4. [Follow the guide at this link to upload your captioned video or audio file to the page.](#)
   a. Please check that your file works.



5. Add your name and group members full names (if applicable), the course name (including prefix and number), and the faculty member's name to the bottom of the page.
6. Feel free to add additional relevant recourses.
   a. Judges like to see the syllabus for your course. It's recommended to include it.
   b. You might include your citations or logos for a community partner if applicable.
7. Click the save button after the page is fully updated.



## In-Person Showcase

- There is an in-person showcase.
- This event will be on Tuesday, November 29 from 9 AM to Noon on the UCF Main Campus in the Student Union, Key West Ballroom.
  o It is highly encouraged to participate, but the in-person portion is optional.
    ▪ Student how participate in-person have typically been more likely to win awards.
  o If you choose to participate, please indicate this on your application.
  o If you change your mind, we can update your submission please reach out.
- We will have space for your printed posters to be displayed on magnet boards.
  o If you need assistance with printing reach out at least one week before the showcase.
  o On campus, poster printers are available at:
    ▪ Biology Department (for Biology students only)
    ▪ [Burnett Honors College (for BHC students only)](#)
    ▪ [College of Community Innovation and Education](#)
    ▪ [College of Medicine](#)
    ▪ GaIMs [Maker Space](#)
    ▪ LEAD Scholars Academy (LEAD Scholars only)
    ▪ NanoScience Technology Center (limited capacity)
    ▪ Sociology Department (for Sociology students only)

- We have limited space for digital posters.
  - Please email haley.winston@ucf.edu or alison.hudson@ucf.edu or estrella.rodriguez@ucf.edu as soon as possible if you would like to request a digital poster space.
- For group projects, at least one (1) person must be available to attend. All group members do not need to be present.
- You do not have to stay the entire time to present.
- Judges, community partners, staff, faculty, students, administrators, and others may approach you and time; be kind to everyone.
- You will stand with your poster as you present and answer any questions. If guests don't have questions, feel free to just give your elevator pitch.
- Make sure you follow presentation protocols, as well as efficient verbal and non-verbal communication
- Make sure you are always professional. The use of profanity, slurs, or culturally insensitive language will not be tolerated.
- Remember that academic integrity will be appraised according to the student academic behavior standards outlined in The Golden Rule.

# Awards

Judges will review submissions from November 28th-December 1st.

The winners will be posted on our Canvas December 2nd.

There is $5,000 in scholarships (provided by UCF Student Government) to be given to winners of the showcase.

## For Group Presentations

- You will need to know the correct spelling of each group members name, their UCF ID number (7 digit), and the name of your group/team
- Political/vulgar group names are not permissible
- All correspondence will go to the person who submitted the application
- Any award will be shared equally by listed members of the group who are eligible to receive an award

# Questions

If you have *any* questions or comments, please contact us.
**Service-Learning (SL)** or **Integrative-Learning Experience (IE)**
Dr. Haley Winston, Assistant Director, Experiential Learning, Haley@ucf.edu or 407.823.0716
**Research-Intensive (RI)**
Dr. Alison Hudson, Assistant Director, Undergraduate Research, Alison.Hudson@ucf.edu
**Global Learning (GL)**
Dr. Estrella Rodriguez, Instructional Specialist, Student Learning & Academic Success, Estrella.Rodriguez@ucf.edu

If you are unsure who to contact, please reach out to HIP@ucf.edu. We would love to assist you.