

College of Engineering and Mineral Resources
Department of Mining Engineering
Undergraduate Program
Outcomes Assessment
Assessment of Oral Reports -- Design

Attribute	1 - Not Acceptable	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	Score
Effective use of Visual Aids (VA)					
Clarity and readability	not clear or readable	difficulty reading	clear and readable	superior clarity and readability	
Use of space on VA	VA unreadable because too crowded	too little or too much information of VA	appropriate amount of information on VA	VAs very well laid out	
Lettering readable	font unreadable	font too small	font readable		
Color, over- or under-use (if used)	colors too hard to distinguish, colors do not project well	poor choice and use of colors	primary/easily distinguishable colors	use of color enhances clarity of presentation	
Wording concise	slides full of text	slides too wordy	slides appropriate		
Appropriate amount of information per VA	so much information per VA or so much missing information to make VA useless	too much information per VA, missing information such as size of total pie	appropriate level of information per slide		
Presentation Organization					
Logical order of topics	totally disjointed, no organization	some items presented out of order	organization as per guidelines	superior organization enhances communication	
Appropriate use of time: Not too long /short	far too long or far too short	somewhat too long or too short	appropriate length		
Complete "story" told	story missing, no story told	story incomplete	complete story told		
Introduction: Problem stated	problem not stated,	problem poorly stated	problem clearly stated	problem clearly stated, good perspective on problem shown	

Constraints explained	No constraints	Constraints not stated	Constraints stated	Constraints clearly stated and explained	
Theoretical development: coverage appropriate (if applicable)	no theoretical development	weak theoretical development	good theoretical development	theoretical development clearly enhances presentation	
Results: Methodology clear	methodology not explained	methodology unclear	methodology clear	methodology so clear as not to require questioning	
Problem solved	problem not solved	problem poorly solved	problem solved	problem solution superior or beyond expectations	
Discussion: Physical explanations provided	no physical explanations provided	few physical explanations	physical explanations for most results provided	physical explanations for all results provided	
Conclusions/Recommendations: Significance explained	no conclusions or recommendations	present, but not logical, significance not explained	present, logical, significance clearly explained	present, logical, superior explanations of significance and relevance	
Effective use of Software to prepare visual aids	sloppy, format for graphs not followed	poor, some format errors	appropriate, all formats followed	superior clarity, all formats followed	
Group Synergism / Dynamics(if applicable)					
Even division of effort	one person clearly dominates or did not contribute	apparent uneven distribution of effort	even division of effort, all members speak on and answer questions on technical material		
Interaction between team members	it is clear that solution did not result from good team interaction	poor interaction between team members apparent	good teamwork	clearly team functioned well, product clearly exceeds sum of parts	

All members of group understand solution	clearly at least one member unaware of solution/strategy	unclear that all members understand solution and methodology	all members understand complete solution and methodology	all members understand complete solution, what they did, and what team members did	
Presentation Mechanics					
Voice volume, enunciation, speed	unintelligible	voice hard to hear, words slurred or voice trails off, spoke too slow or too fast	voice clearly heard, words clearly enunciated, did not speak too slowly or too rapidly	voice projected very well, clear enunciation, did not speak too slowly or rapidly	
Hesitations, other voice habits	presentation full of hesitations, ums, ahs, etc.	some hesitations, ums, ahs, etc.	clear, continuous presentation, perhaps a few ums, ahs, etc.	superior presentation, free of ums, ahs, etc.	
Distracting mannerisms	presentation full of distracting mannerisms such as giggling	some distracting mannerisms	no distracting mannerisms	superior presentation	
Maintaining eye contact	no eye contact at all	poor eye contact – looking down or at screen significant portion of time	maintained eye contact other than quick glances at screen	maintained complete eye contact	
Poise	clearly unsure, nervous, confused	at times appears unsure, nervous, confused	composed at all times	exudes/convey confidence	
Response to Questions					
Direct / evasive	non-responsive	evasive	clear and direct	very clear and complete	
Complete	non-existent	incomplete	complete	complete and enhancing result and communication	
Appropriate participation (for groups/if applicable)	clearly at least one member unable to respond	not all members participate appropriately	all members participate appropriately	members can answer questions on all aspects of presentation	