

Rubric for Inservice Presentation

Criteria	0	1	2	3
Outline (10 points)	No timings for components included	Timings included but not logical for assigned segments	All timings for components included and appropriate for segments	
	Use of audio-visual media absent	Use of audio-visual media included with detailed description		
	No inclusion of negativity section (other teachers/parents)	Inclusion of negativity section but no detail	Inclusion of negativity section with detailed information provided	
	No mention of a small group activity	Inclusion of a small group activity but no detail	Inclusion of a small group activity with detailed information provided	
	No mention of a group discussion	Inclusion of a group discussion with detailed information provided		
	Outline provided but minimal detail	Outline provided with some understanding of process	Detailed outline provided with logical sequence noted	
Handout (15 points)	No handout provided			Handout provided
	No room for note taking by participants		Room provided for participants to take notes	
	More than 1 page front/back allotment		Followed criterion of 1 page front/back allotment	
	No contact information of presenters		Contact information (names, school, email) of presenters provided	
	Presentation is sloppy and not visually appealing		Presentation of handout is neat and effective	Presentation is exceptionally visually appealing
	Content has inaccuracies or unclear for the participant		Content is accurate and provides basic information	Content is accurate and considered excellent as a resource for participant
Powerpoint (15 points)	Less than minimum of 10			Minimum of 10 slides
	Does not use graphics/visuals		Minimal use of graphics/visuals	Effective use of graphics/visuals
	Inappropriate balance of information, too much/little on each slide			Appropriate balance of information on slides, easily readable, not too busy
	Content does not enhance presentation		Content is appropriate and enhances presentation	Content is excellent and functions as excellent resource for participant
	Inaccurate information on slides			Accurate information on slides

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Presentation (50 points)	Did not follow timeline		Fairly close to timeline	Timeline followed accurately
	Dress inappropriate for inservice presentation		Dress appropriate for inservice presentation	
	Individuals did not present themselves professionally, too casual, disorganized, etc.		Adequate professional presentation is most areas but room for improvement	Individuals presented themselves professionally and highly organized
	Inappropriate balance among presenters, more time devoted to one or more individuals		Adequate balance among presenters, indication of one not as participatory in the presentation	Appropriate balance among presenters, work load seemed appropriately divided among individuals
	Participants tended to rely too heavily on slides, reading or referring to slides for information		Casual glancing at slides as needed but somewhat distracting too participants	Presenters seemed confident with material and did not need to rely on slides for forward momentum of presentation
	Did not use audio/visual media outside of powerpoint			Did use audio/visual media outside of powerpoint
	Did not facilitate a group discussion		Facilitated a group discussion with minimal success	Successfully facilitated a group discussion with participants
	Did not lead a small group activity with participants		Facilitated a small group activity with minimal success	Successfully facilitate a small group activity with participants
	Inadequate response to audience questions at conclusion of inservice		Somewhat adequate response to audience questions at conclusion	Adequate response to audience questions at conclusion
Eye Contact	Does not attempt to look at audience at all, reads notes the entire time		Only focuses attention to one particular part of the class, does not scan audience	Occasionally looks at someone or some groups during presentation
Facial Expressions	Has either a deadpan expression or shows a conflicting expression during entire presentation		Occasionally displays both a deadpan and conflicting expression during presentation	Occasionally demonstrates either a deadpan OR conflicting expression during presentation
Gestures	Inappropriate or distracting gestures are noticed		No gestures are noticed	Natural hand gestures are demonstrated
Posture	Sits during presentation or slumps		Occasionally slumps during presentation	Stands up straight with both feet on the ground
Enthusiasm	Shows absolutely no interest in topic presented	Shows some negativity toward topic presented	Occasionally shows positive feelings about topic	Demonstrates strong positive feeling during entire presentation
Vocalized Pauses (uh, well uh, um)	10 or more are noticed	6-9 are noticed	1-5 are noticed	No vocalized pauses noticed

Self Assessment of Participation _____/10 points

Total Score _____/100 points