

***Capstone Project Guidelines**

Work-Based Learning Students 2023

As we near the end of our first semester of Work Based Learning at Maury Regional, I would like for each of you to prepare a PowerPoint presentation of your experience to share at the May 1st celebration event. The following guidelines will help to ensure uniformity, understandability, and timeliness in all presentations.

Presentation Design:

Students may use a maximum of 10 slides for their capstone presentation. This should result in a presentation of approximately 5 minutes, followed by a question and answer exchange with attendees. The purpose of the following guidelines is to help you make an impressive, professional presentation of your experience in the time allotted.

- Begin by introducing yourself, what school you attend and the department you shadowed.
- What do you want the audience to learn about your experience?
- Create a minimum 15 word introduction.
- Outline your story. You are telling about your experience and should have a beginning, middle, and end.
- ***INCLUDE PHOTOS (REQUIRED) – NO Patients or anyone outside of hospital employees in the department you have been assigned may be included in the photos!*** (Please forward their names to me so I may get permission signatures for use)

Suggestions for photos include:

- You with equipment in the department you were assigned.
- Staff demonstrating a skill specific to their department/position.
- Something/someone you found amazing in the department you were assigned.
- Use key concepts. Avoid unnecessary details.
- Strive for clarity. Do not use unfamiliar jargon or acronyms.

Preparing Your Slides:

- Each slide should address a single concept. Slides should follow a logical progression, with each building upon the other.
- Your presentation should contain no more than 10 slides.
- Do not overload your slides with too much text or data. A lot of text makes a slide unreadable. Use a few key words. YOU are telling your story (talking – not reading)!
- Use font size 44 for titles, 28 to 34 for subtitles, and 28 to 34 bold fonts for text.
- Maintain professionalism - do not use animations or “cute” templates in your presentation.
- Have all text appear at the same time that the slide does. Do not have text appear as the speaker talks.

Presentation Guidelines:

- Practice your presentation!
- It can be helpful to use the “timer” tool in PowerPoint.
- Know the content of your presentation.
- **DO NOT READ YOUR SLIDES.** Your audience can read them much faster than you can talk.
- Step out from behind the podium.
- Avoid distracting mannerisms in both speech and movement (i.e. saying “um”, shifting your weight from side to side, etc.)
- Have a rehearsed opening statement and use it. Do not attempt to improvise at the last moment. Make it catchy!
- To end on time, you must **PRACTICE!**

****Definition of Capstone Project:*** A *Capstone Project* is an independent research study that students conduct in their final year of high school, middle school, or academic program. It involves selecting a topic, profession, or problem that interests them, collecting and analyzing data, creating a final product or solution, and presenting it to an audience. A capstone project is meant to demonstrate students' learning, skills, and readiness for college, careers, and adult life. It is also called a capstone experience, culminating project, or senior exhibition, among other terms.

Helpful Tips:

- Be in control. Hold questions until the end.
- Speak clearly with sufficient volume.
- Limit the “ums” and “aahs” of your presentation.
- Make eye contact with the audience.
- Speak **SLOWLY!** You are almost always going faster than you realize.
- What is your **WOW?** What do you want the audience to remember?
- Always leave time at the end for questions.
 - If you have trouble answering a question you can always use statements such as, “that’s a really good question,” or “I’m glad you asked me that,” to give yourself time to organize your thoughts and then respond.
 - Do not be afraid to say “I don’t know” or “give me your card and I will get back to you on that question.”

***POWERPOINT PRESENTATIONS SHOULD BE SUBMITTED FOR REVIEW
NO LATER THAN THURSDAY, APRIL 27!***

Remember...***YOU’VE got this!***

You have had an amazing experience, so share it with enthusiasm!!