

## GUIDELINES FOR THE CS 242 ORAL REPORTS

1. Each group is assigned a corresponding report schedule. Group members are expected to be present during the presentation. In the event that a member cannot appear in his/her scheduled presentation, s/he must inform the instructor at least 24 hours before the presentation date (27 November 2018) to facilitate alternative steps in view of the perceived absence. **Failure to appear during the designated time slot for presentation without prior notice will merit the absent member/s zero points for the project requirement of the course.**
2. Each group will be given a total of 20 minutes for the presentation. At most 15 minutes will be allotted for the report itself, and at most 5 minutes for open discussion and questions from the rest of the class.
3. The outline of the report is as follows:
  - a. Project Background. Give a brief introduction as to the nature of the project and its importance.
  - b. Statement of the Problem. Provide the questions/issues that the project wants to address, the specific objectives and the scope and limitations as well.
  - c. Background on the Dataset . Provide details on the source and context of the contents of the dataset.
  - d. Results and Discussion. Provide the results and briefly discuss its implications.
  - e. Conclusions and Recommendations. Answer each of the questions/issues posed in the Statement of the Problem, and provide recommendations as to the next steps that can be done for the project as well as other open problems/issues that were observed and that may need to be addressed in the future.
4. During the course of a group's presentation, 10-, 5-, 1-minute warnings will be given to facilitate pacing of the report. The 20-minute limit for reporting will be strictly followed.
5. The instructors will be the ones evaluating the presentation. The criteria for evaluation of the oral report are as follows:
  - a. Proper application/use of visualization technique/s (50 pts.)
  - b. Soundness of analysis of results and conclusions (30 pts.)
  - c. Adequacy of presentation (20 pts.)
6. An link to an online peer evaluation form will be given by 03 December 2018. This together with the group score will form the basis for the project grade to be received by an individual.
7. Groups and individuals can and may appeal or seek clarification regarding the evaluation any time upon receipt of the evaluation report, but are **encouraged to do so on or before 21 December 2018**, so as to avoid administrative hassles in the event where resolution of the appeal merits a change of grade.