Appendix 2: Code Sheet for Oral Presentations

Use one code sheet for each Oral Presentation (OP)

Dept________________
Course #_____________

# of OPs on this syllabus:______

1. TYPE of OP assigned
   101- Informative
       of paper / project / lab
demonstration of a technique
   102- Persuasive
   103- Debate an issue
   104 - Artistic (play/drama)
   105- Personal narrative
   106 - Discussion Facilitation
   107 -Teach a unit/concept
   109 - Discussion Facilitation
   110- Poster presentation
   108 Other : ______________________

2. Listing on the Syllabus
   201 -as its own assignment
   202- as a sub-assignment (to a paper/project/lab…)

3. Mandatory elements?
   308- No / 301- Yes

   If yes, what?
   3011- Length
   3012 - Powerpoint
   3014- Handout
   3015 - Outline
   3016 - Q & A session
   3017 - Explicit Integration of Faith
   3018 - Other: ______________________

4. Formality:
   401 - Formal
   402 - Informal
   408 - Unknown

5. Delivery Type
   508 - None stated
   501 - Memorized
   502 - Extemporaneous
   503 - Read paper out loud
   504 - Powerpoint
   505 - Guided Instruction

6. Nonverbal elements required?
   608 - No / Yes -601
   If yes:
   6011- Physical appearance /attire
   6012- Kinesics (gestures/ eye contact/etc)
   6013- Vocalics
   6014- Other: ______________________

7. Topics
   701- Assigned by instructor
   702- Chosen by student
   703- Unknown

8. # people presenting
   801- Individual
   802- Pairs
   803-Groups (3+)

9. Required length of OP
   908- No / Yes -901
   If yes state length: See # 10.

10. Length of OP in minutes
    N minutes

11. Weight of the OP
    10% Percentage of total course points: