

## SANS Technology Institute Group Discussion and Written Project Scoring Rubric

• **80% on this rubric is passing** - pass or fail grade is given •

General Assignment: Team gets assignment via email about 24 hours before it is due. ORAL PRESENTATION with SLIDES - 15 minutes long and about 2 minutes to answer questions . Rule of thumb of 2 minutes per slide. 7 Slides - about 5 to 6 bullets per slide. One person on the team gives the oral presentation. Team grade to be given on Oral Presentation. PAPER - maximum of 10 typed pages, single spaced, double spaced between paragraphs. Team grade on Paper. Must pass both Oral Presentation and Paper for a passing grade on GDWP, but grade will not be entered until REFLECTIONS are provided within 2 weeks.

ORAL PRESENTATION w SLIDES: 40% of GDWP score	0-1	2-4	5-7	8-9	10
<b>BASIC PRES SKILLS</b> such as: Prompt start _____, Eye contact w audi_____, Body language does not distract audi_____, Body language engages audi (often good to periodically walk away from front & into audi) _____, Sufficient voice volume_____, Clear enunciation _____, Minimal use of umm, etc. _____, Minimal use of repetitive words that distract audi_____, Smooth transition between slides (& avoid reading the slides)_____, Smooth periodic use of laser pointer/shadow pointing method _____.	Poor use of basic Pres skills	Minimal use of basic Pres skills	Adequate use of basic Pres skills	Good use of basic Pres skills	Excellent use of basic Pres skills
<b>Ability to deliver technically based material that a CIO can fully understand</b>	Presentation cannot be understood by a CIO	Presentation is minimally understood by a CIO	Information presented can generally be understood by a CIO	Information is presented in a way that can be understood by a CIO	Information is presented in a way where a CIO can fully understand presentation
<b>SLIDES: SUMMARY OF PAPER, CRUCIAL POINTS</b>	Slides do not summarize paper, Slides do not focus on crucial points	Slides summarize the paper, Slides focus on some crucial points	Slides summarize paper, highlight most crucial points, is formatted well enough to convey the information	Slides summarize paper, highlights all crucial points, is formatted well for rapid comprehension	Slides fully summarize paper, highlight crucial points, is formatted well for rapid comprehension
<b>QUESTION HANDLING SKILLS</b> Asking the grader if he/she has any questions_____, repeating the question so everyone can hear it (it is ok to rephrase a question in some situations)_____, providing an accurate response or acknowledging if you don't have a ready answer_____, respectfully replying_____.	Poor question handling skills.	Minimal question handling skills.	Adequate use of question handling skills.	Good question handling skills.	Excellent question handling skills.

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PAPER - 60% of total GDWP score. This part is BROKEN DOWN as follows: 30% Research ____; 30% Executive Summary ____; 40% Body ____	0-1	2-4	5-7	8-9	10
<b>EXECUTIVE SUMMARY (counts as 30% of Paper score) ____</b>	Does not summarize paper, does not focus on crucial points. CIO is left searching paper for crucial points.	Summarizes paper, focuses on some crucial points. CIO is missing some crucial points.	Summarizes paper, highlights most crucial points, is formatted well enough to convey the information. CIO is not fully briefed.	Summarizes paper, highlights all crucial points, is formatted well for rapid comprehension by CIO.	Fully summarizes paper, fully highlights crucial points, is formatted well for rapid comprehension by CIO.
<b>BODY which consists of: Content &amp; Structure, and Language (Counts as 40% of Paper score) ____</b>	Paper is without any real content or structure. Many spelling and/or grammar errors.	Paper has minimal or superficial content and/or a poor structure. Some spelling and/or grammar errors.	Paper has adequate content and/or structure. Spelling is clean and adequate use of language.	Paper has good content and/or structure. Spelling is clean and good use of language.	Paper has excellent content and/or structure. Spelling is clean and excellent use of language.
<b>RESEARCH (Counts as 30% of the Paper score) ____</b>	Paper shows no research.	Paper shows minimal and/or faulty research.	Paper shows research was used where necessary.	Paper shows good research.	Paper shows excellent research.

REFLECTIONS - Before GDWP grade will be entered for a student, the student must provide Reflections within 2 weeks after the GDWP is given. Student will submit to info@sans.edu a written document not to exceed 2 typed pages (single spaced, double spaced between paragraphs) reflecting on student's own performance and student's use of leadership skills, and on the partner's performance and the partner's use of leadership skills. (Refer to leadership essay at [http://www.sans.edu/resources/leadershiplab/leadership\\_essay.php](http://www.sans.edu/resources/leadershiplab/leadership_essay.php) ).