

Guidelines for the Field Practice Oral Presentation, an MPH Culminating Experience



As a **Culminating Experience** for the MPH degree following completion of field practice (PH 587, 588, plus 589 for extended placements) students formally present their experience to faculty, preceptors, & students.

Length: Students have 15 minutes to present using PowerPoint and 5 minutes to answer questions.

Evaluation: The student's faculty advisor (or designee) and the Field Practice (FP) Coordinator will evaluate the presentation using the *MPH Culminating Experience rubric* and *rubric descriptions*, which are located on the FP webpage:

http://publichealth.utk.edu/current-students/fp_me/. Although the evaluation does not result in a grade for PUBH 587 and 588, students will receive a written critique clarifying strengths observed and areas for improvement with a copy placed in the permanent files.

Content to cover:

- **Background-** Briefly describe the organization (type of organization, what they do, the department you worked in). Why did you pick that particular internship? Limit this to a minute or so to allow time to focus on your major projects.
- **Major projects with competency development-** Don't just say what you did, but reflect and make connections to how your activities related to MPH courses, Public Health competency development, past work experiences, and new learning. Identify the findings/outcomes/results. How will the results be used? What did you learn? This should be a lively, well-organized, easy-to-understand summary. There is not enough time to go into great detail, so focus on the take-home messages for what you did, how it's being used, and how it was valuable to your education & development.
- **Future directions-** What are your immediate plans based on the internship? Long term plans? Reiterate the "take home message" from your internship.
- **Closing-** End by thanking the audience and welcoming questions. You will be given a 2 minute warning. If necessary, you will be asked to stop at the end of 15 minutes.

Consider the following practical points for preparing the presentation.

First impression- Smile; welcome and thank your audience; “It’s a pleasure to be here.” Dress up. Be well-rested and limit caffeine.

Time- Consider total number of slides per time allotted. You have only 15 minutes, and the final minute should be used to reiterate your main points. Include 15-25 slides, spending 30-60 seconds per slide.

Font size- Use a font size that is viewable from a distance (minimum size 26). If font starts shrinking, create a new slide. Do not include any complex chart, graph or table which has a font too small to view. Keep slides simple.

Rubric- Begin with the end in mind! Review the *rubric and rubric descriptions* so that you know the skills on which you’re being evaluated (i.e.- offer clear main points with an introduction and conclusion to bookmark them; **cite multiple Public Health competencies and make linkages between them and your field projects and activities**; provide succinct and insightful answers to questions, stay within time limit; etc.)

Visuals- Include graphics to promote engagement, but do not overuse. Pictures of you working at your field site are great. Visuals of your major projects are also helpful, but make sure they are legible.

Acronyms- Do not use them without first introducing what they mean. For example, “I worked at the Oak Ridge Associated Universities (ORAU), Health Communication and Technical Training Group (HCTT). ORAU is a, and the HCTT is responsible for ...”

Practice- Before you present, you should practice delivering the presentation. Time yourself. Ask someone to watch you, or video tape yourself and watch it. The DPH has a camcorder you can borrow; contact Wendy Smith at 974-5041 or wsmith12@utk.edu.

Presenting- Do not read your slides. Instead, list talking points and elaborate on them.

Behaviors- Avoid fidgeting, rocking side-to-side, or other distracting behaviors. (As noted above, film yourself doing a practice-run, or ask a friend to watch you practice to watch for these behaviors.) Plant both feet firmly on the floor. Use gestures to add meaning. Feel free to come out from the podium to connect with the audience, but do not move around so much that it is distracting.

Questions- Be prepared to answer questions. If you need to pause a moment to gather your thoughts, do so. Succinctly address the question that was asked.

Finalizing Activity: After your presentation, complete the online Student Evaluation of Field Practice: https://utk.co1.qualtrics.com/SE/?SID=SV_5vaiRqjT2lyuLRz