**PUAD 798:**

**Problem Solving Seminar in Public Administration**

**Briefing Video**

Drawing on your analysis from the briefing memo, you are to prepare a five minute presentation to the city council of Shelbyville, reviewing your analysis and recommendations. This presentation needs to be captured in video format—this can be shared with me through a youtube link or other formats—I have to be able to view it. If I cannot view it, it is not considered submitted (I have both a Mac and a PC).

In this video, you should be dressed professionally and have a professional background (you could find an empty classroom with a podium or empty office—this is up to you, but you do not want a Ravens poster behind you). You should treat this like you are being recorded to be shared publicly.

Grading for this assignment is based on the delivery of the material and oral presentation skills. Discussion on effective oral presentation will be covered in the weeks up to this assignment.

NOTE: You do not have to be “perfect”—in real life, we pause, we check our notes, and we can ask for a moment. That being said, if you review your video and see a number of problematic presentation aspects, you may want to try again.

**Grading Rubric for Assignment:**

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| --- | --- |
| **Categorical Scoring Guide for Briefing Video** | **Total Points** |
| **Overall Content** | 30 |
| * Student recaps the main points of the briefing memo in sufficient (but not onerous) detail (assume the city council has the memo)
* Information is presented in a logical sequence
* Student holds the attention of the audience (theoretical audience), with the use of eye contact and little use of notes
* Student demonstrates appropriate enthusiasm and engagement for the topic
* Student speaks with appropriate fluctuation in tone and volume to emphasize important points
* There is an obvious conclusion to the presentation
* Delivery is poised, controlled, and smooth
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| **Professionalism** |  10 |
| * Student is dressed professionally
* Background is neutral and/or not distracting
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