

# POL Prep Schedule – Fall 2014



My Name: \_\_\_\_\_

My Panel: A / B

My Presentation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rotation 1:

My POL Prep Partners: \_\_\_\_\_

Rotation 2:

Rotation 3:

Day	Date	Today's Objective / Activity	Signatures		
1	Mon. 12/1 (Advisory – 70 min.)	<input type="checkbox"/> Review POL Policies <input type="checkbox"/> Meet POL Prep Group <input type="checkbox"/> Write down day and time (above) <input type="checkbox"/> Write down rotation schedule (above) <input type="checkbox"/> Group do's and don'ts <input type="checkbox"/> Clean out binders and backpacks	Parent signature that you have discussed this entire POL Prep Plan and Packet with them:  Parent Name: _____ Parent Signature: _____		
2	Tues. 12/2 (Rotation 1 – 70 min.)	<input type="checkbox"/> Identify EKS to present <input type="checkbox"/> Collect Evidence <input type="checkbox"/> Write Script and PowerPoint – Due next TUES	N/A		
3	Wed. 12/3 (Rotation 2 – 70 min.)	<input type="checkbox"/> Identify EKS to present <input type="checkbox"/> Collect Evidence <input type="checkbox"/> Write Script and PowerPoint – Due next WED	N/A		
4	Thurs. 12/4 (Rotation 3 – 70 min.)	<input type="checkbox"/> Identify EKS to present <input type="checkbox"/> Collect Evidence <input type="checkbox"/> Write Script and PowerPoint – Due next THURS	N/A		
5	Fri. 12/5 (Advisory – 50 min.)	<input type="checkbox"/> Freshmen present "The Good, The Bad, and The Ugly of PowerPoint" <input type="checkbox"/> Students take notes on presentation (back of this sheet)	Advisor's Initials that you have completed today's objective. _____		
6	Mon. 12/8 (Advisory – 70 min.)	<input type="checkbox"/> Lesson: Presentation Skills <input type="checkbox"/> Reminder - You will be presenting your FINAL PowerPoint and Presentation on Friday	N/A		
			<b>Script</b>	<b>Evidence</b>	<b>PPT</b>
7	Tues. 12/9 (Rotation 1 – 70 min.)	<input type="checkbox"/> Script and PowerPoint due by the START of class <input type="checkbox"/> Work on/Revise Rotation A PPT and Script <input type="checkbox"/> Teacher initials chart →	Strong: _____ Average: _____ Weak: _____	Strong: _____ Average: _____ Weak: _____	Strong: _____ Average: _____ Weak: _____
8	Wed. 12/10 (Rotation 2 – 70 min.)	<input type="checkbox"/> Script and PowerPoint due by the START of class <input type="checkbox"/> Work on/Revise Rotation B PPT and Script <input type="checkbox"/> Teacher initials chart →	Strong: _____ Average: _____ Weak: _____	Strong: _____ Average: _____ Weak: _____	Strong: _____ Average: _____ Weak: _____
9	Thurs. 12/11 (Rotation 3 – 70 min.)	<input type="checkbox"/> Script and PowerPoint due by the START of class <input type="checkbox"/> Work on/Revise Rotation C PPT and Script <input type="checkbox"/> Teacher initials chart →	Strong: _____ Average: _____ Weak: _____	Strong: _____ Average: _____ Weak: _____	Strong: _____ Average: _____ Weak: _____
10	Fri. 12/12 (Advisory – 50 min.)	<input type="checkbox"/> Script and PowerPoint due <input type="checkbox"/> Critical Friends Group Feedback (Present entire POL to group) <input type="checkbox"/> Turn in this sheet to advisory at end of the period	Group Members' Initials that you have completed today's objective. Partner 1: _____ Partner 2: _____ Partner 3: _____		

FINAL POL Advisory Accountability Grade	4	3	2	1
	Has completed all POL Preparations requirements.	Has completed most of the POL Preparation requirements.	Has completed some of the POL Preparation requirements.	Has completed very little of the POL Preparation requirements.

### Day 5: "The Good, The Bad, and The Ugly of PowerPoint" Notes

The Good	The Bad	The Ugly

### Day 6: Presentation Skills Videos

Below is the new rubric for Communication/Presentation Quality. As you watch each video, assess each category and check strong/average/weak. After watching the entire presentation, give them an overall Communication/Presentation Quality score (1-4). *Note: Checkmarks are not tied to a numerical score. The goal is to holistically grade the entire presentation's communication and presentation quality.*

#### Video 1:

Communication / Presentation Quality	Strong	Average	Weak	(1-4)
Vocal clarity & volume				
Audience engagement				
Use of academic language				
Quality of introduction, transitions & conclusion				

#### Video 3:

Communication / Presentation Quality	Strong	Average	Weak	(1-4)
Vocal clarity & volume				
Audience engagement				
Use of academic language				
Quality of introduction, transitions & conclusion				

#### Video 2:

Communication / Presentation Quality	Strong	Average	Weak	(1-4)
Vocal clarity & volume				
Audience engagement				
Use of academic language				
Quality of introduction, transitions & conclusion				

Notes: