

## Appendix H: Macro 800 Guidelines and Grade Sheet

1. Six weeks before: Each student will pick a high quality journal article that is not too close to their own area of research. The article will be subject to the approval of a faculty mentor to guide them on the topic. This mentor will be a Macro faculty member who is NOT their research advisor. The selection of the article should occur a minimum of 1.5 months (six weeks) before the talk. Present the name of the article to your chosen mentor and your research advisor six weeks before the talk. The length of the lecture should be 25 minutes plus ten minutes for questions.
2. The article and the research area: The student should do a critique of the article. They should also do a literature search of 10 to 20 articles on the same research topic and be prepared to answer questions. A bibliography of the searched articles should be included showing how each article is related and how it helped understand the topic.
3. One month before: Then student will need to submit an abstract on this article along with the listing of the research articles a minimum of one month prior to the seminar for approval by the mentor.
4. Two and a half weeks before: Draft slides of the entire talk are to be submitted to the mentor for consideration.
5. Two weeks prior to the lecture: The student should first present the talk to their chosen mentor and their own research advisor two weeks prior to the talk. The student should also present it to their research group before presenting it publicly. It is a good idea to include Macro students that have passed the 800 to get their suggestions.
6. Two days before: The revised and finalized slides should be submitted two days prior to the talk and be signed off by the mentor on the accountability sheet.
7. Missing deadlines will trigger an automatic 10 point reduction each. The faculty mentor, based on their own attendance at the lecture would assign a letter grade for the talk that would be adjusted by any late penalties. Two other faculty members other than the research advisor and mentor will grade the lecture when presented officially to a group. So, the mentor and two faculty will grade at the final talk, a total of three faculty. The research advisor should be present but does not grade the talk.
8. The check list or accountability list shown attached should be turned in and signed by the faculty mentor showing that the items were done on time.
9. A final grade of 70% or better would be considered passing. It will be a letter grade. A grade of B- or above would be considered as passing. A failure will require starting at point 1.

<b>Step to do</b>	<b>Timing Before Lecture</b>	<b>Who is Involved</b>	<b>Date Done</b>	<b>Mentor's Initials</b>
Select journal article	Six weeks before	Student and show article to mentor and research advisor.		"
Submit abstract	One month before	Faculty Mentor (Not research advisor)		"
Rehearsal talk and review of draft slides.	Two weeks before	Present talk with slides to the faculty mentor and the research advisor. Present to their own research group or other students. Good to have students that already passed 800 give suggestions.		Mentor's & Advisor's Initials.
Finalized slides	Two days prior	Faculty mentor signs off.		Mentor's Initials
Present lecture	Day of lecture	At a student or special meeting		"
Grading of lecture	Day of lecture	Faculty mentor and the two other Macro faculty (not the advisor) grade.		"

\_\_\_\_\_  
Signature of Faculty Mentor

\_\_\_\_\_  
Date



### Macro 800 Course Grade Form

Student Name \_\_\_\_\_

<b>JUDGMENT CRITERIA</b>	
50 points possible	The quality of the presentation will be judged on the basis of: *Speaking speed, volume, and articulation. *Media (transparencies, etc.) quality and the quality of the use of the media during the presentation. *Appropriate use of time – the amount of material presented in the available time.
40 points possible	Technical content
10 points possible	Response to questions
	TOTAL

90-100      A+ Superior  
80-90        A    Excellent  
70-80        B    Good  
60-70        C    Average  
0-60         D    Poor

Grade \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature                      Date