

BME 402 Outreach Presentation Outline

Outreach deliverables must be completed by your spring semester in BME 402--the due date is the same as your final journal article. The requirements for documenting your group's K-12 outreach activity are outlined below.

- Activity must be ok'd by Dr. Tracy Puccinelli ahead of time
- Single-spaced pages **with complete sentences** and in paragraph form
 - This includes both the Overview Essay and the Activity Guide (some exceptions as noted in the activity guide template--see example)
- One report is required for each outreach presentation
 - This can be individually or a group of up to five people. If done as a group, each member must significantly contribute and state what their contributions were

1. Overview Essay

Provide a 2-3 paragraph summary of the outreach activity that you performed, and an observation of how the activity was received by the audience, and reflections from the experience. Be sure to include:

- Audience and location information
 - Date of your presentation
 - Location where you performed your outreach
 - Number of children in your audience
 - Demographics
 - Grade level of the students, and how you designed your presentation accordingly
 - Organization with which you conducted the outreach activity (school classroom, science fair, etc)
 - Brief description of what consisted of the outreach activity
- Outreach activity reflections
 - Description of any constraints placed upon your outreach (i.e. if you were asked to only do a presentation with no demonstration, please note this)
 - Description of how the audience reacted to your activity: observations of what material was well-received and what was not
 - Suggestions for how to improve your outreach activity (what would you change if you were to do it again?)

Note: Do not forget to submit an electronic version of all presentation slides. (Failure to provide all electronic media and documents will negatively impact your grade).

2. Activity Guide: Description of Demonstrations or Hands-on Activities--Separate Document!
Use the provided template. See the **example "Biomimicry"**. **Your descriptions must be sufficiently detailed and clear to enable someone else to re-create your activity.** Fill out the entire template.

*****NOTE: You must use the template: "Outreach Activity Guide Template"**

3. Outreach Evaluation

A completed evaluation sheet of the outreach event **must be completed by the non-BME contact with the outreach activity** (i.e. teacher or leader and organizer of event). This evaluation should be given to Dr. Tracy Puccinelli. Your advisor will also evaluate your deliverables--see below.