

# **Science Project Power Point Progress Report Guidelines**

## **100 Points Possible**

The progress report is a chance for you and I to access how your project is coming along. The report is an important part of your science fair project and of the grade you receive. The report should be completed on time, be thorough, and will be presented to the class. Late reports will only be worth half credit and will not be accepted at all a week after the due date. No "Blue Card" late passes are accepted for science project things. The presentation will be made to the class in Power Point. You may use Power Point at school if you do not have it at home.

***If you will not be at school when it is due, send it in with someone else.***

**Please print out and fill out, in advance, the Power Point Assessment on my site.**

**Four things you will turn in before you present: The filled out Assessment Sheet from my site, the "Handouts" view of your power point, showing 2 slides per page (under "Print what:" in the print menu), your data sheet template, and your project calendar pages for the remaining months of the project.**

**Be sure your Power Point works on Mr. B's computer before the day you present. You may have to save it in a different format for it to work. Make sure your photos show up.** I have Power Point 2002 in my classroom and I also installed the "FileFormatConverters" program so that it should be backwards compatible with newer versions of Power Point.

### **Other Tips on Preparing your Presentation**

**Read over the assessment sheet in advance to make sure you know what areas you will be graded on. Clear up any questions ahead of time.**

#### **The Power Point**

Be sure there are no spelling, grammar mistakes, etc. Use BIG fonts and a background which will allow us to see your text (What looks good on your monitor may not look good on the LCD projector). Use the dissolve and appear techniques to make your show more interesting.

#### **Present Your Detailed Experiment Plan**

List a detailed experiment plan, including how many test groups, what is in each test group, how many items in each test group, what your constants will be, what your variables will be, and what your control is. Although this will vary with the project, I should be able to clearly see that you have spent time and thought and worked with your mentor to develop a scientifically sound experimental plan. It should be clear that everything is set to go and you are ready to experiment. If a survey or administered test is part of your project, Xerox and attach it.

**Tell us how you have changed your project** to address the problems that came up with your original proposal. What was a problem before? What have you changed to fix this?

**Have a Data sheet “Template.”**

Hand in a Xerox of your "Template" data sheet you will be filling out each time you test. It should clearly indicate the type of **quantitative data** you will be collecting. This should be the one you plan to use and should be ready to record on. The best thing to do is develop well-charted master, which you can Xerox off to fill in each time you test, just adding dates and data. Have it typed, or better yet, set up your sheet on an Excel spreadsheet (or similar). Click on this link to see a sample skeleton data sheet for the Mussel Project referred to in your Science Fair Info handout.

**Have a well planned out Project Calendar**

Include a Xerox copy (or printout) of the three calendar months leading up to the project due date, clearly indicating what you will be doing when. The calendar should show that you have adequately planned out your project. Include when experiments will be repeated. Things to include are testing dates & times, meetings with your mentor, supplemental research time, time set aside to work on summing up your data and researching and writing your conclusions, and time set aside to put together project display. The more specific you get, the better. The times should be as established as possible.

**Summarize your Supplemental Research Done So Far and your Mentor Contact**

Describe your contact with your mentor to date and what you have learned from your mentor. List at least two literary references or new professional contacts you have used to investigate your project so far. List the sources and what you have learned from them. What information have you have gained that is valuable to your project?