Faculty Paper Presentation Guidelines

Ground Rules
Faculty presentations will take place every Thursday from 9 – 11 am. The 9 – 10 am time slot will consist of faculty discussing their journey to MIT and current work. The second half of the morning will consist of intern presentations on a paper of the faculty member’s choosing.

Interns will sign up for a week, randomly dividing into six groups. Each of the six groups will lead a discussion during the 10 – 11 am time slot. One of the returning MSRP students will sign up to serve as the weekly coordinator (see role description for weekly coordinators below).

Please note that the sign up is random and students may be expected to present on a topic that is unfamiliar and possibly quite technical. This small group exercise is intended to be challenging and will require students to work together. We expect all team members to be treated with courtesy and respect. Interns are encouraged to reach out to the weekly faculty member for additional guidance.

Directions for Presenters
Each of the six groups will have 6 – 7 members. The first step for the group is to meet with the weekly coordinator to discuss the paper and subdivide the presentation into its three components, as described below. Each subgroup of 2 – 3 members will work together to make a 5 – 10 minute presentation, using no more than three PowerPoint slides. The three subgroups should cover one of these areas:

1. CONTEXT
2. CONTENT
3. CONCLUSIONS, APPLICATIONS, and FUTURE WORK

It is preferred that those who signed up in the (1) slots work on CONTEXT, (2) slots work on CONTENT, and (3) slots work on CONCLUSIONS, etc., but this is left to the discretion of the weekly coordinator. Our expectation is that each group member will contribute intellectually to the preparations, speak during the presentation and participate during the question and answer session that will follow.

Non-presenting interns should be prepared to serve as a participatory audience, having read the article or paper and have substantive questions prepared.

Weekly Coordinator Responsibilities
• Convene the group to discuss the paper and divide up the work
• Be available to the subgroups through the preparation week to resolve any issues
• Conduct a practice session with all of the subgroups
• Collect all three presentations on the ODGE USB drive and work with Monica on setup the Thursday of the presentation. Be prepared to begin at 10:05 am
• Pass the USB drive on to the next weekly coordinator