**CSC-304 Presentation and Report Guidlines**

1. **The presentation:**

Your assignment is to create a PowerPoint slide show. In order to achieve full credit the slide show must have a minimum of 10 slides up to a maximum of 15 slides. The presentation will show an understanding that you have learned during your work on the Computer Ethics Course (CSC304).

Allow ten minutes for presentation and three minutes for answering questions. Part of evaluation will be based on the quality of the presentation, the quality of responses to questions from the class arising from the presentation (or, if there are no questions from the class, the quality of question(s) asked to the class by the speaker), and the observance of the time allotment.

**1.1 General Requirements for Presentation:**

1. Introduction to Topic.
2. Define and Explain the Idea / technology chosen.
3. Give Ethics Perspectives and explain ethical principles related to the subject.
4. Give Case Studies ( at least 2 examples).
5. Clear Conclusion / Remarks.
6. Discussion probes / points / ideas.

**1.1.1 Design Requirements**

1. Project contains at least three of the elements of text, graphics, sound, video, and animation.
2. Project contains all presentation elements of introduction, body and conclusion.
3. Multimedia elements are visible, adequate font choices, color schemes, sizes, and styles are appropriate.
4. Project contains required number of slides and student have to use creativity in the design.

**1.1.2 Content Requirements**

1. Information is relevant and interesting.
2. Student has used correct punctuation, complete sentences, grammar, and spelling.
3. **Student show understanding of presented material.**

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| 1. **Students show ability to communicate effectively with a range of audiences.**
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| 1. **Students show ability to analyze the impact computing on individuals, organization and society.**
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* 1. **Grade Distribution for Presentation ( Out of 10)**
* 2 point for submitting ppt slides 1 day before presentation and abiding by the design Requirements of section 1.1.1.
* 2 points for Explaining the technology and ethical principles related to the subject.
* 3 points for abiding by the contentrequirements of section 1.1.2 plus invoking discussion, showing concluding remarks and references.
* 3 points for including TWO Case studies.
* = Total 10.

**2. The Report:**

Upon completion of the presentation and the based on the research methods guidelines, students are required to make a comprehensive report on the presented topic or on one of the recent cyber ethics issues.  Students are expected to do research independently and produce a report identifying the issues, pros, cons, **and the impact of application of technology on individuals, organization and society in general and on the selected case study in particular**. The report has to be descriptive and contains all the necessary parts of a research including literature review, background readings on the required technologies, analysis of the selected topic (preferably with some statistics), report contribution, concluding remarks and list of references. You have to follow a typical research writing steps of formulation of a research problem, collecting data, selecting a sample or a case study and then writing up a research.

**Grade Distribution for the Report:**

1. Cover Sheet layout 1 Point
2. Table of contents 1 Point
3. Page numbering 1 Point
4. Layout of the report headings and sub headings 1 Point
5. Introduction 1 Points
6. Literature review 2 Points
7. Citations and quotations 2 Points
8. Description of the technology used 2 Points
9. Ethical issues related to the selected technology 2 Points
10. Case Studies (2 cases) 2 Points
11. Illustration of the point with figures, charts, tables.. 1 Points
12. Figure captions and numbering 1 Point
13. Conclusion 2 Points
14. Reference List 1 Point