3-MINUTE PRESENTATION INSTRUCTIONS

Instructions

Each GTA will give a brief 3-minute presentation to an audience of fellow GTAs. Graduate Teaching Fellows (GTFs) will facilitate these sessions. Your fellow workshop attendees and assigned GTF will provide constructive feedback on your teaching performance.

The presentations will be video recorded, so that you may view your own work and see it from a student’s perspective. This format has proven to be highly effective in providing positive, supportive feedback to instructors of all experience levels.

Below (and on the next page) are instructions to help you plan and organize your presentation.

Format/Organization

When organizing your presentation, you may find it helpful to follow this simple adage:

1. Tell them what you’re going to tell them.
2. Tell them.
3. Tell them what you told them.

First, we suggest that you begin the presentation with a brief introduction (15-30 seconds) in which you define the topic and the areas you wish to discuss.

Second, present the heart of the material in a clear and coherent fashion (90-120 seconds).

Finally, when you have finished, spend a brief period (30 seconds) reviewing what you said and highlighting key points for the audience.

This tried and true method should give you some structure on which to organize your presentation and will be useful in classroom or laboratory teaching situations, as well as in preparing for conference presentations in your discipline.
Topic
The topic is up to you. You may speak about something in your field of academic study, your favorite hobby, sport, summer job, etc. The only thing we ask is that you make sure there is a focus to your topic and that you have more than one major point to share with the audience.

Please keep in mind that we should strive toward fostering a positive and inclusive environment for all students.

Visual Aids
There is not enough time for a multimedia presentation (PowerPoint, video clips, etc.). You are welcome to use props and other relevant materials.

Technology
Given the virtual nature of the workshop, you need to have both audio and video capabilities. During your presentation you can stand or sit as long as others are able to see and hear you.

Length
There will be approximately 20-25 fellow new GTAs presenting in your group. To give everyone a chance, your presentation should not exceed 3 minutes. This will give you enough time to cover your topic and will be good practice at going straight to the heart of an issue.

As a rule of thumb, refrain from using more than one page of notes. If possible, please do not read directly from your notes.