



Captains' Checklist

Interval 4
Segment 2

A. Provide an Overview (1 minute)

Give an overview of Interval 4. Tell members of the team that they will be preparing the final project for the presentation. The presentation plan must be completed during this interval.

1. Say the purpose of this interval is to:
 - Complete the final project.
 - Prepare a presentation of the final project.
 - Practice the presentation, if time permits.
2. Encourage everyone to follow the Code of Cooperation and explain why.

B. Assemble the Final Project (14 minutes)

Guide the team as you put together the components of the final project:

1. Verify that students at each Harbor have completed all the tasks listed on their task lists.
2. As a team, check to see that all the components meet the standards that were agreed to during Interval 2. If necessary, make adjustments.
3. Assemble the components.

C. Plan the Presentation (20 minutes)

Lead the team as you plan a presentation of the final project. Use the presentation matrix at the end of this checklist as a guide. Remember that the presentation plan must be completed by the end of this session:

1. Write an outline. You will need:
 - An introduction.
 - An overview of the challenge.
 - A description of the major ideas to resolve the challenge, which one you chose, and why.
 - A description of the final project (demonstrate, pass around examples).
 - A description of significant successes and significant failures.
 - A summary.
2. Determine how much time will be needed for each section of the presentation. Remember
3. that the length of the entire presentation must be less than 12 minutes.
4. As a team, decide who will deliver which portions of the presentation, who will gather presentation materials, and who will set up presentation equipment (if necessary).
5. Write a script or outline for the oral portion of the presentation.

D. Practice the Presentation (10 minutes)

If enough time remains in the session, practice delivering the presentation. Go through the presentation to expose any unforeseen obstacles.

1. Practice the presentation.
2. Revise as necessary.

