

## Colloquium Presentation Guidelines

*updated March 2025*

The Colloquium student presentation is an opportunity to develop skills and knowledge across disciplinary lines in sacred music, worship, and the related arts, and is required for all ISM students in their final year. Each student works collaboratively with a student from another school and discipline within the Institute on a topic of shared interest related to the ISM's [mission](#). Students work in pairs comprised of one Music student and one YDS student in the ISM, but when numbers in the senior class are uneven teams of three may be formed (usually two Divinity students and one Music student). S.T.M., second-year D.M.A., and third-year M.M.A. students make solo presentations. The topic and bibliography for solo presentations are approved by the faculty advisor and the director.

Student presentations may occur during the fall or spring term. Beginning Fall 2025, all Colloquium student presentations must take place in the Great Hall. Specific dates are assigned before the start of the academic year, taking into account recital dates. Presentations must adhere to specific time limits, and be prepared to field questions from the audience, as follows:

- Pairs – 30 minutes + 10-min. Q & A period (40 minutes total)
- Trios – 45 minutes + 15-min. Q & A period (60 minutes total)
- Solos – 20 minutes + 10 min. Q & A period (30 minutes total)

The 90-minute Colloquium period (3:30-5:00pm) is structured as follows when two pairs of students are presenting:

3:30-4:00	First presentation
4:00-4:10	Q & A period
4:10-4:20	Community announcements; second presenters set-up
4:20-4:50	Second Presentation
4:50-5:00	Q & A period

### Student Responsibilities and Deadlines for Team Presentations

#### YEAR ONE (year before presentation)

Key Steps & Deadlines – Year One	
1. Identify and commit to a partner(s)	March 1
2. Decide on a topic together	Mid-March
3. Seek input and identify preferred faculty advisors	Mid-March
4. Submit <b>Partner-Topic Request Form</b>	March 28
5. Research topic and develop working title, thesis, methodology, and bibliography	March-April
6. Meet with advisors for input	March-early April
7. Submit <b>Topic Proposal Form</b>	April 24
8. Review feedback from faculty. (Revise proposal, if directed.)	Early May
9. Continue research	Summer

**1. Identify a Partner(s)** - As you think about your partner for this project, think first about whom it would be enjoyable to work with, and less about finding someone who wants to work on something you want to work on. Take advantage of opportunities to become acquainted with students in the other discipline before and after Colloquium, at ISM events or performances, and social gatherings. **Deadline:** Make an effort to reach out to potential partners during the fall term and to **finalize your commitments by March 1.**

**2. Determine a topic or topics** - The faculty welcomes topic proposals related in the broadest possible way to sacred music, worship and the arts. You and your partner(s) should choose a topic **together**, to which you can both **contribute equally**. It's a good idea to concentrate on some question or theme that can provide a topic of conversation between disciplines. Consider this as an opportunity to learn from another discipline and a chance to develop teaching skills. **Deadline: mid-late March.**

**3. Seek faculty advisors** - The presentations are typically advised by two full-time faculty members from the ISM: one in Music, the other in Divinity. (Solo presenters require only one advisor in a field most appropriate for the subject area.) When you first determine a possible topic or topics, talk with ISM faculty members who might have expertise in a related area and get their input early on. The ISM director can also help guide you to appropriate advisors. In some cases, students are directed to a part-time faculty member for advising. **Deadline: mid-late March.**

**4. Submit Partner-Topic Request Form** – One Partner-Topic Request form must be submitted by each team (pairs or trios), indicating student presenters, tentative topic, and desired faculty advisors. **Deadline: March 28.** Forms will be reviewed by all ISM faculty and teams will be notified of any concerns or further recommendations.

**5. Research and Develop Topic** – The next step is to research your topic idea more fully and to develop the following as required for the Topic Proposal Form:

- 1. Working Title**
- 2. Topic, Thesis, and Methodology**
- 3. Bibliography**
- 4. Relevant Coursework**

**5. Meet with Advisors** – As you begin to explore and refine your topic, you must organize a meeting together with both of your advisors to get their input and approval (signature on form). Get this meeting on your calendars well before mid-April. It is your responsibility to organize and confirm the meeting.

**Deadline: early April**

**7. Submit Topic Proposal Form** - Send your completed form to Caitlin MacGregor. **Deadline: April 24**

**8. Receive Feedback** – The ISM faculty will review all proposals at their annual retreat in early May. You will receive approval or further feedback immediately following.

**9. Continue Research** – You should plan to continue reading and research on your topic over the summer months. You will be notified of your presentation date for the coming academic year some time in August. Assignments take into account preferred semester as well as recital dates.

## YEAR OF PRESENTATION

Key Steps & Deadlines – Year of Presentation	
1. Review progress with advisors	September 19
2. Prepare for Presentation Workshop	Late September
3. Complete presentation outline and bibliography, and meet with advisors	6 weeks prior to presentation
4. Complete script and slides, and send to advisors for feedback	2 weeks prior
5. Schedule and complete a presentation coaching session with Ms. Carolyn Ladd	1-2 weeks prior
6. Schedule a final rehearsal in the Great Hall, if desired	1 week prior
7. Send bio to advisor for introduction	Monday prior
8. Deliver presentation	Assigned date
9. Prepare for Small Group Discussion	1 week prior to scheduled session
10. Review faculty evaluation and celebrate a job well done!	

**1. Review progress with advisors** – In early September, student pairs/teams must schedule a meeting together with both advisors to review your work to date and obtain their guidance. They are there to help you but you are ultimately responsible for getting your work done. **Deadline: September 19 or earlier.**

**2. Prepare for Presentation Workshop Session** - Each fall term, we hold a session during Colloquium to workshop your nascent presentations. Each pair or trio will present their working thesis, methodology and an outline of their presentation in a small group, which will provide feedback. You must have your materials ready for this session and be prepared to discuss. **Deadline: Thesis, methodology and outline must be submitted to Caitlin MacGregor by the Monday prior to the workshop.** Please attend to reminder emails from her!

**3. Complete outline and bibliography** – Complete an outline for your presentation as well as a bibliography. Schedule a meeting with your advisors to get their guidance and input. **Deadline: Meet with advisors at least 6 weeks prior to your presentation.**

**4. Complete script and slides** - Write and refine the script for your presentation and prepare your powerpoint or other A/V materials. Send to your advisor for review and feedback. **Deadline: no later than two weeks prior to presentation.**

**5. Schedule and complete a coaching session** - The ISM highly encourages all presenters to schedule a coaching session with Lecturer in Homiletics Carolyn Ladd. The 90-minute session will focus on practicing your delivery and handling Q & A, pointers on posture and other non-verbal elements, a possible run-through, and videotaping for your review. The ISM office provides Ms. Ladd with your contact information, so please respond when she reaches out to you, or contact her directly at carolyn.ladd@yale.edu. **Deadline: two weeks prior to presentation (script must be completed).**

**6. Schedule a final rehearsal in the Great Hall (if desired)** – As a follow-up to your coaching session, you might want to hold a rehearsal/run-through in the Great Hall prior to your presentation date. Please contact Caitlin MacGregor to schedule a rehearsal time, pending hall availability.

**7. Provide a bio for your introduction** - Write a brief bio for your advisors to use as an introduction to your presentation. Send your bio to your advisor and to Caitlin MacGregor. **Deadline: 2 days (Monday) before your presentation.**

**8. Deliver presentation** – Be sure to adhere to the required timeframe.

- Pairs – 30 minutes + 10-min. Q & A period
- Trios – 45 minutes + 15-min. Q & A period
- Solos – 20 minutes + 10 min. Q & A period

**9. Prepare for Small Group discussion** – Time and schedule permitting, two small group discussions may be scheduled during the year to provide feedback on the most recent student presentations. You will be asked to submit **an abstract and two discussion questions** about your presentation. Please watch for instructions and reminders from Caitlin MacGregor and respond promptly. **Deadline: one week before scheduled session.**

**10. Receive feedback from faculty evaluations** – ISM faculty evaluate each presentation on the basis of five criteria (listed below), and provide recommend one of four assessments:

- Pass with distinction (rare)
- Pass
- Pass with reservation
- Fail

The ISM Director reviews and compiles faculty evaluations and assigns a final grade in the course, Pass or Fail. A summary of faculty comments are shared with presenters. Students must receive a passing grade on their presentation and pass the course in order to fulfill their requirements for the ISM Certificate.

### **ISM Colloquium Student Presentation Grading Rubric**

Faculty will evaluate student Colloquium presentations on the basis of five criteria, with attention to specific goals under each.

#### **1. Organization**

- Student/s captured the attention of the audience with a strong introduction.
- The presentation was logically organized so listeners could follow the line of reasoning.
- There was a clear conclusion summarizing the presentation.

#### **2. Content**

- Student/s articulated the main purpose of the presentation, including a clear thesis.
- Student/s drew upon relevant literature to provide accurate and complete explanations of key concepts and theories.
- Student/s answered audience questions knowledgeably, thoroughly, and concisely.

### **3. Delivery**

- Student/s were fluent and poised, used language comfortably and appropriately, and spoke at an effective rate and volume.
- Visual and/or musical aids reinforced the message and added to the effectiveness of the presentation.
- Student/s stayed within the allotted time limit.

### **4. Collaborative Integration**

- The presentation was a genuinely interdisciplinary effort, drawing deeply on different fields of study.
- The content and language of presentation were geared to an interdisciplinary audience.
- All partners participated equally in the presentation.

### **5. Student Preparation (for faculty advisors)**

- Student/s solicited meetings with advisors and came well-prepared.
- Student/s submitted presentation drafts and other materials in a timely fashion.