

Overview

The Colloquium student presentation is a requirement for all ISM students in their final year. Each student works collaboratively with a student from another discipline on a topic of their choice related to the ISM's interdisciplinary focus on sacred music, worship, and the related arts. Students work in pairs comprised of one Music student and one YDS student in the ISM. When numbers in the senior class are uneven, we will require one or more teams of three (usually two Divinity students and one Music student). MAR and MDiv students who transfer to the ISM in their final year, STM, MMA, and DMA students present by themselves. The topic and bibliography for solo presentations are approved by the faculty advisor and the Director.

Presentations are graded pass with distinction, pass, pass with reservation, fail. Students receive a summary of faculty comments along with their grade. (See page 17 for grading rubric.) Excellent examples of past presentations can be found on this website:

<https://vimeo.com/album/2515513>. The faculty conducts a Presentation Workshop during a Colloquium session in the fall to offer guidelines for the preparation and delivery of effective presentations.

Steps and Deadlines for Presentation Planning, Approval, and Delivery

	Step	Process and Considerations	Form	Deadline
1	Identify a partner	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. Make an effort to reach out to potential partners early in your first year, as the Partner Request Form is due before spring recess in early March.	Partner & Topic Request Form	Early March (before Spring recess.)
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 something 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.	Partner & Topic Request Form (same as above)	Same as above.

3	Seek faculty advisors	The presentation will be advised by two full-time faculty members from the ISM: one in Music, the other in Divinity. 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.		
4	Topic Proposal	Proposals must include the following: title, thesis, methodology, and bibliography and signatures of your two advisors.	Topic Proposal Form	Late April
5	Read and research.	Continue to read and conduct research on your topic during the summer months and communicate with your partner if possible.		Summer
6	Review progress with advisors.	When you return in the fall, 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.		Mid-September
7	Prepare for presentation Workshop Session.	For the Workshop Session during Colloquium early in the fall, 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.		September or October (See Colloquium schedule for exact date)
8	Apply for Colloquium grant (if needed).	The ISM offers grants of up to \$750 per project (\$500 per solo presentations) to cover expenses related to Colloquium research or presentations. Allowable expenses include transportation, accommodations, singers or instrumentalists (for rehearsals and the presentation itself). ISM students cannot be paid for performing in Colloquium.	Colloquium Grant Form	One month before presentation
9	Complete outline and bibliography	<u>Submit presentation outline and bibliography</u> to advisors 2 months in advance. <u>Brief brio</u> due to advisors (for your intro) 2 days before.		Two months before presentation

10	Complete writing script.	Write and refine the script for your presentation and share with your advisors at least 2 weeks in advance.	2 weeks before presentation
11	Schedule a coaching session.	The ISM encourages all teams to schedule a coaching session with Adrienne Milics, YDS Lecturer in Homiletics. 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 Professor Milics with your contact information, so please respond when she reaches out to you.	2-4 weeks before presentation.
12	Write 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 Jacque Campoli in the ISM office.	2 days before.
13	Deliver presentation and respond to questions.	<p>Presentations done by pairs will be 30 minutes long, with a further 10 minutes for discussion. There will be two presentations per session. The first will begin promptly at 3:30. After a short break, the second presentation and response will commence, according to this schedule:</p> <p>3:30 – 4:00 First presentation 4:00 – 4:10 Discussion 4:10 – 4:20 ISM announcements, set-up change 4:20 – 4:50 Second presentation 4:50 – 5:00 Discussion</p> <p>Solo presentations are 20 minutes long, with 10 minutes for discussion; presentations by groups of 3 are 45 minutes followed by 15 minutes for discussion.</p>	Assigned date
13	Prepare to participate in the Small Group discussion about your topic.	Two small group discussions are scheduled during the year to provide feedback on the most recent student presentations. You will be asked to submit an abstract and two questions for discussion about your presentation.	1 week before Small Group session.

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.

Faculty Recommendation:

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