

Presentation Design Practicum Guidelines

Choose one of the options below to create for your practicum

- Option 1: 2 Presentations
- Option 2: 1 Presentation and 1 Flyer
- Option 3: 1 Presentation and 1 Social Media Post

Include the following criteria for the formats you have selected:

Presentations

- Minimum of 5 slides
 - Title Slide
 - 3-4 content slides
 - Conclusion/summary/recap slide
- At least 1 photo on each slide
- 1 slide must contain a bulleted list with no more than 6 bulleted items.
- The body text/bullet lists must be Ubuntu.
- There must be high contrast with text with the background (whether a photo or a color).
- Font size must be a minimum of 16 for all body text.
- Elements must be in proper alignment.
- There must be adequate white space.
- No more than one animation per slide.
- No poor-quality images.
- The format must be PPTX, PDF, or a public view link.
- No spelling/grammatical errors.
- Proper branding – correct use of County Logo or Shield.

Flyers

- One of the 5 sizes:
 - 8.5 x 11 inches
 - 11 x 17 inches
 - 18 x 24 inches
 - 24 x 36 inches
- At least 1 photo.
- The body text/bullet lists must be Ubuntu.
- There must be high contrast with text with the background (whether a photo or a color).
- Font size must be a minimum of 16 for all body text.
- Elements must be in proper alignment.
- There must be adequate white space.
- No animations
- No poor-quality images.
- 1 clear, concise call-to-action.
- Limited text.
- Structure must be title, main points, and additional information.
- No spelling/grammatical errors.
- Proper branding – correct use of County Logo or Shield.

Social Media Post

Graphic:

- One of the sizes:
 - FB: 1200 x 630px or 940 x 788px
 - Instagram Story: 1080 x 1920px
 - Instagram Timeline: 1080 x 1920px
- At least 1 photo.
- The body text/bullet lists must be Ubuntu.
- There must be high contrast with text with the background (whether a photo or a color).
- Elements must be in proper alignment.
- No animations.
- No poor-quality images.
- 1 clear, concise call-to-action.
- Limited text.
- No spelling/grammatical errors.
- Proper branding – correct use of County Logo or Shield.
- File format must be PNG/JPG.

Caption:

- No spelling/grammatical errors.
- Must include 1 and only 1 location.
- Healthy Athletes related content must include the hashtag: #InclusiveHealth
- Limited hashtag use on Facebook (1-3).
- 1 person/business/county program to tag in the post on Facebook or Instagram.
- Instagram:
 - No more than 125-150 words (not including caption).
 - Must include 1-3 emojis.
 - 1 clear, concise call-to-action. CTA cannot be a link, but any of the following: Ask followers to comment, like, save, or share your post.
- Facebook
 - 40–80 characters
 - Must have no emojis.
 - 1 clear, concise call-to-action. Must have an email address or link.

Presentation Design Practicum Form

Section A: General Information

Athlete Name: _____ Program: _____
Address: _____ City: _____
Zip: _____ Phone: _____ email: _____
Mentor Name: _____ Program: _____
Address: _____ City: _____
Zip: _____ Phone: _____ email: _____

Section B: ALU Practicum Information

Date of Class: _____ Instructor(s): _____ Due Date: _____

Practicum Goals Completed:

- Which option did you chose?
 - Option 1: 2 Presentations
 - Option 2: 1 Presentation and 1 Flyer
 - Option 3: 1 Presentation and 1 Social Media Post

- Submit your materials

Describe what you learned about leadership during this practicum:

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Section C: Mentor Observation

Please have your mentor or county coordinator provide a brief summary about the work you did for your practicum.

Section D: Approval

Must be signed below:

Signature of ALU Athlete

Date

Signature of Mentor

Date

Signature of County Coordinator

Date

Signature of ALU Coordinator

Date

Please submit completed application to:

1. ALU@soindiana.org

OR

2. Special Olympics Indiana
6200 Technology Center Drive, Suite 105
Indianapolis, IN 46278

or

fax (317) 328-2018