

Presenter's Critique Preparation Sheet

What are we critiquing?

Ex: Design Problem, Artifact,
Process, Team Process, Etc.

What kind of critique is it?

- Pin Up Artifact
- Projector/Monitor Presentation
- Online Platform
- Other

What deliverables do you need to bring?

Give yourself adequate time to finish
deliverables AND prepare your
presentation.

Who will be there?

Think about their design backgrounds,
interests, and what they might look for.

- | | Interests / Expertise |
|-------------------------------------|-----------------------|
| <input type="checkbox"/> Professor | <input type="text"/> |
| <input type="checkbox"/> Classmates | <input type="text"/> |
| <input type="checkbox"/> Client | <input type="text"/> |
| <input type="checkbox"/> Other | <input type="text"/> |

How much time do you have to present?

Time for presentation vs. Q&A?

$$\frac{\text{Total Class Time: } \boxed{} \text{ mins}}{\text{\# of Presenters: } \boxed{}} = \text{Your Total Presentation Time: } \boxed{} \text{ mins}$$

Presentation Time: mins Q & A Time: mins

Presenter's Preparation Sheet (cont.)

List some key points you want to hit on when you present your work.

1) What specific critique you would like to receive?

Think about some questions you'd like to ask your audience.

2) Prioritize these questions based on your time constraints.

Write them down below.

Anything you don't want critique on right now?

Write them down and don't forget to let your audience know.

Plan for the day of the critique:

What time is the critique?

When do you need to get up?

Where do you need to go before class? Etc.

*Arrive early with all work finished. Make sure you bring everything you need.

Presenter's Day of Critique Checklist

Key points to mention during presentation:

What critique would you like to receive?

Questions for the audience?

Critic's comments:

Actionable next steps:

Presenter's After-Critique Thoughts

Reflect on the critique you have just received.

Do you agree with it? Is there anything that you found particularly helpful?

List out the next steps you will take.

Critic's Critique Preparation Sheet

What are we critiquing?

Ex: Design Problem, Artifact,
Process, Team Process, Etc.

Who will be there?

Think about their design backgrounds,
interests, and what they might look for.
Also think about what unique value you
bring to the critique.

	Interests / Expertise
<input type="checkbox"/> Professor	<input type="text"/>
<input type="checkbox"/> Presenters	<input type="text"/>
<input type="checkbox"/> Other Critics	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>
<input type="checkbox"/> Myself	<input type="text"/>

How much time will you have to critique
each Presenter?

$$\frac{\text{Total Class Time: } \boxed{} \text{ mins}}{\text{\# of Presenters: } \boxed{}} = 1 \text{ Presenter's Total Presentation Time: } \boxed{} \text{ mins}$$

$$\begin{array}{c} \diagdown \quad \diagup \\ \text{Presentation Time: } \boxed{} \text{ mins} \quad \text{Q \& A Time: } \boxed{} \text{ mins} \end{array}$$

What are the learning goals for the critique?

Are there issues that require critical thinking?

Ex: Systems Perspective, Unintended Consequences, Etc.

Critic's Day of Critique Checklist

Learning goals for this critique session?

What did the presenter do well?

What issues have you identified in the design?
Questions? (Give critique in the format below)



Actionable next steps for the presenter?

1. Tell the Presenter what you found compelling about their design.
2. Answer the Presenter's questions honestly and respectfully.
3. Ask neutral, open-ended questions about design intent or thinking process, rather than statements of opinion.

4. Identify issues based on project goals or user needs. Focus on WHY something doesn't work.
5. Give permissioned opinions in the format of: *"I have an opinion about... Do you want to hear it?"*
6. Conclude with a positive statement.
7. Did the Presenter mention his/her next steps? If not, ask.

Critic's After-Critique Thoughts

Did you ask questions in a neutral way, without embedded opinions?

If not, restate your questions below in a neutral way to prepare for the next critique.

What is your overall take on how the critique went? Were there any issues?

How can we conduct a better critique next time?

Facilitator's Critique Preparation Sheet

What are we critiquing?

Ex: Design Problem, Artifact,
Process, Team Process, Etc.

Who will be there?

Think about their design backgrounds,
interests, and what they might look for.
Help make sure everyone gets a chance
to give critique and participation is
balanced.

Professor

Interests / Expertise

Presenters

Critics

Other

Total Class Time: mins

of Presenters:

= 1 Presenter's Total Presentation Time: mins

Presentation Time: mins

Q & A Time: mins

*Know the duration of presentation and Q&A times to help move the critique along.

Notify Presenters & Critics of the number of Presenters
and the time allotted for each critique.

Have you made sure the Presenter(s) & Critic(s)
know how to give & receive good criticism?

What will you say if the participants
skip a step in the critique process?

Critique Process:

- 1) Critic(s) say what the Presenter's work does well
- 2) Presenter asks questions
- 3) Critic(s) ask neutral questions
- 4) Critic(s) give permissioned opinions
- 5) Critic(s) ends with a positive statement

What are the learning goals for the Presenter(s) and Critic(s) during this critique session?

Facilitator's Critique Preparation Sheet *(cont.)*

Write some questions that can guide the Presenter(s) and Critic(s) toward the critique's learning goals.

Facilitator's Day of Critique Checklist

Critique Process:

- 1) Critic(s) say what the Presenter's work does well
- 2) Presenter asks questions
- 3) Critic(s) ask neutral questions
- 4) Critic(s) give permissioned opinions
- 5) Critic(s) ends with a positive statement

Make sure each presenter talks for _____ mins.

Make sure critics talk for _____ mins.

What questions can guide presenters/critics toward the critique goals?

What to say if participants skip a step in the critique process:

Notes on what could be improved upon for the next critique:

Facilitator's After-Critique Thoughts

What learning goals were achieved and which ones were missed? Why?
What can you do to help them achieve the learning goals next time?

Overall, what went well during the critique and what didn't go well?
What might you do differently to conduct a better critique next time?
