To satisfy this assignment, you should create a presentation in Voicethread.
The full running time should be NO MORE than 10 minutes long.

The purpose of your synthesizing assignment is to summarize main lessons you learned from your experience. Your presentation should reference what is known about a public health topic locally, nationally or globally. Your experience may have involved several public health areas, but it is usually best to focus on one public health topic that was most compelling to you. There is no need to follow any specific structure, but regardless of your approach, you should utilize and cite research literature, policy frameworks, statistics, or other relevant information as background.

- Put the words “Synthesizing Assignment”, along with your full name on the first slide of your presentation.
- Submit your Voicethread share link in Blackboard along with the transcript, and abstract. Be sure that the transcript and abstract filename is as follows: Date of submission (MMDDYY), underscore, name (first initial, last name), underscore, “AE_SA.” Example: 051510_kpuccetti_AE_SA.

How to construct your presentation:
Remember, this presentation is for your audience to SEE – detail should be included in the voice over. This implies several things:

1. For any text, keep your words large enough---at least size 24.
2. Limit the number of words you put on a page
   a. Avoid paragraphs
   b. Use bullet points
   c. Use succinct phrases instead of sentences
   d. Limit each slide to 6 bullet points
3. Fancy is not always better! Stick with simple fonts! Choose color combinations that make your text easy to read.
4. Limit your graphics to 1-3 per slide. Too many graphics can be distracting.
5. Basic rule of presentations----Bells and whistles are fun to put in, but they can be distracting for the viewer. Make sure that special effects have a purpose. Video clips inserted can be a great supplement to illustrate a point, but make sure they WORK properly, and that there is value added by their inclusion.
6. Preview and modify your presentation several times. Please proofread and spell check!
7. Be careful not to speak too quickly when you are recording. Practice and pace yourself – share it with a friend or two to make sure there’s time for the information to sink in.
8. You are responsible for the accuracy and completeness of your references and for correct text citation. You can use an abbreviated format in your slides – putting source information in a smaller font at the bottom of the slide – but should include a complete citation in the transcript you submit. See below.
Recording a Voice Narration in Voicethread

*See detailed instructions at https://voicethread.com/share/4775900/

Please watch the tutorial at the link above or read through the instructions below before beginning to record.

What you need before you begin:
✓ Finished PowerPoint slideshow
✓ Transcript or working knowledge of what you would like to say about each slide
✓ A microphone
✓ An internet connection

1) Go to www.voicethread.com, and click “Register” in the top right corner.
2) Once you complete the registration form, you’ll get an activation page that tells you to login to your email to verify your voicethread account.
3) After you sign in, you’ll see several blue icons for voicethreads that already exist. These are actually how-to videos that help troubleshoot the process of creating a voicethread. Feel free to watch, or simply start your recording process by clicking the “create” tab on the top left.
4) Then, click “upload” to upload your completed slides, pictures, or pdf.
5) You’ll see that there is a menu of sources to upload from; you’ll likely need to choose “computer” and navigate to the location of the slide show.
6) Once the slides are loaded you can add a title and a description.
7) Then, click “Comment” in the menu on the left.
8) You’ll see that there are several options for how to record your voice. You can have voicethread call you and record on the phone, you can use a video cam, or you can use a mic.
9) If you use a mic, you need to allow voicethread to access your mic, and agree to be recorded. Click “allow” and begin recording immediately.
10) Click “stop recording” when you are finished speaking about that slide.
11) Voicethread will process what you said, this takes a few seconds.
12) You can save, and then listen to the recording.
13) If you don’t like the way your recording sounds, you can delete it and try again by clicking on the trash can icon that appears over your picture identity.
14) If you are all done with the slide, you can click comment to arrive back at the slideshow overview.
15) Choose another slide to record voice for, or if you are done…share your completed narrated slide show by clicking “share” on the menu on the left.
16) There are different sharing methods, but the easiest is to click “Get a link”, then click “copy link”, and voicethread automatically copies it for you.
17) You’re ready to paste your link. You can insert your voicethread access link into a word document, an email, or wherever you’d like. You will then paste this link in Blackboard along with your transcript, and 300-word abstract.
**Submitting a Transcript**

- Put the words “Synthesizing Assignment”, along with your last name and the page numbers in the footer.

- Be sure that the transcript filename as is as follows: Date of submission (MMDDYY), underscore, name (first initial, last name), underscore, “AE_SA.” Example: 051510_kpuccetti_AE_SA.

**Font**

Use Arial 11 or 12 point, black font color.

Use 1.5 or double spacing.

**Paper Size and Page Margins**

Use standard paper size (8 ½" x 11).

Use at least one-half inch margins (top, bottom, left, and right) for all pages.

**In General**

Use English and avoid jargon.

If you use an interview format and introduce another speaker, be sure to use clear headings on paper that show that the speaker has changed. Be sure to use them also to change back to you when you resume your narrative.

If you have inserted an outside audio or video clip, you do not need to transcribe the audio from the clip, but you should clearly show where it has been inserted with reference to the title or content, i.e. a new line, and “CNN Headline News, May 4th, 2009, Swine Flu Cases Spread Across the US”.

If terms are not universally known, spell out the term on paper the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter. Same for any acronyms.

**Page Limits**

There is no official page limit for the audio transcript. What you have recorded should not exceed 10 minutes, and the transcript should reflect that.

**References**

You are responsible for the accuracy and completeness of your references and for correct text citation.

Number references in the order they appear in the text; do not alphabetize. In text, tables, and legends, identify references with superscript Arabic numerals.


List all authors and/or editors up to 6; if more than 6, list the first 3 followed by “et al.” Note: Journal references should include the issue number in parentheses after the volume number.

For quick reference: [http://www4.samford.edu/schools/pharmacy/dic/amaquickref07.pdf](http://www4.samford.edu/schools/pharmacy/dic/amaquickref07.pdf)