Toastmasters

Department of Electrical and Computer Engineering
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Web: ece.uwaterloo.ca/Undergrad/Academics/Program/Milestones/TPM/

Instructions
1. Fill out the top portion of the form.
2. Show fill in the bottom half, as appropriate.
3. Submit this form with your speech graded forms to your Program Undergraduate Advisor/Co-ordinator.

UW Student ID Number |
Surname |
Given Name(s) |

E-mail |

Faculty/Plan
☐ Electrical Engineering
☐ Computer Engineering

Student's Signature | Date |

Note: This form is for students from the Class of 2014+. For students before this, advance all Academic Terms by one.

Preamble: It is necessary for an engineer to be able to communicate his or her ideas through both written (in the form of, e.g., a report) and verbal (in the form a presentation). To ensure that ECE students achieve the latter goal, they are required to pass a technical presentation milestone before they enter their 4A academic term. The student is expected to read the material on ece.uwaterloo.ca/~tppe000/ and has one opportunity to clear this milestone in the form of a 12-15 minute technical presentation in his or her 2B Academic Term. If the student attempts to clear the milestone in 2A but does not succeed, he or she has a second opportunity in 3A. If the student does not clear the milestone the second time, or if the student did not attend his or her scheduled session in 2B, the student must either take a speech communications course or attend Toastmasters to be given another opportunity to clear the milestone.

Requirements: If the student fails to clear his or her technical presentation milestone by the end of 3A, they may, in the following co-operative education work term, attend Toastmasters to be given another opportunity to clear this milestone.

The student must:
1. Attend a minimum of 12 meetings and participate in a manner which is acceptable to the organization, and
2. Pass at least two graded speeches in accordance with the rules set out by the Toastmaster’s Handbook.

We request that the student be required to use overheads (using either transparencies or a presentation software package) for the second graded speech.

The student must submit the original grading forms with this form. At this point, the student may submit this form together with the two Toastmasters grading forms to his or her Academic Advisor. Once the forms have been reviewed, the student will be given the opportunity to sign up for another opportunity to clear the milestone in 3B.

The student must show this form to an official of the Toastmasters Branch during the first or second meeting which he or she attends. Then, at the end of the term, the student should an official of the Toastmasters branch fill in any additional details.

Note: The student should constructively and actively participate with the organization in a professional manner becoming a University of Waterloo engineering student. If the student conducts himself or herself in a manner which is unprofessional, please contact uga@ece.uwaterloo.ca and ask the student to stop attending your sessions. The Department of Electrical and Computer Engineering does not intend that this option for students clearing their technical presentation milestone to be a burden on any organization.

Details
Toastmasters Branch Name: ______________________________________________

Branch Web Site (if applicable): _________________________________________

Branch Chairman: _____________________________________________________

Signature: _____________________________________________________________ (to be signed at the end of term)

Date: _____________________________

Contact phone number/e-mail: _________________________________________

Number of meetings attended: __________

Did the student show this form to you during the first two meetings? ☐ yes ☐ no
Did the student behave in a professional manner? ☐ yes ☐ no

Please add any other comments on the back of this form.