* Prepare presentation (with or without PowerPoint/Prezi) of Review Board portfolio for

15 – 20 minutes by identifying the important skills and knowledge acquired in the depth area with documentation and evidence as support

* Test the media before the day of the Review Board hearing to ensure all equipment is

working properly (highly recommended)

* Contact the UWW office for times and days the scheduled conference room is available

to test media and equipment

* Arrive 10 – 15 minutes early to prepare the presentation’s media, equipment, and/or notes
* Dress appropriately in professional/business casual attire
* Prepare to answer the Review Board members’ questions about the depth, breadth, and

effective communication areas

* Plan to leave the hearing when Review Board members discuss whether graduation is

appropriate or not (approximately 10 minutes)

* If graduation contingencies are recommended, take notes on the necessary revisions/and or recommendations

**Graduation will be granted once all Review Board requirements have been fulfilled**