**Appendix L**

**Sample – Graduation Requirements**

**Graduation Requirements (Due 2 weeks Prior to LDP Graduation)**

1. Attend and/or listen to all webinars.
2. Complete all webinar evaluations.
3. Submit a Project Summary, which includes:
	* Project Title
	* Objective
	* Current status of your project
	* What will determine the completion of your project
	* The impact of your project on you and/or others
	* Final summary/thoughts on your LDP experience.
4. Submit a Team Presentation.

**Team Presentations (Due 2 Weeks Prior to LDP Graduation)**

1. Be sure to include:
	* Team member names (and photos!)
	* Summary of key takeaways from the LDP (major concepts or insights that stuck with you)
	* Summary of impacts from participating in the program (personal, professional)
2. Guidelines:
	* Identify a speaker to represent your team during the webinar, and let [insert contact person].know when you submit your slide deck.
	* Keep your presentation to no more than 3–4 slides, since you will only have 5 minutes to present.
	* **DO NOT PACK YOUR SLIDES WITH WORDS**. Short bullet points that you can speak through are always more effective. (Try sticking with the Rule of Five: 5 lines per slide, 5 words each.)

If you have any questions, feel free to contact [insert contact person].