New Jersey Institute of Technology

Digital Commons @ NJIT

Fall 2023

COM-312 (003): Oral Presentation

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Prerequisites. **HUM 102 with a grade of C or higher, and one History and Humanities GER 200-**level course with a grade of C or higher.

Overview

      Instruction and practice in effective oral presentations. Students deliver a wide range of presentations adapted to the needs of a variety of audiences. Topics include voice and diction, presentation skills, the effective use of visual aids, reporting technical material and audience analysis. Class exercises and assessments will have students work with the three models of communication (linear, transactional, & Interactive) as well as the three purposes of oral presentations (entertain, Inform, & persuade). The course has students present in class as well as with video as individuals and in groups to simulate a variety of oral presentation scenarios. This course satisfies the three credit 300 GER in History and Humanities. The Student Learning objectives (SLO) for the course will prepare the students to:

SLO1 – Create artifacts in different mediums that clearly and effectively convey a central message in a given scenario to attain a goal for a desired target audience.

SLO2 –Produce oral presentations and the supporting materials individually and as a group as part of effective oral presentations and communication pacakges.

SLO3-Examine and explain elements needed for effective group communication along with necessary aspects of group dynamics related to oral presentations and other communication scenarios

SLO4- Produce oral presentations individually and in groups through the process of planning, preparing, performing, and publishing communication packages with a range of messages, mediums and moments.

These objectives will be attained by students through the course content and activities resulting in the demonstrated outcomes (DO) in the form of the following deliverable:

DO1: Individual and group in-class oral communication packages including needed support materials that effectively deliver the central message in a given medium tailored to the target audience to attain the goal in the given scenarios.

DO2: Individual and group oral presentations with discussion led by students to reflect and improve presentation skills.

DO3- Produce a video with reflective report that presents a clear elevator pitch as a final project.

Submissions

      Please **review the submission guidelines** for general instructions about how to submit work and understand the comments that are returned. The course has several overarching goals that fit together to accomplish the learning objectives as well as provide you the needed skills to accomplish the final projects to demonstrate Learning Outcomes.

Writing Center: The NJIT Writing Center will be available for both in-person and synchronous online appointments. The center are open M-F and evening appointments are available.   For

more information, please go to our website. https://www5.njit.edu/writingcenter/ Appointments can be scheduled via Navigate which can be reached through NJIT Pipeline or directly at https://njit.campus.eab.com/ While Writing Center consultations are valuable for all writers, if you have not written a research paper since (or before) your first year in college

Course Textemes and Grading

Text: There are no assigned texts for the course. All materials are provided through Canvas as links or online documents

Exam & Final: This class does not have exams. No final exam is required and will not be scheduled for the course.

==**To complete the tasks in this course, you must have a good quality microphone that can record to allow editing of class projects.**==

You are strongly encouraged to buy or borrow from Media Services a quality USB headphone microphone such as a Logitech in order to complete the needed recordings for the class. Other software needed for the course should be free through NJIT or with a PC or MAC. Students are required to download and install a number of programs for this course. I have tried to identify shareware/open source applications so that you do not have the burden of purchasing expensive software. If you already have a program that you are familiar with that is similar to one of the programs, feel free to use the item you already have.

Breakdown and conversion of grades

The class is measured   out of 1000 points total so all points gained for work sum towards your final grade. There is no curve applied or percentages of credit for missing work.
A = 910+
B+ 909-860   B = 859-810
C+ = 809-760 C = 759-700
D =699-600   F = 599 -0

Meeting deadlines is part of the real world and vital to success in one's career. Be sure to read the assignments carefully and follow directions provided... It is your responsibility to keep up with course materials and complete assignments by the due date. Canvas will display an 'Available until' date after which time the tool closes. **This is not the due date and work submitted after the due date is not accepted as it is considered late unless you have spoken to me about your potential lateness .** Typically, there is a 12-hour grace period and the additional "Available until time is left to do required follow-up posts or allow students with pre-approved extensions or accommodations to receive the permitted time .Tasks grow more complex and time consuming so please start early and submit work. Not all the missions are open at the start of the class and as due dates pass, missions' tasks will close—No late work accepted without prior consent from the professor--grade =0. The tasks should be progressed through in order as each assignment ties into the next. NOTE: grades in the online gradebook are unofficial and intended for the students to be able to track progress. The full course outline with list of graded missions with weights are given at the end of this document.

Exams dates and make-up policies

This course does not have   tests or exams scheduled during the term. There are no final exams   during final exam period.   Work for the course will be   presentations and written essays/reports as detailed below.   In alignment with HSS department policies, no late work is accepted.   All work for class must be graded and final grades submitted   as listed on the registrar academic calendar.
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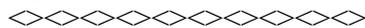
HSS Grading & Lateness Policies
        All matters pertaining to student accommodation for health, family, or other reasons should be referred to the Office of the Dean of Students. The HSs department and individual professors do not make these determinations. Students seeking dispensation for late work should send an email to dos@njit.edu prior to   or immediately after   the issue. *Note* that no late work is accepted and ALL submission are automatically locked by Canvas 3 days after the due date. FAQs on the DOS website: https://www.njit.edu/dos/faq.php

Academic Integrity:
        Detailed guidance on academic integrity can be found at: Best Practices document. Please note that any actual or alleged violation of the University Code on Academic Integrity should be formally processed through the Office of the Dean of Students. Faculty and instructional staff should be proactive on upholding academic integrity but should not handle violations on their own. From the Provost, *"Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: NJIT Academic Integrity Code.*

 Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu"
        Plagiarism is defined at NJIT as "Using or attempting to use written, oral, or graphic work which was authored or prepared by another and submitting it as one's own without appropriate citation or credit. Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, including: copying from a source without quotations or appropriate documentation, copying from any source and altering a word or phrase to avoid exact quotation, and cloning someone else's ideas without attribution."
        NJIT policy is to treat instances of assignments generated in whole or large part by ChatGPT as tantamount to customary cases of academic misconduct involving plagiarism as detailed in the Code of Student Conduct. Guidance documents were developed by NJIT's digital instruction team (https://ist.njit.edu/guidelines-instructors-ai). TO avoid issues you must cite and disclose use of any AI tools. To assist with this, we will use the Disclosure of Support Statement (DSS) available at: https://digitalcommons.njit.edu/stemresources/38/
        This written form asks you to acknowledge the human and software support used to create the work for class. This will allow you to avoid any issue of plagiarism or violations of

academic integrity especially related to generative AI, Large Language Models, Ai assisted writing, grammar and spelling assistance (QuillBot, ChatGPT, Grammarly, etc.) You are welcome to use whatever tools assist you as long as you cite their use properly and disclose the type and degree of support received.

Incomplete Grades: The grade of "Incomplete" may be given under rare, documented circumstances. Instructors must provide written details of the remaining work and deadlines to the student and the Department Chair. The "Incomplete" grade must be resolved in the next regular semester to avoid automatic conversion to a failing grade. Instructors should not accept work by a student after the end of the semester following the one in which the Incomplete was issued, unless the Dean of Students certifies extenuating circumstances, the instructor is willing to process a late change of grade and the Senior Vice Provost for Academic Affairs pre-authorizes such a change.

Extenuating Circumstance & Other Situations: Withdrawals after the 10th week require documented extenuating circumstances via the Dean of Students Office. The course instructor and the Dean of Students are the principal points of contact for students considering withdrawing from a course. When a student invokes extenuating circumstances for any reason (late withdrawal from a course, request for a make-up exam, request for an Incomplete grade, request for accommodation due to illness) the student should be referred to the Dean of Students Office. The Dean of Students will make the determination of whether extenuating circumstances exist and will notify the instructor accordingly. Instructors should never request or accept medical or other documents from students; all documents should be submitted by the student to the Dean of Students Office. Except for cases determined by law, an instructor is not required to accommodate student requests even when extenuating circumstances are certified by the Dean of Students; however, all efforts should be made to ensure a student-friendly environment.

NJIT Support for Research: To excel in this course, you are expected to be able to locate and use web AND library resources effectively and to cite them correctly. Consult with the NJIT reference Librarians for assistance. For DIY help, consult the Communications Research Guide and other forms of Research Help.

Course Reading (Posted in Canvas)
        The readings on this list provide a general background to class content and missions. They also cover the foundations of the course content and explain materials in detail. Within each mission specific resources are linked to items needed to complete specific aspects of the mission. To provide time to complete readings all have been listed here. Fewer mission are given at the start of the semester to allow for time to review readings and resources.
 Week 1:
General Overview
Teaching and Learning by Subject-Matter Experts
 Scenario

Week 2:
Overview of Communication

Week 3:
GPS Model to Organize Content

Week 4: Oral Presentations
Minimum Standards for Oral Presentations
Oral Communication Concepts and Resources
Integrated Delivery of Content with E-GOALS

Week 5-6
Qualities of an Expert
 Components of Expertise

Additional Resources
        The following chapters provide   material on communication in the real world. They are a series of web pages you need to move through with the next button and not just a single web linked article.
        Chapter 9 "Preparing a Speech"
         Chapter 10 "Delivering a Speech"
        Chapter 11 "Informative and Persuasive Speaking"
        Chapter 12 "Public Speaking in Various Contexts"

Day-By-Day Outline
9/6-Introduction-Answering Questions
9/11-Overview of Communication and Models
9/13-Oral Presentations: Inform, Persuade, Entertain
9/18-Entertain: Live in the NJIT TV Studio
9/20-Scenario and Planning Process
9/25-Inform=Report, describe, or explain
9/27-In-class Presentation Formal 1-minute Introduction
10/2-In-class Presentation Formal 1-minute Introduction
10/4-Focus on Delivery: Character, Diction, Expression
10/9-Focus on Graphics: Style, Layout, Composition, Relationships
10/11-Signposting
10/16-Focus on Lucidity: Organization, Completeness, and accuracy
10/18-Focus on Synthesis: Group Dynamics, Technology, and conditions
10/23-In-class Group process explanation
10/25-In-class Group process explanation
10/30-In-class Group process explanation
11/1-In-class Group process explanation
11/6--P3-Plan/prepare,perform, Pulsih
11/6-Persuade=Influence, Pitch, Convince
11/8-Focus on Alignment: Demographics, Prior knowledge, expectations, and metrics
Levers of persuasion: Logos, Pathos, Ethos, Cash, and Charm
11/13-Storyline
11/15-Interactive Q&A
11/20-Final video pitch planning

11/27-Story-Drama-Coremesage-Takeaway
11/29 In-class Final Elevator Pitch
12/4-In-class Final Elevator Pitch
12/6-In-class Final Elevator Pitch
12/11-In-class Final ElevatorPitch
12/13-In-class Final Elevator Pitch
Class Missions with points

Due	Point	Topic level and mission assignments
9/5		Class Begin
9/12	35	M1.1-Initial Foundations
9/19	30	M2.1-Elements of a Scenario
9/27-10/2	25	In-class Oral introduction
10/10 10/12	80 20	M2.2-Introductory Video M2.2P-Peer Review
10/17 10/17	40 30	M3.1-Communicating a Message M3.2-Signposts
10/23-11/1	60	In-Class Group Oral Explanation
11/7	180	M4-Group feedback report and Published individual Video Memo
11/28	100	M5.1-Final Plan, Script, and Storyboard
11/29-12/13	100	In-class final Elevator Pitch
12/6	50	Feedback to Individuals
9/6-12/13	100	Class Participation
12/18	150	Big Boss Final Video Report
12/24		Grades Due

Figure 1 gives the due dates for the class tasks and the overall point total