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## **ENG 340-010: Oral Presentation**

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**ENG 340-Oral Presentation**  
**Syllabus and course requirements**

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This course is an introduction to the production model for 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.

**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. This course satisfies the three credit 300 GER in History and Humanities.

**Course objectives:**

This course aims at enhancing or improving a student's ability to communicate. Students present ideas in various modes of speaking, ranging from impromptu interviewing questions to structured, media supported presentations in front of an audience. Students become more aware of breathing techniques, the power of vocal ability, and the significance of the way they present themselves to others. An important segment of the art of communication, Interpersonal communication, is also emphasized in the course. Who we are, how we feel about ourselves, how we imagine we come across, and/or how we actually sound and look (as seen on video) enables us to understand our strengths and current limitations. Understanding our external speaking presence is imperative in terms developing presentation skills. Students learn to engage an audience, speak clearly with adequate volume. The course cultivates awareness of multiple oral presentation situations and the importance of timing in diction. Integration of visual and video material/ learn standard presentation software and graphics

This course will use Kaltura (Mediaspace.njit.edu) and Canvas (<http://canvas.njit.edu/>) to deliver course content and allow you to turn in reflection assignments, discussion posts, and larger project assignments as videos and MS Word files. You need to 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.

To accomplish this, students will:

- Demonstrate the use of clear communication techniques and correct tone and rhetorical form for specified situations

- Communicate effectively in a digital environment Identify target viewers and understand what will work best for those targets
- Select and adjust appropriate scope and tone
- Critiquing oneself and others to develop judgment and improve final products
- Utilize technologies to communicate effectively - Relay, PowerPoint, Google apps, etc.
- Critically judge quality to make and support arguments

### **Student Learning Outcomes:**

By completing the course students will demonstrate:

**SLO1** - An ability to orally communicate effectively

**SLO2** – Effective use of oral techniques and graphics and other elements to convey a message clearly and effectively

**SLO3** - Awareness of and facility with a range of digital tools for communication

**SLO4** - Capacity for group work and peer review and constructive feedback

**SLO5** - Competency in oral communication through the completion of a final project

### **Other materials**

Course material is intended to provide students with an understanding of forms of digital communication that are typically encountered in future chosen careers. This course will deliver course content and allow you to turn in reflection assignments, discussion forum posts, and larger project assignments as MS Word files. You **need to 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. To accomplish this, students will:

- **Demonstrate the use of clear communication techniques and correct tone and rhetorical form for specified situations**
- **Communicate effectively in a digital environment**
- **Identify targets and accurately understand what will work best for those targets**
- **Select and adjust appropriate scope and tone**

- Critique oneself and others to develop judgment and improve final products
- Utilize technologies to communicate effectively - Kaltura, PowerPoint, Google apps, etc.-
- Critically judge quality to make and support arguments

For more in depth or expanded information, feel free to consult other sources such as The Online Writing Lab (OWL) at Purdue <http://owl.english.purdue.edu/owl/>. All materials for the class will be available through the web or distributed via the online course management tool. Every attempt has been made to find free materials for the course. Most readings are available publicly through the Internet or through the NJIT database system. Lectures and instructional material will be presented in MS Word documents or with PowerPoint and Net casts, most of which will be available through NJIT or directly from the web. For assistance with writing, the Humanities department has assistants that may be contacted for an online meeting. You may also ask your professors Dr. James Lipuma for further assistance or more detailed information.

**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.

**I understand that quality of technology and tools may vary so I will take that into account when grading. However, since this course has no other costs, please obtain and use a good microphone since that will aid everyone to do better in the course.**

\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\* Academic Integrity & Other Policies \*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*\_\*

**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:

<http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

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](mailto:dos@njit.edu)”

Please note that Faculty and instructional staff should also refer to the “Best Practices” document developed and published on the Provost’s website (on the policies page) or directly at [http://www5.njit.edu/provost/sites/provost/files/lcms/docs/Best\\_Practices\\_related\\_to\\_Academic\\_Integrity.pdf](http://www5.njit.edu/provost/sites/provost/files/lcms/docs/Best_Practices_related_to_Academic_Integrity.pdf). Any actual or alleged violation of the University Code on Academic Integrity must be formally processed through the Office of the Dean of Students & Campus Life. Faculty and instructional staff should be proactive on upholding the academic integrity, but should not handle violations on their own.

Exams for courses delivered on-line must be scheduled in ways accounting for the fact that students may be living in different time zones and most of them have full-time jobs. If an exam is scheduled on a particular day and time, the time should be in the evening (i.e., starting at 6 p.m.).

In order to insure consistency and fairness in application of the NJIT policy on withdrawals, student requests for withdrawals after the deadline (end of the 10th week of classes) will not be permitted

unless extenuating circumstances are documented. 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, and request for an incomplete grade) the student should be sent to the Dean of Students Office. The Dean of Students will be making the determination of whether extenuating circumstances exist or not and will be notifying the instructor accordingly. Instructors should never request or accept medical or other documents from students; such documents need to be submitted by the student to the Dean of Students. 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.

Early and periodic testing, assessment, and feedback are important. Tests should be returned in a timely fashion so that students know their status in the class. At least two tests and/or significant assignments must be scheduled, graded and returned before the deadline for withdrawal. Typically, the final examination in all courses constitutes approximately one third of the total grade for the course, and students need to be able to schedule their preparation for it, it is important that any and all final exams (including the ones for online courses) be given during the university final exam period. Modifications by instructors to the final exam schedule must be approved in writing by the Department Chair. Reporting of final (course grades): Instructors are required to electronically submit final (course) grades no later than 48 hours after the last day of final examinations. Grades for fall 2018 courses are due on December 23, 2018 and for spring 2019 courses on May 18, 2019. Late submission of grades causes serious problems for students wishing to take winter and summer session courses and for the determination of the students' Academic Standing.

The grade of Incomplete ("I") may be given in rare instances where a student, and for documented (by the Dean of Students) reasons, could not complete parts of the work of the course. When giving a grade of "I", the instructor must notify the student (and copy the Department Chair), in writing, of the exact work to be completed and the date by which it must be submitted. The "I" grade must be removed in the next regular semester; otherwise, the "I" is automatically changed 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 & Student Services pre-authorizes such a change.

Professors should post their scheduled office hours for each course on the web and at their office, and should be available during those hours.

All classes should meet at their scheduled time and location, and should last for their entire scheduled duration. Classes should not be cancelled without the consent of the Department Chair, and no classes should be scheduled during the university common hours (Wednesdays 2:30 p.m. – 5:45 p.m., and Fridays 11:30 a.m. – 1:00 p.m.). Any use of the common hour for classes must be approved by the Provost. Any changes in the designated date, location and time of any class may be made only in consultation with the Registrar's Office and with approval of the Chair and Dean. Instructors must submit verification of presence for their students by the deadline specified in the memo on this issue, sent separately.

### **Policies for Lateness and Penalties**

This is an online course, requiring you to complete lessons, participate in forums, and posts that occur throughout the semester. Each discussion posting will have an opening and closing date after which work will not be accepted. Major assignments and projects will have a due date. Work submitted after this date will not be accepted unless a prior arrangement has been made with the professor or the NJIT Dean of Students provides written excuse for lateness.

The assignments handed in for this course are expected to be University-level work and must follow instructions and the supplied [submission guidelines](#). There should be no contractions, spelling errors, punctuation errors, or mistakes in grammar. Mistakes of these types are fatal errors. In addition, you must follow [submission guidelines](#) for formatting the work and naming the file correctly. Failure to follow instructions or [submission guidelines](#) will result in a loss of points as well of the grade. Basic Netiquette rules will be followed:

<https://www.education.com/reference/article/netiquette-rules-behavior-internet/>

All assignments handed in for this course should be original and the sole work of the student. The rules and procedures set down in the student handbook as administered by the Dean of Students office will be used to judge plagiarism. **DO NOT PLAGIARIZE**. If you are unclear about the rules, please see the NJIT student handbook/Code of Student Conduct. [www.Turnitin.com](http://www.Turnitin.com) will be used to check for plagiarized work.

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. The dates given are the last possible time to complete the work. 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. Grade breakdown and weights are given below.

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. [Davida Scharf](#) is the librarian who provides assistance to the students and faculty in the Humanities. Contact her at [scharf@njit.edu](mailto:scharf@njit.edu) and take advantage of her expertise. For DIY help, consult the [Communications Research Guide](#) and other forms of [Research Help](#).

The grades for this class are based on a total of 1000 class points

**A = 910+**  
**B+ 909-860**  
**B = 859-810**  
**C+ = 809-760**  
**C = 759-700**  
**D =699-600**  
**F = 599 -0**

**ENG 340-Breakdown of missions**

<b>Due</b>	<b>oint</b>	<b>Topic level and mission assignments</b>
<b>1/19</b>		<b>Classes Begin</b>
<b>1/26</b>	<b>1</b>	<b>Verify Presence</b>
<b>1/26</b>	<b>6</b>	<b>Opening Activities : Content check---Production Model</b>
<b>1/26</b>	<b>23</b>	<b>Opening Activities: Discussion Overall effectiveness</b>
<b>1/29</b>	<b>50</b>	<b>Level 1 Mission 1: video Introduction</b>
<b>2/1</b>	<b>30</b>	<b>Level 1 Mission 2 Overall Effectiveness Discussion</b>
<b>2/8</b>	<b>40</b>	<b>Level 1 Mission 3 GOALS Components</b>
<b>2/15</b>	<b>150</b>	<b>Level 1 Mission 4 GOALS Elements and aspects</b>
<b>2/22</b>	<b>20</b>	<b>Level 2 Mission 1-Animations Discussions</b>
<b>3/1</b>	<b>30</b>	<b>Level 2 Mission 2- Text vs images</b>
<b>3/8</b>	<b>100</b>	<b>Level 2 Mission 3: Vocal Expression Video</b>
<b>3/13</b>	<b>50</b>	<b>Level 2 Mission 4- Feedback via talking head video</b>
<b>SP</b>	<b>SP</b>	<b>Spring Break</b>
<b>3/29</b>	<b>150</b>	<b>Level 3 mission 1-communication –improving linear videos</b>
<b>4/12</b>	<b>100</b>	<b>Level 3 mission 2-Video Resume Pitch</b>
<b>4/26</b>	<b>50</b>	<b>Big Boss-initial video with graphics</b>
<b>5/3</b>	<b>50</b>	<b>Big Boss: Peer Feedback</b>
<b>5/10</b>	<b>150</b>	<b>Big Boss Final Report</b>
<b>5/15</b>		<b>Grades Due</b>

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

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