

Spring 2024

COM 312-014: Oral Presentation

Zackary Kellett

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Oral Presentation: Spring 2024

Professor Kellett
Department of Humanities and Social Sciences

Instructor's Contact Information:	Course Information:
Professor: Zackary Kellett Email: zk39@njit.edu Office Hours: Monday/Wednesday, Cullimore 432 (by appointment)	COM 312 Section 014 Spring 2024 Mondays & Wednesdays: 1:00 PM - 2:20 PM Kupfrian Hall 107 Mode: Face-to-Face Students must bring a laptop or tablet to class. If you do not have access to adequate equipment, please contact the Office of the Dean of Students . Course Materials: http://canvas.njit.edu

People often believe the best public speakers “have something special about them,” as if the ability to effectively communicate a compelling message is an intangible talent one inherently does or does not possess. This is, in fact, a skillset. One that is learnable. One that you will learn! This course will build your confidence and skill in public speaking via a practical application of relevant skillsets.

Course Catalog Description

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. This course satisfies the three credit 300 GER in History and Humanities. Prerequisites: ENGL 102 with a grade of C or higher, and one History and Humanities GER 200 level course with a grade of C or higher.

Course Goals

By the end of this course, students will be able to:

1. Analyze course materials and relate them to authentic situations;
 2. Create unique messages that are simple, tailored, unexpected, and valuable;
 3. Deliver compelling, organized, and well positioned presentations with clarity, confidence, and credibility;
 4. Integrate data, multimedia, and discussions into presentations;
 5. Participate in a presentation as a conscious audience member, and
 6. Evaluate oral messages and the skills presenters have successfully mastered.
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Required Course Materials:

All course materials will be available in Canvas. You will need to have a valid UCID to access Canvas. See schedule and Canvas for the order of assigned course materials. Any changes or additions to required course materials will be distributed in class or via Canvas.

Course Assignments

COM 312 is a highly interactive class that uses problem- and project-based learning. The goal is for you, with my help, to develop your skills as a presenter and public speaker.

To help you master these skills, we will explore aspects of effective presentation in each week. For You will be expected to:

1. complete the assigned course prep (as assigned on Canvas) prior to class
2. come to class with any notes or answers to research questions that you have - ready to ask questions, share your reflections, and apply what you've learned
3. complete a quiz for each reading/video to demonstrate you are prepared for class (quizzes will be in-class and open notes)
4. apply course materials to authentic situations (complete assigned in-class presentations, using course materials and your notes, to help you master the content and understand its application)
5. participate as a conscious audience member and provide constructive feedback (complete in-class)

Originality of Your Work, Etiquette, and Academic Integrity:

This course is highly interactive and facilitates a great deal of reflection, collaboration, and discussion. Although you are encouraged to collaborate with classmates as you work through problems and course materials, all of the work you submit in this course must be entirely your own. You will have every opportunity to provide your best work; all assignments will be open notes because the goal is for you to apply and evaluate what you are learning - not memorize and restate it.

Although you are expected to build on, react to, criticize, and analyze the ideas of others, when you do, you must follow NJIT's Code of Student Conduct and Code on Academic Integrity.

Class participants must arrive on-time, remain engaged, and be respectful of one another's time and turn to speak, even when opinions may differ. Scholarly debates are okay. Personal attacks are not.

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](#).

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.

Grading Policies

The evaluation of student proficiency in this course is based on the following components:

- 1. Attendance/Participation (15%):** As this course is highly practical in nature, participation is a requisite part of the learning process. Students are expected to be both present and participate in discussion/class activities. As make-up presentations are not given, students should contact their professor well in advance if they know of any potential conflicts for presentation days.
- 2. Assignments/Quizzes (15%):** When assigned a take home reading, the following class will open with an in-class quiz regarding the content of that reading. The quizzes will be open book/notes and take no more than 15 minutes to complete. All quizzes must be completed in person in class. Because your lowest quiz grade will be dropped, no late submissions will be accepted, no make-up quizzes will be given, and failure to submit a quiz will result in zero points.
- 3. Presentation practice (20%):** Because becoming a better speaker takes practice (a LOT of practice), you will use course materials to develop and give presentations to help you practice the skills you're learning. These presentations are mandatory, but instead of a formal grade, these presentations are pass/fail. You will receive constructive feedback - from me and your classmates - designed to help highlight what you're mastering and where you have opportunities to keep growing as a presenter. If you give your presentation, stay engaged as an audience member for others, and provide real-time feedback to your classmates, you will receive full credit for the assignment. If you do not present and/or are not present to provide feedback for your classmates, you will receive zero points for the assignment. Of these presentations, your lowest grade will be dropped. No late submissions will be accepted, and no make-up presentations or assignments will be given. *PLEASE NOTE: evaluating the skills other presenters have successfully mastered will help you in your own growth and preparation for the midterm and final.*
- 4. Midterm Presentation (20%):** Based on course lectures, assigned readings/videos, in-class discussions, presentation practice, and constructive feedback, you will prepare and deliver a presentation (for a formal grade) to demonstrate that you have mastered course content and understand its applications. The midterm presentation must be completed in person in class on the date assigned. You must be present for the duration of all midterm presentations and participate as an audience member. *No late submissions will be accepted, no make-up midterm will be given, and failure to give your midterm presentation will result in zero points.*
- 5. Final Presentation (30%):** Based on course lectures, assigned readings/videos, in-class discussions, presentation practice, and constructive feedback, you will prepare and deliver a presentation (for a grade) to demonstrate that you have mastered course content and understand its applications. The final presentation must be completed in person in class on the date assigned. You must be present for the duration of all final presentations and participate as an audience member. *No late submissions will be accepted, no make-up final will be given, and failure to give your final presentation will result in zero points.*

Aggregate Grading Scale for Semester Grades (based on percentage of points earned):

A = 100%-90% B+ = 89.99%-86% B = 85.99%-80% C+ = 79.99%-76% C = 75.99%-70% D = 69.99%-60% F = <60%	<i>Extra credit may be assigned on a class-wide basis. No individual assignments will be issued.</i>
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Course Content and Schedule*

This semester you will be working to answer the question:

What makes an outstanding speaker so effective and engaging?

**Any changes to the schedule will be announced in class and/or via email*

Week 1: Syllabus/Introductions

Class date(s):	January 19
Required course prep	None
In-Class Quiz	None

Week 2: Foundations of Public Speaking

Class date(s):	January 22 & 24
Required course prep	See Canvas
In-Class Quiz	January 22
<i>In two minutes or less, tell us about a time that you struggled with something. What was the issue? How did you react to it? What steps did you take? Were you able to overcome that struggle? Be as detailed as you can, and focus in particular in connecting yourself to your audience.</i>	January 24

Course Content and Schedule (continued)

Week 3: Utilizing the Unexpected

Class date(s):	January 29 & 31
Required course prep	See Canvas
In-Class Quiz	None
In-Class Presentation <i>In 2 minutes or less, tell us about one lesson you've learned in your life that has changed the way you view or live life - and why/how it's changed your life for the better. Craft one complete sentence with a because clause (a reason) that trims down the life lesson to its essence so you can convey the idea clearly and concisely, avoiding any unnecessary or redundant words. Be mindful of making eye contact, projecting your voice, and staying within the time limit.</i>	January 31

Week 4: Making the New Familiar

Class date(s):	February 5 & 7
Required course prep	See Canvas
In-Class Quiz	February 5
In-Class Presentation <i>Teach us about a hyper fixation you have that is not immediately accessible to outsiders. This can be a hobby, an academic inclination, or esoteric knowledge you've hoarded for yourself in the hopes of one day being able to have a captive audience to info dump onto.</i>	February 7

Week 5: Narrative Structure and the Hero's Journey

Class date(s):	February 12 & 14
Required course prep	See Canvas
In-Class Quiz	February 12
In-Class Presentation <i>Using the 4-pt positioning framework and skills you've learned to amplify your authority and make your presentation memorable, prepare and deliver a toast to your lover (real or imaginary). Deliver a toast that includes a story about them.</i>	February 14

Course Content and Schedule (continued)

Week 6: No Classes (Midterm Prep)

Midterm Presentation Prep	February 19 & 21
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Week 7: MIDTERM PRESENTATIONS

Class date(s):	February 26 & 29
Required course prep	See Canvas
In-Class Quiz	March 19
Midterm Presentation (20 % of grade) <i>To demonstrate mastery of the skills learned in Weeks 1-5, prepare and deliver a TED-style presentation as outlined in class. You must use the 4-point positioning framework, include at least one story, and incorporate the skills you've learned to make your presentation compelling and memorable.</i>	March 21

Week 8: Using Visuals/Museum Trip

Class date(s):	March 4 & 6
Required course prep	See Canvas
In-Class Quiz	March 4
Museum Trip <i>As a class, we will visit the Newark Museum for a guided tour of the exhibits. You will have the opportunity to evaluate the speaking skills of the tour guide, as well as identify one museum piece that you will present on after spring break. Be sure to make note of what attracted you to the piece, and what the story surrounding it is.</i>	March 6

Course Content and Schedule (continued)

Week 9: SPRING BREAK!

Class date(s):	N/A
Required course prep	NONE
In-Class Quiz	NADA
<i>Go to the beach or something!</i>	

Week 10: Museum Presentations

Class date(s):	March 18 & 20
Required course prep	See Canvas
In-Class Quiz	N/A
In-Class Presentation <i>Using the skills you've acquired surrounding use of visuals, present on the piece you had chosen from the Newark Museum. What is the story of this piece? What about it attracted your interest? How does the piece speak to your own life?</i>	March 18 & 20

Week 11: How to Keep an Audience Engaged

Class date(s):	March 25 & 27
Required course prep	See Canvas
In-Class Quiz	March 25
In-Class Presentation <i>Create a visual presentation (no more than 3 minutes) about one thing you would change at NJIT if you could. Incorporate at least one physical, one cognitive, and one linguistic engagement technique.</i>	March 27

Course Content and Schedule (continued)
Week 12: Persuasive Techniques

Class date(s):	April 1 & 3
Required course prep	See Canvas
In-Class Quiz	April 1
<i>TBA</i>	April 3

Week 13: Half Week (Go see the eclipse!)

Class date(s):	April 10
Required course prep	See Canvas
In-Class Quiz	N/A
<i>TBA</i>	April 10

Week 14: Q&A/Conversations

Class date(s):	April 15 & 17
Required course prep	See Canvas
In-Class Quiz	April 15
<i>TBA</i>	April 17

Course Content and Schedule (continued)

Week 15: FINAL PRESENTATIONS PART I:

Class date(s):	April 22 & 24
Final Presentation (worth 30% of semester grade) <i>To demonstrate mastery of the skills learned throughout the semester, prepare and deliver a 7-minute (including time for fielding questions) presentation as outlined in class. You must use the 4-point positioning framework, include at least one story, and incorporate the skills you've learned this semester.</i>	April 22 & 24

Week 16: FINAL PRESENTATIONS PART II:

Final Presentation/Party	April 29
Final Presentation (worth 30% of semester grade) <i>To demonstrate mastery of the skills learned throughout the semester, prepare and deliver a 7-minute (including time for fielding questions) presentation as outlined in class. You must use the 4-point positioning framework, include at least one story, and incorporate the skills you've learned this semester.</i>	April 29