

Spring 2024

COM 312-018: Oral Presentation

Victoria Livingstone

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Recommended Citation

Livingstone, Victoria, "COM 312-018: Oral Presentation" (2024). *Humanities Syllabi*. 725.
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COM 312—Oral Presentations

Professor: Dr. Victoria Livingstone

Term: Spring 2024

Email: vjliv@njit.edu

Term: Spring 2024

Office: Cullimore 423

Office Hours: Mon. 11:30-12:30; Wed. 9-10 a.m. or by appt.

Email: vjliv@njit.edu

Course location: CKB330

Course Schedule: MW 10-11:20 a.m.

Prerequisites:

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

Course 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.

Course Goals:

Skill in presentations, using the workplace as a basis for lessons. Students will improve oral abilities, including grammar, pronunciation, and presentation skills, using digital technology.

Course Objectives:

On the completion of the course student will be able to do the following:

Content:

1. To develop skills in developing, shaping, and organizing content specifically for oral presentations;
2. To plan and prepare speeches that inform, persuade, by analyzing the purpose of the speech;
3. To use presentation aids to enhance speeches;
4. To conduct meaningful research;
5. To analyze the audience and design speeches to reflect analysis;
6. To understand the communication process;
7. To create a professional online presence;
8. Communicate in small and large online groups.

Non-Verbal:

1. To strengthen awareness of and use of non-verbal elements in oral presentations;
2. To improve posture, stance, gestures, movements, facial expression.

Self-assessment:

1. To strengthen skills in self-assessment and assessment of others' oral presentations by watching yourself, watching others, critiquing in writing, critiquing in private, re-presenting, and memorizing.

(Information on goals taken from: <http://communication.cofc.edu/syllabi/104wills-f08.pdf>)

Evaluation:

Table 1: Assignment & Assessment

Assignment	Assessment
Attendance/Participation/Course Reflection/Class Discussions/Extemporaneous speaking	10%
Major Oral Presentations 1. Job or How To Presentation I—Brainstorming (5%) 2. Jobs or How To Presentation II—Media Integration Practice (5%) 3. Jobs or How To Presentation III—Full Presentation (15%) 4. Jobs or How To Presentation IV—Peer Review (5%) 5. Video Interviews—(video yourself answering 2 question) (15%) 6. World View (TED Talk) Presentation I—Brainstorming (5%) 7. World View (TED Talk) Presentations II—Full Presentation (15%) 8. World View (TED Talk) Presentation III—Peer Review (5%) 9. Group Presentation: TV News or Podcast—Pre-recorded (10%)	80%
Self-Reflection Video File (Week 9: 5%) Course Reflection Video File 2 (end of semester: 5%)	10%
Total	100%

Individual and Group Work Grading Scale:

Table 2: NJIT's Grading Scale:

A	B+	B	C+	C	D	F
100-90	89-87	86-80	79-77	76-70	69-60	59-0

Table 3: Dr. Livingstone’s Grading Scale is the following:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
95	90	87	85	80	77	75	70	67	65	60	59-0

Required Text: *New York Times*

Register with NY Times for your FREE subscription:

REGISTER: All users must first register at [NY Times Group Pass](#) using their NJIT email address. You **MUST** be on NJIT’s VPN to subscribe. **PREFERRED**

BROWSERS: Use Chrome or Firefox.

CONNECT: Once you have a login you can connect directly to [NYTimes.com](https://www.nytimes.com) on the web from any device.

- You may also download and use *NYTimes* apps on other devices, using this same login.
- To search the archive all the way back to 1851, you must use a browser rather than the mobile app.

EXPIRATION: Your account will expire within a year from initiation and renewal will be required through the same Group Pass URL.

Participation, Punctuality and Attendance

You must be present to win—please make every effort to attend F2F classes. All students are expected to attend all regularly scheduled classes. Attendance is critical to your success in this class. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance.

Should you or a family member whom you are caring for become ill with COVID-19 (or something else), please let the Dean of Students know and that office will inform all of your professors (dos@njit.edu). I will do my best to work with you to complete the course. I want everyone safe and healthy.

You may miss up to one week of class without penalty. Please let me know you cannot attend class prior to the class meeting. **Every subsequent unexcused absence will result in a deduction of participation points. More than 4 unexcused absences (two weeks of the course) will negatively impact your grade. More than 5 unexcused absences put students in danger of failing.**

Missing a Presentation: Presentation days are scheduled in advance, so each student is prepared. While illnesses happen, there is not a lot of wiggle-room if a student misses his/her presentation. If you are ill, please let Dr. Livingstone know as soon as possible so she can try to reschedule you with another student. Please make every effort to be ready for your scheduled presentations. Please consider helping a classmate out if you by having your work ready in advance.

See the NJIT attendance policy: <http://www.njit.edu/registrar/policies/attendancepolicy.php>.

Students who expect to miss classes because of religious observance must submit to their instructors a written list of dates that will be missed by the end of the second week of classes, Students are expected to make up missed work within a week.

Assignment Submission

All assignments must be submitted through Canvas by 11:59 PM on the day it is due. *I will not accept emailed work.* Specific formatting guidelines will vary according to each assignment, so please follow the explicit guidelines found on individual assignment sheets. **All assignments must contain your full name, course name and section/time, date, and have pages numbered.**

Written Work:

- **All assignments must be submitted through Canvas.** *I will not accept emailed work.* Specific formatting guidelines will vary according to each assignment, so please follow the explicit guidelines found on individual assignment sheets. **All assignments should contain your full name, course name and section/time, and have pages numbered in the right order.**
- **** You can download a free version of MS Office:** <https://csla.njit.edu/microsoft-office-365-download> (you must be on the NJIT's VPN off campus to use MS Office).

Canvas

Access to all assignments, some readings, and class forums will be provided via the course Canvas site, located at <https://canvas.njit.edu/>

Please log into Canvas regularly to make sure you stay up-to-date with our class. **All assignments must be submitted through Canvas.**

Occasionally, students may get locked out of Canvas. Your professor cannot unlock this for you. Should this happen, please contact the Help Desk at 973-596-2900 or try to reset your password at: https://mypassword.njit.edu/cgi-bin/upr/passchange_default.php.

Late Work

Late work will be penalized (one grade late per class). If you are having difficulty completing an assignment, please see me prior to its due date. Should you need an extension, please ask prior to the due date, and please be able to document why more time is necessary.

Tips for Speaking in Public

- **Project your voice.** Hold your chin parallel to the floor, and speak to the people in the back of the room as well as in the front. Do not shout.
- **Maintain eye contact.** Look at the eyes of **everyone** in the room, just as though you were speaking to that one person. **Do not turn your back** to the audience. Do not speak to the blackboard or the projector screen. **Do not read** from notes.
- **Speak slowly.** If your accent interferes with intelligibility, **slowing your rate** will improve comprehension.
- **Watch for nervous habits.** Everyone has nervous habits. Some of us use filler words (um, you know, huh, etc.). Others may use their arms so much that it distracts your audience. Some may twist their hair or tap their feet. Try to be aware of these habits and strive to eliminate them when you present to an audience.
- **Stand up straight.** Good posture helps you project your voice and look confident.

Tips for Using PowerPoint

The purpose of the slides is to help your audience understand your presentation by giving **key words or diagrams**. Slides need to be interesting, clear, and **easy to read**.

1. Write no more than **6 lines** of text, and no more than **6 words** per line, per slide.
2. Use a font of at least 24-point.
3. Use the full screen. Do not crowd the text at the top of the slide.
4. Plan no more than 3 slides per minute.

5. **Do not read** the slides aloud, but rather talk about each item.
6. **Do not look turn your back to the audience.** Refer instead to your computer screen in front of you.
7. **Think of the design** of your slides. Keep in mind, if you are in a large room presenting, how would the slide look if someone is sitting in the back of the room? If you're giving a video presentation, how would this appear on someone's smartphone? Is the color scheme easy to see? Is there a mix of text and other items (graphics, graphs, photos, video, etc.)?

Rules for Preparing Video Files—10%

In addition to preparing presentations for each class period, your second project also entails recording and sending a video files to me for review and comment.

Please upload your video file to your NJIT YouTube Channel and post a link of the shareable YouTube video. I should be able to see the video in the Canvas assignment and just click on the YouTube link for it to open. I should not have to download the file to play it.

Self-Reflection: Video File 1 (due Week 9): Record a 2-4 minute self-critique of your presentations so far in the class where you tell me:

1. What you did well in some or all of your presentations to date?
2. What you have learned about yourself and your presentation skills?
3. What you would still like to improve?
4. How you intend to work on improving your presentations in the future?

Course Reflection: Video File 2 (due Week 14): Record a 2-4 minute reflection of the course. Some questions to answer:

1. What worked well for you in the course?
2. Which assignments did you like?
3. Which assignments can be improved? How can they be improved?
4. How was the pacing of the course?
5. How do you think this course will impact your future?
6. Anything else you think Dr. Livingstone should be aware of to improve the experience in future courses.

In your Video Files, please:

1. **State your name and major field** at the **beginning** of the recording.
2. **Label** each file with your name.
3. **Write** down what you want to say.
4. **Practice** each reading before starting to record.
5. **Record** your video. If you aren't satisfied with your video, record until you are (without making yourself crazy).

6. **UPLOAD YOUR VIDEO TO YOUTUBE** (each student has a YouTube account, accessible through Gmail by clicking the 9 dots and scrolling to YouTube). Make the video viewable to those at NJIT (or it cannot be viewed/graded).
Audio/Video Work:
7. **If you choose to do a Podcast or a Video for an assignment, you MUST upload the final video to your YouTube Account**
 - a. **To UPLOAD VIDEO or AUDIO TO YouTube:**
 - b. Go to your campus Gmail and click on the 9 dots on the top right for the Google Suite.
 - c. Find YouTube. Login with your NJIT UserID.
 - d. Click on "You" on the left side of the screen.
 - e. Then on the top right click on the camera icon on the top right and then "upload video." It should take you to a new screen for you to drag/drop your video. You should be able to upload audio here, too (you may need to have some sort of photo to upload with the audio). Make sure you make the video sharable (or I won't be able to view it/grade it). I will not share any videos without explicit permission from individual students.
 - f. **POST the YouTube link on Canvas (it should be visible on the page so all I need to do is click the link and it will play. Please do NOT make me upload your video/audio.**
8. **Post your YouTube video link to Canvas. Make sure it is a shareable link** (or Dr. Livingstone cannot watch and grade it). The video should be viewable in the assignment link (there should be a YouTube icon on the Canvas page that I can click on).

Major Assignments COM 312

Job or How To Presentation—25%

Choose your own topic.

OPTION 1: Job: You can discuss jobs you have had, volunteer positions, your dream job, the job of someone you know (parent, friend, sibling). You could research and report on types of jobs (best, worst, highest / lowest paying).

OPTION 2: How-To Demonstration: Teach the class how to do something that you are an expert (or near expert) in doing. It must be something you can safely demonstrate in class (so you may be an auto mechanic but can't demonstrate how to change the oil in a car as you can't bring a car into the classroom). Some ideas: how to program in a certain computer language, how to make skateboard, how to play a game, how to study for an exam, how to make a friend, etc.

There are three parts to this assignment: brainstorming, media integration practice (to work out technical issues) and the full, 8-12-minute presentation. The full presentation will be done in class.

- **Part 1 – Brainstorming 5%**

- **Part 2** – Media Integration Practice **5%**
- **Part 3** – Full Presentation **15%**

Interviews—15%

You will be given a list of difficult job interview questions. On your own time, practice your answers to these questions. In class, you will provide Dr. Livingstone with your resume and 3 questions you want to be asked. Dr. Livingstone will select 2 of the 3 questions. You have 5 minutes to answer the questions. These will be done LIVE in class. You will critique other students on their performances.

World View (TED TALK) Presentation—20%

Choose a topic you enjoy or are interested in and want to learn more about. The topic should be on one aspect of the world around us – global, economic, political, arts, health & medicine. Your 8–12-minute presentation will be a summary of the research you have done on the topic with your conclusions. There are two parts to this assignment and the full presentation will be done in class.

- **Part 1** – Brainstorming **5%**
 - **Purpose:** brainstorming with group to choose a good topic. You will write a 1-page proposal of your topic and provide a list of research references (works cited) to show you have put some time into thinking about your presentation topic.
- **Part 2** – Full Presentation **15%**
 - **Purpose:** final formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing.
- **Part 3** – Peer Review of classmates (part of participation grade)

Group Project: TV Newscast or Podcast on a topic of your group’s choice – 10%

This assignment is mainly for fun and practice working in groups. Prepare a pre-recorded television newscast or audio podcast on real or fake news. The topic of your newscast/podcast will be decided by your group. Groups should have four or five members. **All participants must speak** (try to make sure that the time each person speaks is even). You will critique group members to show what each individual did and if s/he fulfilled the group’s expectation of the work.

- Watch some news shows to see how “experts” do it—it can be nightly news, political news, sports news, entertainment news, or “fake” news like “The Daily Show” or “Saturday Night Live’s” Weekend Update.

- **Newscast:** You should have a news anchor (you can have multiple anchors like they do on sports, entertainment, or political news). The anchor(s) should introduce each news segment and provide background images and/or video. There should be reporters who report the news and coordinate the interviews.
- You can choose to do a typical newscast (like NBC-New York 5 PM news), sports news (like Sports Center), entertainment news (ET), etc. You can also choose to do an NJIT campus-focused news show. Depending on your interests, you can cover all campus news or choose to focus on sports news, tech news, Greek life news, etc.
- Individual members can either “act out” the news story or you can interview other people (real people or actors).
- **Podcast:** You should pick a topic where the group has some knowledge and can either have a host/hosts who facilitates the discussion or do a group roundtable where you discuss various aspects of the topic. You can choose a real topic or a fake topic (like a murder mystery podcast). Podcasts will be video recorded (not just audio).
- While this is meant to be fun, please be aware that this is a course project, and the team should bleep out curse words (or edit them out altogether).
- Assign each person in the group a role:
- Project Manager is responsible for managing participants.
- Media Manager is responsible for assembling the final recording.
- Project Editor is responsible for editing the project to show the class.
- Multiple people can serve in the above roles. Make sure you list the group members and their roles in the credits of your newscast.
- There may be other roles in a podcast depending on your subject matter.
- We will vote for the best presentation at the end.
- **TIME FRAME:** The news video or podcast should run between **25-35 minutes in length (after editing)**. Editing takes time, so please make sure that you plan ahead to make sure your final product is of quality.
- If you use people in the project from outside of our class, you need them to sign a permission to share form so we can show them in class.

Purpose: practice working in a group, presentation, technical and creative skills.

Accessibility Needs

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact Student Disability Services at 973-596-3420.

The Writing Center

While this course focuses more on speaking than writing, the two go hand-in-hand. Good speeches/presentations are usually scripted. The Writing Center is available for 45-minute individual and group online appointments with professional writing tutors usually beginning the 2nd week of the semester. This resource is intended to help you improve your communication and writing skills. Tutors can help with planning assignments, improving your speech writing, refining your project, or other communication-based needs. Tutors can help with your written project proposals and presentation slides, too. To make an appointment, please visit <https://njit.campus.eab.com/>.

ChatGPT (and other Generative AI)

The primary goal of this course is to help you become a stronger thinker and speaker. For that reason, any use of ChatGPT or other generative AI is prohibited unless it is built into the assignment. **Any use of generative AI without the explicit permission of the instructor will be considered a violation of academic integrity and referred to the Dean (see the academic integrity policy below).**

It is also important to recognize that generative AI is limited and unreliable. If you ask ChatGPT to produce a bibliography, for example, it will invent citations. As a researcher, you cannot rely on these programs! Further, ChatGPT (and other generative AI) is a large language model (LLM) that does not produce original material. Rather, it is trained on existing data and tends to produce uninteresting text. It will not help you become a stronger thinker, speaker, or researcher.

As generative AI is so new, we are learning about it together. Do not hesitate to bring up any questions or concerns.

NJIT University Code on Academic Integrity

The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity.

The NJIT Code of Academic Integrity embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered “graded work” and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework assignments are to be completed individually unless otherwise specified. Please make sure you include a works cited list on each project to cite the material in your speech.

The Provost’s Office requires this statement on all syllabi:

- *“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.”

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Table 4: Course Schedule (subject to change with written notification):

Note: Each student will sign up for each presentation. **Your materials (PowerPoint/Slides/Video/etc.) are due by 11:59 PM on the day you present** (so Canvas will have the last day of presentations for the due date, but you should post your materials after your presentation, as Canvas does not allow for multiple due dates).

Week	Date MON.	Assignment Due	Class Activity	Date WED.	Assignment Due	Class Activity
1	1/15		MLK Day—no class	1/17		Intro to COM 312. Go over syllabus & get to know one another.

Week	Date MON.	Assignment Due	Class Activity	Date WED.	Assignment Due	Class Activity
2	1/22		Introduce Jobs Presentation; individual introductions; small groups. Saying & Spelling Names; small groups	1/24	Jobs Presentation Brainstorming (5%)	Lecture on Presentation Conventions; Jobs Presentation brainstorming
3	1/29		Sample Jobs Presentation; assign dates for Full Presentation; finish any missed brainstorming	1/31	Jobs Media Integration (5%)	Start Jobs Presentation Media Integration, online. Expect technical difficulties.
4	2/5		Finish Media Integration; small groups	2/7	Jobs, Full Presentation (15%) Peer Reviews	Jobs Presentations (5 per class); Post slides by the day you present.
5	2/12	Jobs, Full Presentation (15%)	Continue Jobs/How To Presentations (5 per class); Post slides by the day you present.	2/14	Jobs, Full Presentation (15%) Peer Reviews for the week.	Continue Jobs/How To Presentations; Post slides by the day you present.
6	2/19	Jobs, Full Presentation (15%)	Continue Jobs/How To Presentations; Post slides by the day you present.	2/21	Jobs, Full Presentation (15%) Peer Reviews for the week.	Continue Jobs/How To Presentations; Post slides by the day you present.
7	2/26	Make Up Jobs/How To	Make Up Day (for anyone who needed to be rescheduled for an excused absence). Watch & critique sample Video Interviews; small groups	2/28	Job Interview Questions (10%)	(10 per class) Bring in Resume and select 3 of the questions for Dr. Livingstone to ask in a short initial interview (she'll ask you 2 of the 3 questions). These will be done live in class. You will peer critique these.

Week	Date MON.	Assignment Due	Class Activity	Date WED.	Assignment Due	Class Activity
8	3/4	Job Interviews Questions (10%)	(10 per class) Bring in Resume and select 3 of the questions for Dr. Livingstone to ask in a short initial interview (she'll ask you 2 of the 3 questions). These will be done live in class. You will peer critique these.	3/6	Finish Job Interview Questions (10%) Peer Reviews for Job Interviews.	(4 per class plus anyone who needed to be rescheduled) Bring in Resume and select 3 of the questions for Dr. Livingstone to ask in a short initial interview (she'll ask you 2 of the 3 questions). These will be done live in class. You will peer critique these. Sample World View (TED Talk) Presentation; small groups
	3/11		Spring Break!	3/13		Spring Break!
9	3/18	World View (TED Talk) Brainstorming (5%)	WV (TED Talk) Presentation brainstorming; small groups; assign dates for Full Presentation	3/20	Due: Video File 1-Reflection (5%); upload YouTube video file in Canvas course assignment	Create groups for TV News /Podcast assignment; in-class group work day. Sign up for group presentations.
10	3/25	World View (TED Talk), Full Presentations (15%)	Start WV (TED Talk) Presentations Post slides by the day you present.	3/27	World View (TED Talk), Full Presentations (15%) Peer Reviews for the week.	Continue WV (TED Talk) Presentations Post slides by the day you present.

Week	Date MON.	Assignment Due	Class Activity	Date WED.	Assignment Due	Class Activity
11	4/1	World View prep	<p>Time to work on Group Projects. Use time wisely!</p> <p>Last day to Withdraw from Classes (4/3)</p> <p>4/5 Happy Passover to those who celebrate</p>	4/3	World View prep	<p>Time to work on Group Projects. Use time wisely!</p> <p>Continue WV (TED Talk) Presentations</p> <p>Post slides by the day you present.</p> <p>4/7: Wishing those who celebrate Happy Good Friday</p> <p>4/9: Wishing those who celebrate a Happy Easter.</p>
12	4/8	World View (TED Talk), Full Presentations (15%)	<p>Continue WV (TED Talk) Presentations</p> <p>Post slides by the day you present.</p>	4/10	World View (TED Talk), Full Presentations (15%)	<p>Continue WV (TED Talk) Presentations</p> <p>Post slides by the day you present.</p>
13	4/15	World View (TED Talk), Full Presentations (15%)	<p>Continue WV (TED Talk) Presentations</p> <p>Post slides by the day you present.</p>	4/17		<p>Work on Group Projects in class.</p> <p>4/22: Happy Earth Day!</p>
14	4/22	TV News Group Presentations (10%)	<p>TV News Group Presentations (Groups 1 & 2)</p>	4/24	<p>TV News Group Presentations (10%)</p> <p>Due: Video File II Course Reflection (5%)</p>	<p>TV News Group Presentations (Groups 3 & 4)</p>

Week	Date MON.	Assignment Due	Class Activity	Date WED.	Assignment Due	Class Activity
15	4/29	TV News Group Presentations (10%)	TV News Group Presentations (Groups 5 & 6) This is OUR LAST CLASS. If we do not finish presentations, we will need to find a time during the Reading Period.	5/1	READING DAY—no class.	Good luck on Exams (no exam in this class!). Best wishes to those graduating!