

Spring 2024

## COM 312-106: Oral Presentation

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## **COM 312. Oral Presentations – Spring 2024**

**Faculty Memorial Hall | Room 412 | 6:00pm-8:50pm**

**Michael Edmondson, Ph.D., Associate Provost for Continued Learning**

**[michael.edmondson@njit.edu](mailto:michael.edmondson@njit.edu); please email to schedule time to meet**

*Purposeful communication is a skill and an art. To achieve it, leaders, managers, and influencers will need to be prepared to craft and deliver authentic messages that show vulnerability and empathy.*

McKinsey & Company, [The State of Organizations, 2023 Report](#).

### **Course Catalog Description**

[COM 312](#). Oral Presentations. 3 credits

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. 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.

### **Textbook**

No Text is Required – all necessary materials will be provided via Canvas.

### **Learning Outcomes**

Students who successfully complete this course will be able to:

- Articulate the various elements involved with oral communication.
- Identify and apply basic public speaking principles.
- Deliver speeches in a variety of styles using effective verbal and nonverbal behaviors.
- Participate in engaging conversations.
- Implement effective strategies to manage public speaking anxiety.
- Critique a variety of public speaking examples.

## Calendar

For the entire Spring 2024 Academic Calendar visit this [site](#).

Date	Information	Class #
Tuesday, January 16, 2024	FIRST CLASS	1
Tuesday, January 23, 2024		2
Tuesday, January 30, 2024		3
Tuesday, February 6, 2024		4
Tuesday, February 13, 2024		5
Tuesday, February 20, 2024		6
Tuesday, February 27, 2024		7
Tuesday, March 5, 2024		8
Tuesday, March 12, 2024	SPRING BREAK NO CLASS	
Tuesday, March 19, 2024		9
Tuesday, March 26, 2024		10
Tuesday, April 2, 2024		11
Tuesday, April 9, 2024		12
Tuesday, April 16, 2024		13
Tuesday, April 23, 2024		14
Tuesday, April 30, 2024	LAST CLASS	15
Saturday, May 11, 2024	FINAL GRADES DUE	

## Homework and Assignment Schedule

Date	Assignment Due	Lecture	Homework	Points
Tuesday, January 16, 2024	Introduction	Characteristics	Self-Evaluation	2
Tuesday, January 23, 2024	Self-Evaluation	The Strategies	Persuasive Strategy Presentation	2
Tuesday, January 30, 2024	Persuasive Strategy Presentation	The Structures	Informative Strategy Presentation	4
Tuesday, February 6, 2024	Informative Strategy Presentation	The Organization	Instructional Strategy Presentation	4
Tuesday, February 13, 2024	Instructional Strategy Presentation	The Design	Inspirational Strategy Presentation	4
Tuesday, February 20, 2024	Inspirational Strategy Presentation	7 Deadly Sins	Problem Solution Presentation	6
Tuesday, February 27, 2024	Problem Solution Presentation	HAIL Attributes	Problem Cause Solution Presentation	6
Tuesday, March 5, 2024	Problem Cause Solution Presentation	Voice Elements	Critique of Speeches 1	6
Tuesday, March 12, 2024				
Tuesday, March 19, 2024	Critique of Speeches 1	Open	Three Minute Virtual Introduction	6
Tuesday, March 26, 2024	Three Minute Virtual Introduction	Class via zoom	Critique of Speeches 2	6
Tuesday, April 2, 2024	Critique of Speeches 2	Open	Persuasive or Informative	8
Tuesday, April 9, 2024	Persuasive or Informative	Open	Instructional or Inspirational	10
Tuesday, April 16, 2024	Instructional or Inspirational	Open	Problem Solution or Problem Cause Solution	12
Tuesday, April 23, 2024	Problem Solution or Problem Cause Solution	Open	Final Presentations	12
Tuesday, April 30, 2024	Final Presentations	None	None	12

## Policies:

- Assignments & Grading

- Every class is worth a specific set of points. If you miss a class and do not conduct the missed presentation the following week, you risk losing the points for the missed class altogether.
  - For example, if you miss class on Tue, April 16 you risk forfeiting the 10 points for that class unless you schedule and conduct your April 16 presentation during the following class on April 23.

- Grading Scale

A = 91 – 100	B+ = 86 – 90	B = 80 – 85	C+ = 75 – 79
C = 70 – 74	D = 65 – 69	F = 0 – 64	

- Statement on Academic Integrity

- 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).

## Student Conduct in Class

To provide a fruitful experience and an effective learning environment for all of us, I expect each of you to conduct yourself with the highest-level of respect for yourself and your fellow students. Since every student speaks in each class, please become familiar with the following class policies:

- Lateness is considered disruptive. If an emergent pattern of lateness occurs it may be treated as an equivalent to an absence. You would not want someone to walk into the room during the middle of your presentation so please respect your classmates by arriving on time.
- Laptop computers, tablets, and cell phones are prohibited. Exception is made in case of students who are unable to take paper notes due to some documented physical condition. While there are lectures, the majority of each class time will involve students doing any/each of the following:
  - having an engaging conversation with a classmate as part of an exercise
  - actively listening to a fellow classmate's presentation
  - giving the weekly presentation in front of the class

## Exercises and Assignments

This class will involve a variety of exercises and assignments designed to elevate a student's skill set for oral presentation and public speaking. Students are required to complete all exercises and assignments. Failure to complete an exercise or assignment may result in a point reduction in the student's overall course grade. Generally speaking, here are the differences between the two:

- Exercises: prompts in class that will require some form of discussion (small group or large group) or each student standing up in front of the class providing a response to the prompt. The amount of time related to each exercise varies based on its desired learning outcomes.
- Assignments: formal presentations each week based on a specific assignment as discussed in class. These formal assignments require the student to stand in front of the room and provide a three-to-four-minute presentation. Additional guidance on each assignment will be provided in class. This semester, students will give the following formal presentations:
  - Persuasive: a presentation where the student attempts to persuade the class around a specific topic using specific and clearly articulated resources to provide supporting evidence.
    - Ex: a student tries to persuade the class that sitting on a beach is better than climbing a mountain
  - Informative: a presentation where the student informs the class on a specific.
    - Ex: using data from a number of different sources, the student informs the class why earning a four-year college degree is still a worthy pursuit.
  - Instructional: a presentation where the student instructs the class on how to do something.
    - Ex: using ChatGPT, a student instructs the class on how to write a query to get the most out of this AI tool.
  - Inspirational: a presentation where the student tells a story from their life/or from a family member's life experience, designed to inspire the class.
    - Ex: a student tells the class a story about how she convinced her mom to train and run a marathon.
  - Problem Solution: a student explains a problem and then provides a solution
    - Ex: a student discusses the problems of dehydration for athletes and provides a solution.
  - Problem Cause Solution: a student identifies a problem, describes the various causes, and then outlines one or more solutions to the problem.
    - Ex: a student presents on the cost of college and includes a variety of solutions students can pursue to earn their undergraduate degree.

*Syllabus is subject to change*