

Fall 2024

## COM 312-027: Oral Presentation

Zackary Kellett

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### Recommended Citation

Kellett, Zackary, "COM 312-027: Oral Presentation" (2024). *Humanities Syllabi*. 870.  
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## COM 312: Oral Presentation (Spring 2024)

Professor Kellett  
Department of Humanities and Social Sciences

Instructor's Contact Information:	Course Information:
Professor: Zackary Kellett  Email: <a href="mailto:zk39@njit.edu">zk39@njit.edu</a>  Office Hours: Cullimore 432 (by appointment)	COM 312 Section 027 Fall 2024 Tuesdays & Thursdays: 4:00 PM - 5:20 PM FMH 305 Mode: Face-to-Face  Students must bring a laptop or tablet to class. If you do not have access to adequate equipment, please <a href="#">contact the Office of the Dean of Students</a> .  Course Materials: <a href="http://canvas.njit.edu">http://canvas.njit.edu</a>

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.

### **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 each week. For class, 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. 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)
4. 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](mailto: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 both be present and participate in discussion/class activities. Students will be counted present only if they are in the classroom at the time roll is called. 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. 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 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 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 (continued)

### 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	Date	Topic
Week 01: Syllabus and Intro	09/03	Syllabus and Expectations
	09/05	Oral Presentation Overview and Body Language
Week 02: First Presentations	09/10	"What makes a good speaker" Presentation 01
	09/12	"What makes a good speaker" Presentation 02
Week 03: Organization	09/17	Organization and the 3 Rules of 3
	09/19	Reverse Outlines (Outline for "Life Lesson" Presentation Assigned)
Week 04: Audience	09/24	"Life Lesson" Presentations
	09/26	How to Adjust For Your Audience ("Simplification" Presentation Assigned)
Week 05: Simplification	10/01	"Simplification" Presentation 01
	10/03	"Simplification" Presentation 02
Week 06: Q&A	10/08	"Simplification Q&A" Session
	10/10	"Simplification Q&A" Session contd. & Visual Aids
Week 07: Midterm Prep	10/15	Visual Aids contd. (Midterm Assigned)
	10/17	Museum Trip
Week 08: Midterm Presentations	10/22	Midterm Presentations 01
	10/24	Midterm Presentations 02
Week 09: Halloween	10/29	<b>No class:</b> Optional 1 on 1 Check ins
	10/31	Halloween Activity
Week 10: Interviews	11/05	TBA
	11/07	TBA

**Course Content and Schedule (continued)**

Week 11: Verbal Skills	11/12	TBA
	11/14	TBA

Week 12: Debate	11/19	TBA
	11/21	TBA (Final Presentation Assigned)

Week 13: Final Prep	11/26	In Class Pre-Writing for Final Presentations
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**Thanksgiving Recess 11/28 - 12/01**

Week 14: Final Presentations	12/03	Final Presentation Peer Review
	12/05	Final Presentations

Week 15: Final Presentations	12/10	Final Presentations Contd. & End of Semester Party
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