GRDG 545: Preparing and Delivering Professional Presentations Fall 2013

Instructor: Eric Sharlow
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Class Location: Jefferson Community College Computer lab
Class meeting time: Weekend Format Friday 4pm-9pm, Saturday 9am-5pm.

Class meeting dates:

August 23, August 24, September 28, October 26, November 9

Office hours: I will be available prior to the start of class and following class. If students need to contact me please feel free to e-mail or call.
Credit hours: 3
Class online folder: http://www2.potsdam.edu/sharloes

Overview and Purpose

This course will focus on delivering and preparing presentations in a professional setting. A primary focus in the course is to examine critical issues and technological tools related to the development, delivery and critical assessment of presenting. Although no formal pre-requisite course is required, this course is designed as an intermediate level course, and is not an introductory course. Students should be comfortable working with technology, especially computers, and ready to explore intermediate technology topics including: audio, video, and student centered on-line activities.

Course Goals

1) Students will acquire a working knowledge of various presentation techniques, as well as appropriate theories for integrating technology into individual and group presentations. The focus is on how to integrate technology to deliver presentations, and making it relevant so it is not the presentation.
2) Students will prepare a holistic plan for each presentation detailing message and audience factors.

3) Students will prepare materials that meet individual and group needs, incorporating print and digital media into projects.

Course Requirements

Students will have a flash drive, Ipod, portable hard drive or other mass storage device. A noise cancellation microphone. Access to a digital video recorder (with usb cable). Also students will have online website access (This can be through Taskstream, Google or Time Warner). Students will also need to create different on-line accounts and activate their www2 access.

Objectives

Using Technology teamed with proper presentation skills, students will develop and implement topic specific presentations.

Students will be introduced to:

1. Logistics of physical media

2. Planning and researching topics

3. Developing supporting documents and media/message design

4. Creating multimedia presentation

5. Delivering and critiquing professional presentations

Course Assignments

This course is designed as a project-based course. You must submit a variety of projects to demonstrate your competencies and complete the course requirements. These projects will be organized into and submitted in six different activities. For that reason, the majority of your grade will be determined by the quality of the projects that you turn in. You will also be assigned four reading assignments that you will prepare a position paper on.These are all weighted, as specified below, in determining final grades. Specifics of each assignment are found by accessing the links above or their titles below.

Projects

1. Individual short presentation (20 pts) date due: Class 2
2 Group presentation (20 pts) date due: Class 4
3. Individual/Group final presentation (30 pts) date due: Class 5
4. Active listener/Critiques (10 pts) date due: following presentations

Reading Assignments (total 20 pts)

Each reading assignment will be handed in at the beginning of class on the day that it is due. Since we will be discussing the content of the assigned readings in class that day, no late papers will be accepted. Your paper will be a brief, consisting of your interpretation of the article and your substantiated opinion of the subject matter.

Texts: Mandatory Reading

http://people.engr.ncsu.edu/txie/publications/oral_presentation_skills.pdf

http://www.presentationzen.com/presentationzen/2007/08/i-spent-the-wee.html

1. (2.5 pts) date due:
http://www.presentationzen.com/presentationzen/2011/06/storytelling-lessons-from-bill-cosby.html
Bill Cosby on telling stories.

2 . (2.5 pts) date due:
http://www.slideshare.net/jessedee/presentation-lessons-from-the-kings-speech-6551851

The King's speech

3. (2.5 pts) date due:

http://presentationsoft.about.com/od/presentationmistakes/tp/080722_presentation_mistakes.htm

4. (2.5 pts) date due:
http://presentationsoft.about.com/od/firststeps/p/lose_audience.htm

Grade Calculation:

100 points max
90 (90%) = 4.0
87 (87%) = 3.7
83 (83%) = 3.3
80 (80%) = 3.0
77 (77%) = 2.7
73 (73%) = 2.3
70 (70%) = 2.0
Below 40 = 0.0

Attendance:

You are expected to attend each scheduled class meeting because material covered in the lecture may not be available in other venues. Troubleshooting and in class demonstrations will expand the learning experience.

Participation:

Because of the nature of the course, there will be considerable discussion of course topics. You are expected to voice opinions and ideas as well as participate in regular question and answer sessions. Please feel free to contribute past technological experiences and familiarity with different software programs.

Course Ethics:

Cheating in any fashion will not be tolerated, including but not limited to plagiarizing another' s words, work or ideas on individual class assignments, falsifying records or cheating on exams. You will be held to the college's policy on academic honesty as stated in the Graduate Catalog.

Students with Disabilities:

Students with a disability needing academic adjustments or accommodations should speak with the professor as early as possible. Students with disabilities should also contact: Sharon House, Coordinator of Accommodative Services at 267-3267, Sisson 112, or e-mail her at housese@potsdam.edu for further assistance. All disclosures will remain confidential.