

MSE 8200 | Georgia Institute of Technology | Example Syllabus 2018
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Office: 255 Love | Office hours: by appointment

Course Description

This course focuses on advanced presentation skills, and students will speak only on topics relating to their own academic course of study. Students will gain experience not only delivering but also evaluating presentations, and these presentations will be delivered almost exclusively through electronic media. Equal emphasis will be placed on achieving excellence in content, delivery, and slide design. Each presentation will have a stated objective, such as informing others of your research (for example, at a professional conference), or explaining highly technical information to a general audience (both in a standard-length presentation and a very short form). Each presentation will be recorded so that students can evaluate their own presentations and assess their progress. Other short form presentations and short writing assignments are a part of the course. We will discuss poster design and presentation.

Course Requirements

Students will be responsible for delivering several individual presentations as well as evaluating their peers' presentations for content, delivery, and slide design. A standard evaluation sheet will be provided, and it must be handed in at the end of each class. Additionally, each student will be required to hand in a self-assessment write-up at the next class. Students have the option of scheduling individual conferences with me to discuss their presentations. Also, students will be required to write a 300-word critical analysis of one seminar speaker visiting MSE. Specifics about these papers will be discussed. Other more spontaneous professional speaking skills and practice will be included in the course along with a two-page resume. There is no final exam.

Each presentation with slides should be 15 minutes max: 10 minutes for the presentation itself and approx. 5 minutes of Q & A. For this length, you'll need approximately 10-14 slides. In addition, each student will give a 1-1.5 minute elevator talk for a general audience, which will be done without slides or any supporting material.

Each presentation will be recorded so that students can critique their own performance for their self-assessment write-ups. Students are responsible for buying an SD HC I (10) Card that is rated class 6 or 10 and at least 4 GB to record their presentations. I use a SanDisk, SD HC I (10)— the camera name and model is Canon HD, VIXIA HF E 500.

Students must keep an electronic record of their presentations and send them to me with your self-assessment of the assignment.

Grading

Presentations will receive a letter grade and will comprise 80% of your final grade; the peer evaluations will not be considered in my grading. Your participation score, which is 20% of your final grade, includes your seminar critique paper, self-evaluations, peer reviews (having done them), poster critique session, spontaneous speaking practice in class, and active participation in the workshops, including bringing a solid draft of your talk for the workshops.

Attendance

Attendance is required for all classes. Excused absences require documentation and a student may only have 2 excused absences during a semester. Students who know that they will miss a class to attend a conference or out of town professional interview must inform me well before the date. Each unexcused absence will lower a student's final grade by ½ a letter grade.

Electronic Devices in Class

This is a small, highly interactive class during which you will be expected to be fully engaged in discussion, activities, and actively observing presentations and filling out peer reviews. Only use your devices to take notes (and this will rarely be necessary), to take pictures of the white board, or for some other class activity that is requested. Please do not email, text, or otherwise do non-class activity on your devices. I expect that the majority of the time your devices will be stowed during class.

Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. For information on Georgia Tech's Academic Honor Code, please visit <http://www.catalog.gatech.edu/policies/honor-code/> or <http://www.catalog.gatech.edu/rules/18/>.

Learning Accommodations

If needed, I will make classroom accommodations for students with documented disabilities. These accommodations must be arranged in advance and in accordance with the Office of Disability Services (<http://disabilityservices.gatech.edu>).

Acknowledgement: The original course and handout information was developed by Dr. Lisa Rosenstein; some of the original materials have been modified and are used with permission.

MSE 8200: Advanced Presentation Skills | Example Schedule | TR 1:30-2:45
Amanda C. Gable, Ph.D.

Course Schedule: Assignments and class activities may be modified during the semester; Please pay attention to announcements from Canvas.

WEEK 1:	Tuesday Thursday	Lecture/Discussion: Course Introduction & Activity More on Course and Assignments; Finish interviews of classmates; Introduce each other to class.
WEEK 2:	Tuesday Thursday	Finish introductions; 24/7 talks, presented in class; Discuss Delivery Issues. Discussion & Practice: Interview experiences, informal spontaneous speaking; Discuss Resumes/CVs.
WEEK 3:	Tuesday Thursday	Workshop Resumes in small groups; discuss styles/purposes; if time, more interview & informal speaking practice. Discuss assigned TED Talks (delivery & making the technical accessible); discuss technical terms and analogies.
WEEK 4:	Tuesday Thursday	Lecture/discussion: Elevator Talks; delivery, & strategies for communicating with a non-technical audience; in-class exercise Workshop elevator talks in small groups
WEEK 5:	Tuesday Thursday	Elevator Talks Elevator Talks
WEEK 6:	Tuesday Thursday	Lecture: Explaining Visuals; start 1-slide presentations Finish 1-slide presentations; Lecture/discussion: Non-technical presentations & Slide Design
WEEK 7:	Tuesday Thursday	Workshop non-technical presentations in Groups Workshop non-technical presentations in Groups
WEEK 8:	Tuesday Thursday	Workshop non-technical presentations in Groups Nontechnical presentations
WEEK 9:	Tuesday Thursday	Nontechnical presentations Nontechnical presentations
WEEK 10:	Tuesday Thursday	Nontechnical presentations Lecture/Discussion: Informative (Conference) Presentations; review slide design
WEEK 11:	Tuesday Thursday	No Class—Spring Break No Class—Spring Break
WEEK 12:	Tuesday Thursday	Workshop Informative presentations Workshop Informative presentations
WEEK 13:	Tuesday Thursday	Workshop Informative presentations Informative Presentations
WEEK 14:	Tuesday Thursday	Informative Presentations Informative Presentations
WEEK 15:	Tuesday Thursday	Informative Presentations Lecture/Discussion: Poster Design and Presentation; Poster Critique Activity
WEEK 16:	Tuesday	Last Day of Class--Lecture & Discussion: Summary