Communication Department
Semester: Fall 2019 – Session I

Course Title: CO103A EFFECTIVE PRESENTATIONS

Credits: 3

ABE: Dominant Ability to be Assessed: Communication Level: I

Instructor: Jennifer M. O’Donnell, Associate Professor

Office Hours: Tuesday & Wednesday 10:00AM-Noon; Other times by appointment only.

Office location: Bond House, 301
Office Phone: 860-701-5082
E-mail Address: odonnell_j@mitchell.edu

Class time and room: CO103A – M/R 12:20-2:20PM; NH202

Catalog Course description: Effective Presentations is designed to increase your effectiveness as a communicator and presenter by emphasizing critical thinking, careful research, organization, and delivery strategies.

Prerequisites: None


Additional Course Materials:
Course material will be distributed in class throughout the semester. Please purchase note cards and a three ring binder or folder for storing materials used in class and for your notes. Bring your binder/folder, pens/pencils to every class.

VERY IMPORTANT – This is your online course guide. Please use the Library Subject Guide for CO103 at: http://mitchell.libguides.com/CO103
It is the responsibility of each student to access the site throughout the course to keep up with assignments. Students must have a Mitchell College ID to access the guide from off campus.
**Civility:** It is the right of every college student to be educated in an environment that is free from distraction from the educational activities being conducted in the classroom. To support students’ right to a distraction-free educational environment, students engaged in any other types of disruptive behavior will be asked to leave the classroom, and will be counted as absent for the class.

**Communication:** Students are required to obtain and use a Mitchell college e-mail account for all departmental and college communications. All assignments/information will be posted as described by the instructor. Links are available at [www.campus.mitchell.edu](http://www.campus.mitchell.edu) for all courses by the assigned professor. The student is required to read all information posted at this site. Look for the professor’s name/site.

**General College Policies:**

**Attendance Policy:** The Faculty of the College believes that in order for a college student to derive the maximum benefits of a course, regular attendance is necessary as is the punctual and adequate preparation of assignments. Please reference the course catalog for more information. However, each instructor may also have his/her own attendance policy.

**The College ADA Statement (effective fall 2017):**

Mitchell College complies with the mandates created by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In accordance with these laws, Mitchell College is committed to ensuring that no otherwise qualified student, on the basis of his/her disability, will be denied access to course content, materials or activities.

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact Disability Student Services at (860) 701-5790 or by making an appointment through Starfish. To avoid any delay in the delivery of your accommodations, you should contact Disability Student Services as soon as possible. Please note that accommodations are not retroactive, and that I, the professor of this course, cannot provide accommodations based upon disability until I have received your Letter of Accommodation from Disability Student Services. Students who receive accommodations through DSS must get an updated Letter of Accommodation each semester. Your cooperation is appreciated. For more information please see the course catalog and/or the DSS webpage.

**Policy on Academic Honesty:** Penalties and procedures regarding academic dishonesty are defined in the College Catalog. Academic dishonesty includes the following: using the work of another individual – including another student – as one’s own, using non-approved resources during quizzes or exams or submitting the same research paper for multiple classes. Please refer to the College Catalog for the procedure required when an instructor has evidence of Academic Dishonesty.

As described in the Mitchell College policy manual, “students at Mitchell College are expected to maintain the highest standards of academic conduct.” By enrolling in this course, students agree that they understand and swear to adhere to those rules. Failure to adhere to these rules will affect a student’s grades. Cheating and/or plagiarism on any assessment will result in a score of zero for that assignment and the incident will be reported to the academic dean. Cheating on the final exam will result in course failure.
DEPARTMENTAL POLICIES:

Attendance Policy:
Students are expected to attend all classes. The structure of the course includes group exercises, impromptu speeches, and the creation and presentation of specific timed speeches throughout the semester. Therefore, any absence would negatively affect the comprehension of the course-related materials. **If a student misses a class, he/she is responsible for the work missed and is expected to be prepared upon returning to class.**

STUDENTS ARE EXPECTED TO BE ON TIME FOR CLASS AS LATENESS ARE A DISCOURTEOUS AND DISRESPECTFUL INTERRUPTION FOR FELLOW CLASSMATES AND THE INSTRUCTOR. Attendance will be taken at the beginning of class.

Make-up Policy:
**MAKE-UPS WILL NOT BE GIVEN; HOWEVER, DOCUMENTED/EXCEPTIONAL CIRCUMSTANCES (illness, family, etc.) WILL BE CONSIDERED provided the student contacts the instructor within 48 hours of the missed assignment.** The student, who does not contact the instructor within 48 hours of the missed assignment with a **verifiable written excuse provided to the instructor**, forfeits the opportunity to make-up the assignment.

ASSIGNMENTS WILL NOT BE ACCEPTED LATE.

Plagiarism: Plagiarism is the unacknowledged use of another person’s words or ideas in your writing. If you use any ideas, thoughts, writing, quotes, or even paraphrase some other writer’s thinking, you must acknowledge that person. Whether conscious or unconscious, plagiarism is a serious academic offense. Consequences for plagiarism can range from failing the assignment to failing the course. Please familiarize yourself with the college’s policy. You can access the policy as well as resources to help you avoid plagiarism on the library’s plagiarism guide at [http://mitchell.libguides.com/CW101](http://mitchell.libguides.com/CW101) or contact the instruction librarian, Lauren Consolatore, at consolatore_l@mitchell.edu for an appointment.

Accommodations:
Please inform the instructor of any accommodations required. See the College ADA above for details.

Departmental E-Mail /Communications requirement:
Communications for this course will be through the Mitchell e-mail system. Students are expected to check e-mails on a daily basis.

Classroom Participation:
Classroom decorum during the instructional process is based on mutual respect: instructor for student, student for instructor, and student for other student. Respect for one another is shown in behavior: this includes listening attentively when another person (student or instructor) is speaking, as well as staying awake so that you may pay attention and contribute to class. Sleeping, talking inappropriately or doing other work during a lecture or video will result in a zero for the day, which will affect your participation grade for the course. No warning will be issued. At no time will headphones, Ipods, radios, or like devices be allowed in the classroom. Any student found using one will be asked to leave class.* **All cell phones must be turned off or on silent mode.** Texting during class is STRICLY forbidden and will result in IMMEDIATE dismissal from class. Do not consult your cell phone unless it is an emergency situation and the instructor is notified prior to the start of class regarding the emergency.

* Anyone dismissed from class will be marked absent for the day. No one will be readmitted without meeting with the instructor beforehand.
Ability Based Education

ABE partners the intellectual abilities cultivated by the liberal arts and sciences with the professional skills and personal development required to compete in the global economy. As students’ progress through their program of study, they will collect evidence (papers, videos, presentations, projects, etc.) that document their level of mastery. There are three levels of mastery:

1. Developing
2. Competent
3. Distinguished

Students must achieve at least Level 2, Competent, in 5 of 7 abilities. The seven abilities to be assessed prior to graduation from Mitchell College are:

1. Critical & Creative Thinking
2. Communication
3. Diversity and Global Perspectives
4. Information and Communication Technology Literacy (ICT Literacy)
5. Problem Solving and Analysis
6. Values, Ethics & Social Responsibility
7. Social Interaction

Course-Specific Information

ABE Dominant Ability to be Assessed: Communication, Level 1

ABE Stimulus to Assess:

The final 8-10 minute, extemporaneous (outlined), researched speech using presentational aids (direct verbal and visual support) and presented to the class will be the assessment measuring the criteria linked to this institutional ability. Details for the assignment will be given out in class. Written feedback will be provided by the instructor.

Learning Outcomes:

Upon successful completion of this course, you should be able to:

- Identify, explain and demonstrate the fundamental elements of the communication process.
- Communication Apprehension Management: rehearsing ways that reduce nervousness or “stage fright” and help you achieve a “comfort level” in front of an audience.
- Plan, prepare and deliver a well-organized, relevant, and logical oral presentation that demonstrates critical thinking skills and utilizes valid research to support a topic. Structure a message with a clear purpose (Intent), an Introduction, Main Points, and Conclusion and provide effective Transitions for prepared and impromptu presentations.
- Create a presentation that is adapted to a specific audience by identifying the needs and wants of the audience through research and analysis of audience characteristics.
- Identify and apply verbal and nonverbal strategies for maintaining audience attention and interest. Choose language that is appropriate for the audience. Deliver prepared messages in an extemporaneous manner.
- Engage in active/evaluative listening techniques and apply the basic principles of critical thinking, problem-solving, and constructive feedback (which create a supportive environment and are helpful in fostering progress and improvement). Illustrate skills in asking and responding thoughtfully and thoroughly to questions, comments, and challenges.
- Create and properly utilize low tech and high tech presentational aids and formatting conventions that will enhance the message and reinforce the understanding to the audience.
Attire
Your appearance on your assigned presentation days is a very important component to your impact on the audience. Points in each presentation can be gained or lost based on your choices regarding attire. Students are expected to come to every class well groomed, showered and dressed appropriately.

Presentation Evaluation
Presentation performances will be evaluated according to specific criteria listed on the assignment sheet for each presentation and the attributes of an effective speaker. Outlines and works cited pages are also part of the evaluation. As a student in the Effective Presentations class, it is your responsibility to work toward the attributes (qualities) of an effective speaker which include integrity, knowledge, confidence, and skill (verbal and non-verbal).

Integrity comes from within you and it demonstrates your honesty and sincerity in preparing and presenting your speech. Your attitude toward the assignment comes through in your presentation. Preparing effectively, practicing for timing and a professional presentation, citing resources, and knowing your material well enough to be able to speak from an outline is a demonstration of your integrity.

Knowledge is demonstrated through the information you share with the audience. As you present, the acknowledgement of credible resources, the organization of your material, the inclusion of relevant verbal (readings, quotes, statistics, etc…) and visual (handout, poster, PowerPoint, etc…) support indicates your knowledge of the subject matter. Knowledge demonstrates your integrity.

Confidence is demonstrated by your ability to take control of your anxiety and present with authority. It is an indication of the time and effort you put into preparing and practicing your speech. Confidence also demonstrates integrity and knowledge. If something doesn’t go as planned in a presentation, figure out why and fix the problem for the next presentation.

Skill – Verbal and Non-verbal – is demonstrated each time you present. Vocal skill includes everything having to do with the voice (volume, rate, inflection, expression). Non-verbal includes visual contact with the audience, posture, movement, and gestures. A skillful speaker demonstrates integrity, knowledge, and confidence.


Grading Policy
Your grade in this course is based on the following criteria.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation/Impromptu Presentations</td>
<td>15%</td>
</tr>
<tr>
<td>3 Outside speaker reviews &amp; Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Presentation 2 (Narrative)</td>
<td>15%</td>
</tr>
<tr>
<td>Presentation 3 (Informative)</td>
<td>15%</td>
</tr>
<tr>
<td>Presentation 4 (Informative/Persuasive)</td>
<td>15%</td>
</tr>
<tr>
<td>Presentation 5 (Final Speech)</td>
<td>20%</td>
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**Suggested Readings to supplement course content:**
Refer to the Library (LIS Guide) for this course.

_Note: This syllabus is subject to change at any time as required by the instructor_

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**Course Requirements:**

**Course Procedure and Required Assignments/Presentations:** The course will consist of brief lectures, supported with handouts, and discussion on the listed topics on the schedule. Also, preparation workshops for upcoming speeches, the presentation of prepared speeches (tests), and impromptu speeches based on current events, and attendance at outside speeches will complete the course. A specific schedule for each student’s prepared speech presentations will be given by the end of the second week of class.

**All assignments are due on the scheduled date. NO EXCEPTIONS!** Graded presentations will be used throughout the semester to evaluate your understanding of key communication concepts.

Presentations will not be rescheduled except under extenuating circumstances with a verifiable written excuse provided to the instructor. Any student who does not contact the instructor within 48 hours of the missed assignment forfeits the opportunity to make it up.

For each prepared speech presentation (listed on the schedule), you will be required to have a **speech outline** which should include the introduction, main points & support, conclusion and works cited page (if applicable). Students are required to keep a binder/folder of all course materials – handouts, graded assignments, etc.

All written assignments must be typed and are expected to meet college-level standards and follow MLA format.

**OUTSIDE SPEAKER ASSIGNMENTS:** As part of the learning experience, students will be required to attend 3 outside speaker presentations either assigned or of their choice (refer to the schedule of on campus speeches attached to your syllabus and on the LIS Guide). One of the required 3 must be a live speaker presentation – not a broadcast. Additional speaker events may also be assigned by the instructor. **On the Monday following each event, a 1-2 page review as follows will be required:**

- Name of speaker, event, topic, location, date and time
- Brief summary of speech content and the use of presentation aids
- Comments on the speaker’s integrity, confidence, knowledge and skills

REFER TO THE ON CAMPUS SPEAKER LIST ON THE CLASS LIS GUIDE.

Any student with a legitimate conflict in attending the speeches must speak with the instructor no later than September 23 for an alternate assignment.

**LIBRARY AND TECHNOLOGY:** The Mitchell College Library has excellent resources which can be accessed through the Online Course Guide. Students are encouraged to contact Lauren Consolatore, Curriculum Support Librarian and Regina Ewing, Educational Technologist, for support. Students are also encouraged to use newspapers, magazines, and books for impromptu speech preparation. Access to the INTERNET is available through the computer lab and the Library. **CHECK BOTH FACILITIES FOR OPEN HOURS.**
Fall 2019 Important Dates
Add/Drop ends: W. 9/11 – 5PM
Constitution Day: T. 9/17
Early Academic Reports (EAR’s) due: M. 9/23
Mid-term Grades due: M. 10/14
No Classes – Columbus Day: M. 10/14
Last Day to Withdraw from a Class: F. 11/1
Veteran’s Day: M. 11/11; acknowledge those who have served. Ceremony begins at 9:30AM.
Academic Day: F. 11/15
Reading Day: M. 11/18
Session I Exam: T. 11/19 – F. 11/22
Thanksgiving Break: November 25-29

COURSE OUTLINE – Fall 2019

NOTE: All reading assignments coordinate with your text – A SPEAKER’S GUIDEBOOK Text and Reference, 7th Ed. by Dan O’Hair, Rob Stewart, Hannah Rubenstein. You are encouraged to keep the text at the end of the semester to use as a guide for future presentations in classes and/or business. Chapters 28 - 31 and the Appendices will be especially helpful.

Outside speaker events are listed on the LIS Guide for the course. The review format is on p. 6 above.

Students are responsible for completing all assignments by the dates listed.

Week 1
September
R – 9/5 Introduction and Course Overview; Communication Expectations – Speaker & Audience;  
(Assignment: Autobiographical Presentation); (Assignment: Impromptu Speeches – p. 250 & 252) Shared Experiences/Common Ground; Chapter 1 – Becoming a Public Speaker

Week 2
M – 9/9 Chapter 2 – Preparing Your First Speech; Extemporaneous Speeches – pp. 250, 253-254;  
Keyword Outline – P. 192; Chapter 7 – Selecting Topic & Purpose; (Assignment: Narrative Presentation 3-5 min. – Chapter 8, pp. 126-129; Chapter 13, p. 192)

   Note: Add/Drop ends W. 9/11

R – 9/12 Autobiographical Presentations – Everyone; Career Workshop w/ Paul Dunn

Week 3
M – 9/16 Chapter 14 & 15 - Introductions & Conclusions; Chapter 6 – Analyzing Your Audience;  
Anxiety, Practice; Presenting yourself – Chapter 17; T. 9/17 Constitution Day – Prepare 2 impromptu speeches on the Constitution for presentation on R. 9/19.

R – 9/19 Chapter 3 – Confidence; Managing Anxiety; Chapter 5 – Ethics; Chapter 4 – Listening
Week 4
M – 9/23 Narrative Presentations 3-5 min.

Note: Early Academic Reports (EAR) due M. 9/23

R – 9/26 Chapter 8, 9 & 10 – Developing & Locating Supporting Material; Credible Print & Online Resources; Note: Refer to the Library Guide for CO103 for MLA Documentation

Assignment: Informative Presentation – 4-6 min. – Chapter 23

Week 5
M – 9/30 Gathering Materials & Effective Use of Verbal Support – Chapters 8, 9, 10, 16

October
R – 10/3 (Assignment: Informing or Persuading Presentation with Presentational Aids – 6-8 min. – Chapter 23, 24); The class will move to the Library for a Workshop with Regina Ewing - Effective Use of PowerPoint in Presentations

Week 6
M – 10/7 Chapters 11, 12, 13 - Organizing Materials and Outlining
Chapter 17, 18, 19 - Delivery; Practicing – Chapter 4, 19

R – 10/10 Informative Presentations – 4-6 min; Feedback
Chapter 9, 10, 11, 17, 18 - Verbal & Non-Verbal Communication & Effective Visual Support – Chapter 20, 21, 22 - Informing &/or persuading – a clear purpose

Week 7
M – 10/14 No Class – Columbus Day; Mid-term grades are due.

R – 10/17 Bringing it all together; Reasoning & Credibility; Using Presentational Aids

(Assignment: Final Presentation – 8-10 min.)

Week 8
M – 10/21 Informing or Persuading with Presentational Aids 6-8 min

R- 10/24 Informing or Persuading with Presentational Aids 6-8 min.

Week 9
M – 10/28 Supporting your purpose with credible materials - review

R – 10/31 Read for Exam Preparation - Special Occasion Speeches – Chapter 27

Note: Last day to withdraw from a class F. 11/1

November
Week 10
M – 11/4 Final Speech Presentations 8-10 min

R – 11/7 Final Speech Presentations 8-10 min.

Week 11
M – 11/11 Final Speech Presentations 8-10 min;

Vocal Master Class Review due; Note: Last day to hand in speaker reviews. Veterans Day – Please acknowledge our veterans.

R – 11/14 Final Speech Evaluation; Last day of classes for the Fall Semester; Closure & Class evaluation

F – 11/15 ACADEMIC DAY
Week 12
M – 11/18 - Reading Day

T. 11/19 – F. 11/22 Final Exams for Session One; required attendance as follows per College Exam Schedule

CO103A – required exam – Wed. 11/20 at 3:00PM - NH202

Final Grades due to the Registrar - M. 11/25.

Thanksgiving Break - Nov. 25 – 29  Happy Thanksgiving!

Note: This syllabus is subject to change at any time as required by the instructor.
OUTSIDE SPEAKERS

**Live Speaker – required attendance**
T. 11/5 – Vocal Master Class – presented by Allison Messier. 7:00PM - Clarke Center
(please see me privately if you have a legitimate conflict with this event.)

**Telecast Speakers - All presentations are at 7:00PM in the Weller Center.**

**JIM KWIK - Oct 15 - "Master Your Memory"** - Two of the most costly words today are: “I forgot.” I forgot to do it. I forgot what I read. I forgot what they said. I forgot about that class or meeting. I forgot your name. Every day we’re sprinting to catch up with new technology, new people and new ideas. In this broadcast, Jim Kwik, a leading memory and brain performance expert will share with you simple proven strategies to mentally thrive and win in the face of fierce overload and competition.

Jim Kwik, the founder of Kwik Learning, is a widely recognized expert in speed-reading, memory improvement, brain performance and accelerated learning. He serves as the brain coach to many of the world’s leading C-suite executives and celebrities, including Elon Musk and Will Smith, is a sought-out trainer for organizations like Google and Nike and is the host of the “Kwik Brain” podcast, the #1 training podcast on iTunes.

**VALERIE JARRETT - Oct 22 - "Finding My Voice"** – Valerie Jarrett, the longest serving Senior Advisor to President Barack Obama and Current Senior Advisor to The Obama Foundation will speak about the importance of embracing change in life and finding your own voice while doing so. She will also share her views on fighting for equality in work and life, and advocating for women in business, politics, and beyond.

One of Time Magazine's "100 Most Influential People" and a best-selling author, Valerie is also the former Chairman of the Chicago Transit Board and former Chairman of the Board of the Chicago Stock Exchange.

**TIKI BARBER - Nov 6 -"Be You! Tiki's story from the End Zone to the Board Room and TV Studio"**

Find what fulfills you and follow that path! In this talk, three-time NFL Pro Bowl running back Tiki Barber will provide insight on the importance of creating your own opportunities, being honest with yourself, and identifying when it's time to evolve and reinvent yourself.

Tiki Barber is a ten year veteran of the NFL with the New York Giants and a well-known TV personality. He’s the co-host of Tiki & Tierney on CBS Sports Radio, co-founder of Julius and Thuzio, a board member of The Fresh Air Fund and Director of KultureCity, an autism acceptance and inclusion organization.

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