



## UNSW Course Outline

# MATS6003 Presentation Skills for Materials Technology - 2024

Published on the 08 Feb 2024

## General Course Information

**Course Code :** MATS6003

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

**Is a multi-term course? :** No

**Faculty :** Faculty of Science

**Academic Unit :** School of Materials Science & Engineering

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Postgraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

This course covers selected topics in presentation skills including public speaking, presentation techniques, visual aids, resume and cover letter writing skills, interview skills, web design, and the use of the persuasive media. This will provide students will skills that will assist in the

development of their professional skills and give them the necessary knowledge and skills to conduct presentations at conferences and to succeed in interviews.

## **Course Aims**

To learn how to document, present, and market oneself through spoken and written communication skills using the following platforms:

- Postgraduate thesis preparation
- Cover letter preparation and curriculum vitae and résumé preparation
- Job interview skills
- Non-verbal communication skills
- Professional tests and questionnaires
- Conference-style presentation techniques
- Oral and visual communication

## **Relationship to Other Courses**

This course should be taken only by students doing a Masters thesis (MATS6113 or MATS6114) at the same time.

# Course Learning Outcomes

Course Learning Outcomes
CLO1 : Demonstrate competency in presenting to the standard expected at a professional international conference.
CLO2 : Demonstrate competency in preparing presentation slides of a high visual and technical standard.
CLO3 : Develop skills in preparing appropriate CVs and cover letters and speaking/behaviour skills for interviews for job applications.
CLO4 : Gain understanding of the important aspects to consider when drafting a Masters thesis.

Course Learning Outcomes	Assessment Item
CLO1 : Demonstrate competency in presenting to the standard expected at a professional international conference.	<ul style="list-style-type: none"><li>• Development of written and oral presentations skills for job applications</li><li>• Literature Review Presentation</li><li>• Final Thesis Presentation</li></ul>
CLO2 : Demonstrate competency in preparing presentation slides of a high visual and technical standard.	<ul style="list-style-type: none"><li>• Development of written and oral presentations skills for job applications</li><li>• Literature Review Presentation</li><li>• Final Thesis Presentation</li></ul>
CLO3 : Develop skills in preparing appropriate CVs and cover letters and speaking/behaviour skills for interviews for job applications.	<ul style="list-style-type: none"><li>• Development of written and oral presentations skills for job applications</li></ul>
CLO4 : Gain understanding of the important aspects to consider when drafting a Masters thesis.	<ul style="list-style-type: none"><li>• Literature Review Presentation</li><li>• Final Thesis Presentation</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Microsoft Teams | Echo 360

## Learning and Teaching in this course

Classes are in person.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Development of written and oral presentations skills for job applications Assessment Format: Individual	15%	Start Date: Week 3 Due Date: Week 6
Literature Review Presentation Assessment Format: Individual	35%	Start Date: Exam Period Due Date: Not Applicable
Final Thesis Presentation Assessment Format: Individual	50%	Start Date: Exam Period Due Date: Not Applicable

## Assessment Details

### Development of written and oral presentations skills for job applications

#### Assessment Overview

Students will be assessed on their skills to draft a CV, Cover Letter, and Response to Selection Criteria for a job application and make a presentation arguing their case for an interview.

Students will be given feedback on the content and quality of their work in 2 weeks time from submission

#### Course Learning Outcomes

- CL01 : Demonstrate competency in presenting to the standard expected at a professional international conference.
- CL02 : Demonstrate competency in preparing presentation slides of a high visual and technical standard.
- CL03 : Develop skills in preparing appropriate CVs and cover letters and speaking/behaviour skills for interviews for job applications.

#### Detailed Assessment Description

Students will prepare documentation for a job application

#### Assignment submission Turnitin type

Not Applicable

## Literature Review Presentation

#### Assessment Overview

Students will be assessed on their skills to present the findings from their thesis literature review in a professional and persuasive manner through the use of powerpoint presentations

Students will be given feedback on the content and quality of their presentations at the end of the exam period

#### **Course Learning Outcomes**

- CL01 : Demonstrate competency in presenting to the standard expected at a professional international conference.
- CL02 : Demonstrate competency in preparing presentation slides of a high visual and technical standard.
- CL04 : Gain understanding of the important aspects to consider when drafting a Masters thesis.

#### **Detailed Assessment Description**

Students will prepare a formal presentation (13 min + 2 min question) on their thesis literature review

#### **Assignment submission Turnitin type**

Not Applicable

### **Final Thesis Presentation**

#### **Assessment Overview**

Students will be assessed on their skills to present the findings from their thesis research in a professional and persuasive manner through the use of powerpoint presentations

Students will be given feedback on the content and quality of their presentations at the end of the exam period

#### **Course Learning Outcomes**

- CL01 : Demonstrate competency in presenting to the standard expected at a professional international conference.
- CL02 : Demonstrate competency in preparing presentation slides of a high visual and technical standard.
- CL04 : Gain understanding of the important aspects to consider when drafting a Masters thesis.

#### **Detailed Assessment Description**

Students will prepare a formal presentation (17 min + 3 min question) on their findings of their Masters thesis

#### **Assignment submission Turnitin type**

Not Applicable

## General Assessment Information

Opportunities will be provided to students in class to carry out practise presentations.

### Short Extensions:

The School of Materials Science and Engineering has reviewed its range of assignments and projects to determine their suitability for automatic short extensions as set out by the UNSW Short Extension Policy. After consultation with teaching staff and examination of our course offerings we consider our current deadline structures already accommodate the possibility of unexpected circumstances that may lead students to require additional days for submission. Consequently, the School does not offer the Short Extension provision in its MATS courses but students, if needed, can apply for formal Special Consideration via the usual procedure.

### Grading Basis

Standard

### Requirements to pass course

Standard

## Course Schedule

### Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

### General Schedule Information

Two lectures every Week from Weeks 1 to 10

## Course Resources

### Course Evaluation and Development

Highly positive feedback in past years.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Pramod Koshy		Room 120, Building E10	9385 6038	Contact via email	Yes	Yes

# Other Useful Information

## Academic Information

Upon your enrolment at UNSW, you share responsibility with us for maintaining a safe, harmonious and tolerant University environment.

You are required to:

- Comply with the University's conditions of enrolment.
- Act responsibly, ethically, safely and with integrity.
- Observe standards of equity and respect in dealing with every member of the UNSW community.
- Engage in lawful behaviour.
- Use and care for University resources in a responsible and appropriate manner.
- Maintain the University's reputation and good standing.

For more information, visit the [UNSW Student Code of Conduct Website](#).

## Academic Honesty and Plagiarism

**Referencing** is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

**Academic integrity** is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage. At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity, plagiarism and the use of AI in assessments can be located at:

- The [Current Students site](#),
- The [ELISE training site](#), and
- The [Use of AI for assessments](#) site.

The Student Conduct and Integrity Unit provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>

## Submission of Assessment Tasks

### Penalty for Late Submissions

UNSW has a standard late submission penalty of:

- 5% per day,
- for all assessments where a penalty applies,
- capped at five days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

***Any variations to the above will be explicitly stated in the Course Outline for a given course or assessment task.***

Students are expected to manage their time to meet deadlines and to request extensions as early as possible before the deadline.

### Special Consideration

If circumstances prevent you from attending/completing an assessment task, you must officially apply for special consideration, usually within 3 days of the sitting date/due date. You can apply by logging onto myUNSW and following the link in the My Student Profile Tab. Medical documentation or other documentation explaining your absence must be submitted with your application. Once your application has been assessed, you will be contacted via your student email address to be advised of the official outcome and any actions that need to be taken from there. For more information about special consideration, please visit: <https://student.unsw.edu.au/special-consideration>

**Important note:** UNSW has a “fit to sit/submit” rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

### Faculty-specific Information

#### Additional support for students

- [The Current Students Gateway](#)
- [Student Support](#)
- [Academic Skills and Support](#)
- [Student Wellbeing, Health and Safety](#)
- [Equitable Learning Services](#)
- [UNSW IT Service Centre](#)
- Science EDI Student [Initiatives](#), [Offerings](#) and [Guidelines](#)