



UNSW Course Outline

HUMS1006 Presentation and Communication Skills - 2024

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General Course Information

Course Code : HUMS1006

Year : 2024

Term : Term 2

Teaching Period : T2

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of the Arts and Media

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

Find your voice and speak with confidence. Tell a story, pitch a concept, engage an audience and share ideas. In this course, you will learn how to make your mark in the world. You will develop skills in presentation and communication used by influential leaders, compelling storytellers and

effective presenters. You will study storytelling by leading actors, motivational speeches by powerful communicators, and public speaking in professional practice. Practical workshops will introduce you to techniques of audience awareness, physical presence and vocal projection. By following examples and rehearsing in class, you will develop the confidence to present your ideas in an authentic voice and communicate your message with clarity and conviction.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : describe and evaluate how presenters communicate in a range of genres and contexts
CLO2 : analyze and apply presentation techniques in vocal projection, physical presence, audience awareness, and clear communication
CLO3 : plan, rehearse and deliver an engaging presentation for an audience
CLO4 : respond constructively to presentations given by others

Course Learning Outcomes	Assessment Item
CLO1 : describe and evaluate how presenters communicate in a range of genres and contexts	<ul style="list-style-type: none"> • In-class and Online Exercises • Analytical Report
CLO2 : analyze and apply presentation techniques in vocal projection, physical presence, audience awareness, and clear communication	<ul style="list-style-type: none"> • Presentation • In-class and Online Exercises • Analytical Report
CLO3 : plan, rehearse and deliver an engaging presentation for an audience	<ul style="list-style-type: none"> • Presentation
CLO4 : respond constructively to presentations given by others	<ul style="list-style-type: none"> • Presentation

Learning and Teaching Technologies

Moodle - Learning Management System

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
In-class and Online Exercises Assessment Format: Individual	30%	
Analytical Report Assessment Format: Individual	30%	
Presentation Assessment Format: Individual	40%	Due Date: Not Applicable

Assessment Details

In-class and Online Exercises

Assessment Overview

2 x 2-3 minute in-class presentations facilitated by online modules.

Feedback via LMS: rubric indicating level of performance against each assessment criteria, written formative feedback, and percentage grade.

Course Learning Outcomes

- CL01 : describe and evaluate how presenters communicate in a range of genres and contexts
- CL02 : analyze and apply presentation techniques in vocal projection, physical presence, audience awareness, and clear communication

Assessment Length

2-3 mins each presentation - 2 presentations total

Assessment information

Assessment 1.1 is presented in tutorials either on **Wednesday 12 June or Friday 14 June 2024**.

All students present this live in class. Assessment 1.2 is presented in tutorial on either **Wednesday 26 June or Friday 28 June 2024**. You may choose to present this live in-class or pre-recorded on video. Please see further information on Moodle regarding these assessment tasks. If you are unable to present on the due date a Special Consideration application is required in order to be eligible for a substitute time.

Assignment submission Turnitin type

This is not a Turnitin assignment

Analytical Report

Assessment Overview

2 x 750 word analytical reports uploaded via Turnitin.

Feedback via LMS.

Course Learning Outcomes

- CL01 : describe and evaluate how presenters communicate in a range of genres and contexts
- CL02 : analyze and apply presentation techniques in vocal projection, physical presence, audience awareness, and clear communication

Assessment Length

2 x 750 word assignments

Assessment information

Assessment 2.1 is due on Tuesday 2 July at midnight. Assessment 2.2 is due on Monday 5 August at midnight. Please see further information on Moodle regarding this assessment.

Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

Presentation

Assessment Overview

6 minute (900 word equivalent) presentation, either live or recorded.

Feedback via LMS: rubric indicating level of performance against each assessment criteria, written formative feedback, and percentage grade.

Course Learning Outcomes

- CL02 : analyze and apply presentation techniques in vocal projection, physical presence, audience awareness, and clear communication
- CL03 : plan, rehearse and deliver an engaging presentation for an audience
- CL04 : respond constructively to presentations given by others

Assessment Length

6 mins

Assessment information

Assessment 3 is presented in the tutorial on **July 24 or 31** in Weeks 9 and 10. Students will be invited to book into their presentation slot in advance. Assessments are moderated in relation to

the presentations taking place in their respective week only. You may choose to present Assessment 3 live in-class or pre-recorded on video. You must present Assessment 3 live in-class if you presented Assessment 1.2 pre-recorded on video. Please see further information on Moodle regarding this assessment.

Assignment submission Turnitin type

This is not a Turnitin assignment

General Assessment Information

Students Please Note

Detailed instructions for all assignments can be found on the course Moodle.

All marks are provisional until they have been formally confirmed by the Faculty Academic Quality Committee at the conclusion of the term. Marks may be subject to change for various reasons including the application of late penalties, moderation and the application of academic misconduct penalties. Students are required to make a genuine attempt at each assessment task in order to be eligible to pass this course.

Grading Basis

Standard

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Topic	Listening, Engaging, Connecting
Week 2 : 3 June - 9 June	Topic	Speaking / Voicing 1: Orality and Prosody
Week 3 : 10 June - 16 June	Topic	Speaking / Voicing 2: Rhetoric
Week 4 : 17 June - 23 June	Topic	Behaving / Embodying 1
Week 5 : 24 June - 30 June	Topic	Behaving / Embodying 2
Week 6 : 1 July - 7 July	Reading	There is no class this week.
Week 7 : 8 July - 14 July	Topic	Storying / affecting
Week 8 : 15 July - 21 July	Topic	Mediating / projecting
Week 9 : 22 July - 28 July	Topic	Presenting / responding 1
Week 10 : 29 July - 4 August	Topic	Presenting / responding 2

Attendance Requirements

SAM attendance guidelines.

Students are expected to be regular and punctual in attendance at all classes for the School of

the Arts & Media (SAM) courses in which they are enrolled. We expect **80% minimum attendance in tutorials**. If students have more than two unexplained absences they may be refused final assessment.

Students who do not meet attendance expectations run the risk of failing a course. No additional or special consideration will be provided if a student misses out on essential course information and materials, or misses an assessment task/deadline, due to unexplained absences or an unapproved lack of attendance.

A student may be advised by the Course Convenor to withdraw from the course if significant learning activities are missed. Alternatively, a student may be required to undertake supplementary class(es) or task(s) as prescribed by the Course Convenor.

If assessment tasks have been missed, the student should apply for [Special Consideration](#), accompanied by appropriate documentation.

Course Resources

Prescribed Resources

Prescribed resources for the course are provided via moodle and UNSW Library. The moodle gallery provides an extensive resource of videos, technique rehearsal workshops and practical exercises.

Recommended Resources

Recommended resources for the course are provided via moodle and UNSW Library.

Course Evaluation and Development

HUMS1006 is designed to teach effective presentation skills to students from diverse disciplines and to provide you with integrated digital and physical learning experiences that aim to help you become more confident, skilled presenters. The course ran for the first time in Summer 2017-2018. Students responded positively to the learning experience and we have increased enrolments in response to student interest.

Here's some of the feedback we received from students about the course:

- "Engaging, fun, informative and practical - I think every student should be required to do this course, it really scaffolds and supports the student and helps you grow to feel comfortable and natural in your own style of presentation."

- "The presentation component of assessments is the best, and the instant feedbacks from tutor are very useful."
- "Presentation skills are really essential in future career, and I'm very glad there is a course teaching it systematically."
- "We learnt very practical things, such as body and breathing exercises. HUMS1006 is one of the best courses I have ever taken in Uni.Ó

In 2020 we offered the same intensively-taught learning framework, but staggered the learning so that it took place across two weeks. Students had more time to complete assessment tasks, but were still able to finish the course in a concise period. We also refined some of the lecture content, adjusted the tutorial plans and added some new examples to the online content.

In response to feedback about course workload from students and tutors during 2022, we reduced the number of submissions for the Analytical Report from three x 500 words submissions to two x 750 word submissions in 2023. We have had positive experience about this change and have made no further changes in 2024.

At the end of the course, we will ask you for your feedback. We value your feedback as this helps us improve on the course each time it is run.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Bryoni Trezise		Webster 117		Consultation times on moodle.	Yes	No
Tutor	Charlotte Farrell					No	Yes

Other Useful Information

Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided).

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines> for essential student information relating to:

- UNSW and Faculty policies and procedures;

- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- **Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- **Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- **Collusion:** Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- **Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- **Duplication ("self-plagiarism"):** Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified

causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au

Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin, you may

apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support, you will automatically receive a ticket number, but if you telephone, you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Late Submission Penalty

UNSW has a standard late submission penalty of:

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

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

School Contact Information

School of the Arts and Media

Location: Room 312, Level 3 Robert Webster Building

Opening Hours: Monday -Friday, 9am - 5 pm

Email: sam@unsw.edu.au

Phone: +612 9385 4856

web: <https://www.unsw.edu.au/arts-design-architecture/our-schools/arts-media>