**MSE 8200 | Advanced Presentation Skills | Example Syllabus**

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# 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 more extemporaneous professional speaking practice will be included as well as a discussion about scientific poster design and presenting.

# 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 to discuss their presentations. There is no final exam.

Each of the two presentations with slides should be 15 minutes total: 10 minutes for the presentation itself and 5 minutes of Q & A. For this length, students will need approximately 10-14 slides. In addition, each student will give a 1-2 minute elevator talk for a general audience, which will be done without slides or any supporting material. Other short form presentations will be practiced.

Each major 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 card to record their presentations. A SanDisk Ultra SD HC I, Class 10 works well; you need at least 4 GBs.

Students must keep a before/after electronic record of their presentations and submit them with a self-assessment of the talk. Self-assessments are due electronically on the class day after the talk (by midnight)—this is a hard deadline.

## **Course Goals and Learning Outcomes**

Upon successful completion of the course, students should be able to:

1. deliver effective presentations to either non-technical or technical audiences;
2. create slides that demonstrate excellence in design, including an emphasis on quality visuals;
3. evaluate oral presentations given by others and be able to suggest specific advice for improvement;
4. speak more successfully in professional situations such as job and media interviews or networking opportunities;
5. identify elements of effective scientific poster design and strategies for presenting posters.

# Grading

Presentations will receive a letter grade and will comprise 80% of the final grade; the peer evaluations will not be considered in the grading. In addition to the presentations, self-evaluations, other assigned work, and active participation (including peer evals) in class are 20% of the final grade.

**Attendance**

The Institute Attendance Policy from the catalogue can be found at <http://www.catalog.gatech.edu/rules/4/>.

In this course, because of its participatory nature, attendance is required. However, there are instances when students may need to miss a class for a serious illness or religious observance or to attend a conference or out-of-town interview. If it is a planned event, please inform me well before the date. *Each* *unexcused absence will lower a student’s final grade by ½ a letter grade.* Excused absences require documentation and a student may only have 2 excused absences during a semester.

**Electronic Devices in Class**

This is a small 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, 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.

**Learning Accommodations**

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)>. Please make an appointment with me to discuss.

## **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/>.

Any student suspected of cheating or plagiarizing on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

**MSE 8200: Advanced Presentation Skills | Example Schedule | Amanda C. Gable, Ph.D**

**TR schedule****| This example does not include school holidays or breaks.**

**Course Schedule or Assignments may be modified during the semester.**

WEEK 1: Tuesday Lecture/Discussion: Course Introduction Thursday Lecture/Discussion: Describing/Explaining Visuals

WEEK 2: Tuesday Presentations Describing/Explaining Visuals (1-slide)

Thursday Lecture/Discussion: Slide Design & Nontechnical Presentations

WEEK 3: Tuesday Lecture/Discussion: Communicating w/nontechnical audience Thursday Lecture/Discussion: Structure and Delivery Strategies

WEEK 4: Tuesday Workshop on Non-technical presentation

ThursdayWorkshop on Non-technical presentation

WEEK 5: Tuesday Workshop on Non-technical presentation

Thursday **Nontechnical Presentations**

WEEK 6: Tuesday **Nontechnical Presentations**

Thursday **Nontechnical Presentations**

WEEK 7: Tuesday **Nontechnical Presentations**

Thursday Lecture: explaining your research in interviews or similar settings;

Begin informal talks

WEEK 8: Tuesday Informaltalks continued

Thursday Poster design lecture & poster critique session

WEEK 9: Tuesday Lecture: Informative/Conference Presentations

Thursday Workshop on Informative presentation

WEEK 10: Tuesday Workshop on Informative presentation

ThursdayWorkshop on Informative presentation

WEEK 11: Tuesday **Informative Presentations**

Thursday **Informative Presentations**

WEEK 12: Tuesday **Informative Presentations**

Thursday **Informative Presentations**

WEEK 13: Tuesday Lecture/Discussion: Elevator Talks

ThursdayWorkshop on Elevator Talks

WEEK 14: Tuesday **Elevator Talks (**with Q & A)

Thursday **Elevator Talks** **(**with Q & A)

WEEK 15: Tuesday Last Day of Class--Lecture & Discussion: Summary

*Acknowledgement: Dr. Lisa Rosenstein developed the original course; with permission, some of her materials are used.*