**School of English & Liberal Studies**

**Faculty of Communication Art and Design**

**Professor’s Addendum to Course Outline**

**COURSE CODE: BTC340DD/EE**

**COURSE TITLE**: **BUSINESS PRESENTATIONS**

**TERM: FALL 2017**

**PROFESSOR: I. MATTHEWS**

**ROOM: S2095**

**EMAIL: ian.matthews@senecacollege.ca**

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, School of English & Liberal Studies

**Office Hours: Mondays, 12:35 – 1:30 (or by appointment)**

## BTC340S BUSINESS PRESENTATIONS

Welcome to BTC 340! Please read this addendum to the general courses outline carefully. It is your guide to the course requirements and activities in my class. Be sure to read the outline containing key course information at [**http://my.senecacollege.ca**](http://my.senecacollege.ca)**/school/els**.

You will also find there key information from the School of English and Liberal Studies at Seneca@York campus, especially regarding ELS courses and graduation requirements.

### Texts and Materials (Required)

* *Own the Room: Business Presentations that Persuade, Engage & Get Results*, David Booth et al, McGraw-Hill Ryerson, (2010), available in the Seneca Bookstore**.** 
  + E-text available for purchase:  Yes \_\_\_ No \_X\_
* Supplementary readings, films etc. tba
* All students are required to use the following Research Guide for their assignments: Seneca Libraries. *Guide to Research & Citation MLA Style.* 4th ed.
* A folder/portfolio to keep all your work throughout the term

### Grading and Assignments

* Midterm 20%
* Individual Presentation (written) 10%
* Individual Presentation                       20%
* Team Presentation Proposal 10%
* Critical Feedback to Peers 15%
* Team Presentation                             25%

### Please Note:

The use of internet, cell phones and other electronic devices is not permitted during graded assignments and the final exam, and restricted to coursework during class.

*Consistent with Seneca College policy for English and Liberal Studies courses, the term work for courses within this School of English & Liberal Studies includes a minimum of 250 pages of reading and 2000 words of writing.*

**TENTATIVE WEEKLY SCHEDULE**

**Fall 2016**

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Reading** | **Assignment** |
| 1. Sept 5 – Sept 8 | Course Introduction |  |  |
| 1. Sept 11 – Sept 15 | Intention and Roles | Booth, Chapters 1 & 2 |  |
| 1. Sept 18 – Sept 22 | Openings and Closings | Booth, Chapters 3 & 4 | Written Individual Presentations Due (one with name and student number; one anonymous) |
| 1. Sept 25 – Sept 29 | Narrative and Stage Fright | Booth, Chapters 5 & 6 | Individual Presentations |
| 1. Oct 2 – Oct 6 |  |  | Individual Presentations |
| 1. Oct 9 – Oct 13   **Oct. 9th Thanksgiving** |  |  | Individual Presentations |
| 1. Oct 16 – Oct 20 |  |  | Individual Presentations |
| 1. ***Oct 23th – 27th*** | **Study Week** | | |
| 1. Oct 30 – Nov 3 | Presenting in Teams and Physical Grammar | Booth, Chapters 7 & 8 | Midterm Exam |
| 1. Nov 6 – Nov 10 | Power Point | Booth, Chapter 9 | Team Presentation Proposals Due |
| 1. Nov 13 – Nov 17 | Being Memorable | Booth, Chapter 10 |  |
| 1. Nov 20 – Nov 24 |  |  | Team Presentations |
| 1. Nov 27 – Dec 1 |  |  | Team Presentations |
| 1. Dec 4 – Dec 8 |  |  | Team Presentations |
| 1. Dec 11 – Dec 15   **EXAM WEEK**  **No Scheduled Classes** | ***Team Presentations are in lieu of final exam*** | |  |

## Class Standards

**Format:** Only work with a neat professional appearance will be accepted for grading. Out-of-class assignments must be word- processed.

**Late Assignments:** Unless an extension has been granted, a late out-of-class assignment will be penalized at a reduction of ½ letter grade per school day with a one-week maximum for submission.

**Missed Assignments:** Along with prior notification, you may be asked to provide medical/legal documentation. Make-ups are granted at the professor’s discretion.

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| **Grading Policy** | |
| A+ | 90%  to  100% |
| A | 80%  to  89% |
| B+ | 75%  to  79% |
| B | 70%  to  74% |
| C+ | 65%  to  69% |
| C | 60%  to  64% |
| D+ | 55%  to  59% |
| D | 50%  to  54% |
| F | 0%    to  49% (Not a Pass) |
| OR | |
| EXC | Excellent |
| SAT | Satisfactory |
| UNSAT | Unsatisfactory |

### Evaluation

Evaluation is based on correct language usage, organization and mastery of the course at a post- secondary level. Students are expected to learn professional standards of performance in the course areas, and tests and assignments will be graded on that basis. In recognition of the significance of exceptional communication skills in the work place, marks are deducted for language errors on all tests and exams. A student can be failed on the basis of language errors alone.

### Attendance and Participation

**Consistent attendance is expected as it contributes to student success in this course*.*** If you will be absent from class, please notify me by phone or e-mail. You are still responsible for the material and assignments missed and will be required to provide documentation. For extensions or special considerations, make the request to me well in advance of any due dates.

Considerate classroom conduct, adequate class preparation, and constructive participation will enhance your academic experience and that of your colleagues. In particular, you are asked to contribute to the learning environment by being prompt, courteous, responsible and collaborative, and by following the behavioral policies listed in the College Academic Policy and the Student Handbook.

### Student-Faculty Consultation outside Class Hours

Please arrange times with me during office hours to discuss your work and progress in this course.

### Learning Centre

For free assistance with English, study skills and some course content, visit our Learning Centre and make an appointment with one of our tutors. Tutors can offer guidance and help you remedy writing problems, but will not proofread or correct grammar or alter content. Visit the Learning Centre in Room S1120 or book an appointment online at [**https://www.senecac.on.ca/wabs**](https://www.senecac.on.ca/wabs).

**Dropping a Course**

There are two deadlines for dropping this course. If you drop by Day 10 of the term, the course will not appear on your transcript. If you drop by the last drop date (see Student Handbook), the course will appear on your transcript with a grade of DNC. To drop, please notify your professor, complete a “Timetable Change Form,” and return it to Registration by the deadline. Discuss any possible negative consequences of dropping the course with your ELS Coordinator.

**PLEASE RETAIN THIS DOCUMENT FOR FUTURE**

**EDUCATIONAL AND/OR EMPLOYMENT USE.**

## Academic Regulations

It is your responsibility as a student of Seneca College to be aware of and abide by the academic and behavioural policies outlined in the College Academic Policy and the Student Handbook. Here are some key policies:

### Academic Honesty

### (Section 9 and Appendix E - Academic Policy)

“Engaging in any form of academic dishonesty to obtain any type of academic advantage or credit is an offence under this policy and will not be tolerated by the College. The penalty for a first academic honesty offence is a grade “0” on the work in which the offence occurred and will result in a comment being placed on the transcript by the Academic Honesty Committee. The penalty for the second academic honesty offence is an “F” in the course where the offence occurred, a second comment on the transcript and suspension from the College for a time period determined by the Academic Honesty Committee normally for a minimum of three (3) terms.”

For more information on Academic Honesty, go to: <http://library.senecacollege.ca>.

### Student Appeals (Section 12 – Seneca College Academic Policy)

Students have the right to appeal academic decisions of the College. The procedures for informal and formal appeals are outlined in Academic Policy. If a student disagrees with the evaluation of an assignment or with a final grade, s/he must first discuss the matter with the professor in an attempt to resolve the disagreement. If the matter is not resolved, the student should discuss the problem with the Coordinator or the Chair of English and Liberal Studies. Students must keep all assignments (including drafts and outlines) and exercises until they receive their final grade. No appeal will be considered unless a complete file is submitted at the time of the appeal.

### Information Technology Acceptable Use

See the Student Handbook. Faculty and students are reminded that College correspondence should only be disseminated electronically through official College-provided e-mail. Alternate e-mail addresses such as Yahoo mail or Hotmail mail are not authenticable through Seneca.

### Copyright – See the Student Handbook

There are limitations to reproducing materials from texts and other copyrighted materials. Essential copyright information is available in the Student Handbook and at <http://library.senecacollege.ca>.

### Students Rights and Responsibilities - See the Student Handbook

### Discrimination and Harassment – See the Student Handbook

All students and employees have the right to study and work in an environment that is free from discrimination and/or harassment. Language or activities that defeat this objective violate the College Policy on Discrimination/Harassment and shall not be tolerated. Information and assistance are available from the Resolution, Equity and Diversity Centre.

### Accommodation for Students With Disabilities

The college will provide reasonable accommodation for students with disabilities in order to promote academic success. If you require accommodation, contact the Counselling and Accessibility Services Office at ext. 2900 to initiate the process for documenting assessing and implementing your individual accommodation needs.