**English 363-001: Winter 2020**

**Scientific + Technical Presentations**

MWF, 9:30-10:45, Room GTM 205

**Course Description**

[The prerequisite for ENGL-363 is ENGL-303.] This course focuses on the presentation of technical information to expert and non-expert audiences; the emphases are on organization, content, clarity, and delivery. Effective use of visual materials is required. ENGL-363 acquaints you with a variety of presentation formats and affords you experience in presenting technical information in a clear, concise, and effective manner. Other goals include preparing you for the employment interview and providing you experience with common software in professional worlds. Credit Hours: 3.

**Office Hours and Contact Information**

Dr. Joseph Williams, Professor

Office: GTM 224 Cell: 318-789-2199

E-mail: [jwill@latech.edu](mailto:jwill@latech.edu)

Office Hours: M + W 7:00-9:00, 12:30-14:30; F 7:00-9:00; or by appointment

**Course Objectives**

Successful completion of the course will provide you with the following skills:

**Communication Skills:** Use Standard English grammar in oral and written forms; apply listening skills appropriate to the situation; and communicate effectively and professionally in oral and written forms.

**Critical Thinking:** Analyze, synthesize, and evaluate from a wide variety of information sources; utilize logic; utilize planning and organizational skills; and differentiate fact from opinion.

**Ethical Thinking:** Demonstrate professional conduct and ethical responsibility.

**Research Skills:** Synthesize information into a coherent whole; integrate and cite primary and secondary sources effectively.

**Technological Skills:** Demonstrate knowledge of state-of-the-art and emerging technologies related to the discipline; and demonstrate knowledge and use of current technology for problem-solving.

**Texts**

Alley, M. (2013). *The craft of scientific presentations* (2nd ed.). NY: Springer.

Reynolds, G. (2012). *Presentationzen,* (2nd ed.). Berkeley: New Riders.

**Grading**

Quizzes 20%

Homework 15%

P1 10%

P2 15%

P3 15%

P4 25%

100-90% is an A. 89-80% is a B. 79-70% is a C. 69-60% is a D. 59% or lower is an F.

**Work Submission Guidelines**

All written work must be typed and printed in a standard 12-point font unless otherwise directed. Specific criteria for each assignment will be posted in advance on Moodle and reviewed in class.

You should submit all assigned work, original for this quarter, complete and on-time for our course. Late assignments generally won’t be accepted. Communicate with me: If you have unusual circumstances that will cause you to be late with your work, please talk with me and we can discuss alternatives. I will not spend the last two weeks of the quarter addressing these issues. Make-up work is generally not accepted.

**Attendance**

This course is excellent training for the professional world; therefore, students should treat this class like a real job. Since this course involves workshops and / or peer review, your attendance is expected. If you have a good reason for missing class (I get to determine what a good reason is), we need to make arrangements ahead of time.

"Attendance" means a lot more than showing up to class. It means bringing homework and examples when they're due. It means participating in workgroup activities, electronic and physical. It also means coming to class having read the materials and being ready to be called upon to lead discussion on the topic(s) of the day.

1. **Students have two (2) “free” absences; after subsequent absences, the student’s letter grade will be lowered.**
2. **A student who is late two times will receive one absence.**
3. **A student who leaves early two times will receive one absence.**
4. **If you know beforehand of an expected absence, please see me as soon as possible.**

**Class Rules**

1.  Please refrain from non-academic time in class. Using social media, SMSing, studying for other classes, etc. during class will lower the student’s final grade by two points for every infraction.

2.  Silence your cell phones (and vibration option) before coming into class.

3.  Be seated exactly at the time class begins.

4.  Do not leave during class unless you have my permission.

5.  These classes are for you: You may wish to take notes during lectures / discussions.

6. Let’s bring laptops and textbooks to class every time.

**Academic Integrity**

Students should comply with the policies of Louisiana Tech University’s Academic Honor Code: [www.latech.edu/documents/honor-code.pdf](http://www.latech.edu/documents/honor-code.pdf). Plagiarism is fraud, and it will cause a student to fail the course. Students should always give proper credit to sources; any student suspected of academic misconduct will receive an “F” for the course and / or dismissal from the university.

**Notifications: Accommodations + Graduation**

Any student who needs classroom accommodations under ADA guidelines should register with Testing and Disability Services as soon as possible; these students should also request that documentation be sent to me by the second class meeting, as well as communicate with me about accommodations as soon as possible. Furthermore, any student who plans to graduate this quarter should notify me by approaching me, texting me, or sending me an e-mail the first week of class.

**Emergency Contingency Plan**

Students should register with Tech’s emergency services program for text alerts at [www.latech.edu/administration/ens.shtml](http://www.latech.edu/administration/ens.shtml). If our class cannot meet, I will communicate via e-mail and / or Moodle.

**Common Sense Computing Advice**

Technical difficulties are no excuse for late or missing work. Label and keep track of memory sticks. Make back-ups. E-mail your presentations to yourself. When you’re composing and editing, save frequently. Always print a hard copy of your work before you shut down.

**Commitment to Excellence**

Obtaining a degree from Louisiana Tech University requires discipline and a commitment from you to study hard.  The purpose of this class is not for you to improve your GPA, but to make you think more deeply about the world you live in.  Like cheating, grade inflation is a serious problem that diminishes the value of the degree you are pursuing.  It is to your own benefit that the highest standards are upheld.  Therefore, do not ask for special favors.  Talk to me during the quarter if you’re concerned about your performance. **FINAL GRADES ARE NON-NEGOTIABLE.**  If you feel that your professor has graded your work unfairly, you can appeal your grade by following a special university procedure.  You can find details about the appeals process here:  <https://catalog.latech.edu/content.php?catoid=3&navoid=102#final-grade-appeals-procedure>

**ENGLISH 363 TIMELINE (Subject to change)**

**Week #1**

**Wednesday, 4 December:** Introduction & Housekeeping

**Friday, 6 December:** Basics of Presenting

**Week #2**

**Monday, 9 December:** Talk like a TED

**Wednesday, 11 December:** TED Day

**Friday, 13 December:** P1

**Week #3**

**Monday, 16 December:** Introductions, Closings, + Body Content

**Wednesday, 18 December:** Guest Speaker

**Friday, 20 December:** Persuasive Talk

**Week #4**

**Monday, 6 January:** Persuasive Talk

**Wednesday, 8 January:** Process Instructions

**Friday, 10 January:** Analogies + Visuals

**Week #5**

**Monday, 13 January:** Process Topic Development

**Wednesday, 15 January:** Process Topic Development pt. 2

**Friday, 17 January:** P2

**Week #6**

**Monday, 20 January: Happy MLKJ Day!**

**Wednesday, 22 January:** P2

**Friday, 24 January:** Transitions

**Week #7**

**Monday, 27 January:** Assertion – Evidence Concept for Alley Slides

**Wednesday, 29 January:** Building Your Content

**Friday, 31 January:** Analogies

**Week #8**

**Monday, 3 February:** P3

**Wednesday, 5 February:** P3

**Friday, 7 February:** Platforms

**Week #9**

**Monday, 10 February:** Conversational Style

**Wednesday, 12 February:** Practice + Content

**Friday, 14 February:** Integration of Sources + Attribution

**Week #10**

**Monday, 17 February:** Technical Data

**Wednesday, 19 February:** P4

**Friday, 21 February:** P4

**Week #11**

**Monday, 24 February: Evabody say MARDI GRAS!**

**Wednesday, 26 February: Evabody still say MARDI GRAS!**

**Friday, 28 February:** Key Note

**Week #12**

**Monday, 1 March:** Key Note + Final Thoughts