



LTEC 4121.022: Technical Presentation Skills

Department of Learning Technologies, Discovery Park
3940 N. Elm St., Office G150, Denton, TX 76207-7102

Note: THIS SYLLABUS IS ELEVEN (11) PAGES LONG. PLEASE REVIEW IT IN DETAIL.

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CONTACT INFORMATION

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Blackboard Course Message System

**Please identify your name, student ID & the class information (LTEC 4122-022) when contacting the instructor. You should get a response within 24-48 hours.*

COURSE INFORMATION

There are **NO mandatory online class meetings** for this course for Fall 2014.

REQUIRED MATERIALS AND SUPPLEMENTAL READINGS

Information may be obtained from the UNT Bookstore (<http://unt.bncollege.com/>) for these REQUIRED course textbooks:

Technical Presentation Workbook: Winning Strategies for Effective Public Speaking (3rd Edition) by Richard L. Sullivan and Jerry L. Wircenski, New York: ASME Press
ISBN: 9780791850575

COURSE DESCRIPTION

LTEC 4121 (Technical Presentation Skills) emphasizes basic instructional techniques and media commonly utilized in applied technology, training and development. It also emphasizes effective introductions, questioning and summary strategies. These are very practical skills, particularly as you take on more responsibility during your careers, so take advantage of the opportunity to learn and practice them this semester.

COURSE OBJECTIVES

After completing this course, the learner should be able to:

- Formulate plans for getting a presentation started.
- Develop an audience profile.
- Arrange facilities for a presentation
- Review the strengths and limitations of selected presentation strategies.
- Prepare presentation notes.
- Develop and use selected presentation media.
- Develop strategies for kicking off a presentation.

- Deliver an effective illustrated presentation. (*See special instructions below.*)
- Deliver an effective technical demonstration. (*See special instructions below.*)

INSTRUCTOR EXPECTATIONS

Writing Skills

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent matter. No outlines will be accepted in this course. **Every assignment must include student name, course and SECTION, module number and assignment title. Every assignment should include the student name in the file name/document name/document title** (e.g., PasquiniL_Resume). Submissions must have complete sentences, correct punctuation, and capitalization. Avoid using abbreviations and acronyms without appropriate clarification.

Discussions Board Postings

Each student must submit an **original discussion posting** and **respond to TWO (2) other students'** discussion posts. This means that each student will have at least four discussion entries. Postings **ONLY** containing responses such as "I agree", "I disagree", etc. will not receive any credit. Your postings must actually add value to the discussion and provide insight or help move the topic forward. Responses will be graded on quality. If a student submits an original discussion posting but fails to respond to three students or more, he or she may only receive up to 20 points for this discussion module (Please refer to the Discussion Postings Guidelines document). Do **NOT** put attachments in the discussion board area. **Do NOT submit assignments to the discussion board.** The instructor will not grade assignments posted in the discussion area.

The discussion area is not the venue to ask the instructor questions of a personal nature (i.e., grades, missed assignments, etc.). Please send the instructor an email with these types of questions. Please direct those particular questions via email, and the **instructor will answer any questions posted there within 24-48 hours.**

Student Support

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the [Helpdesk](#) website for updated hours.

POLICY ON ASSIGNMENT DEADLINES

Please review the assignment deadlines for EACH WEEK. This includes assignments to be submitted to Blackboard Learn AND contributions to the discussion board.

ALL assignments must be submitted on TUESDAY at 11:59 pm CST on the week is it due via Blackboard Learn. Do NOT submit assignments via e-mail or to the discussion board.

Late Work

Late work is not accepted and will receive a 0 grade. It is suggested that you plan on completing your work the day prior to the due date. Then unexpected problems will not result in your work being late.

It is the student's responsibility to see that work is submitted. It is not fair to other students to allow a student to submit late work and receive credit; therefore, the late policy is strictly enforced. Any student missing assignments from 3 modules will be dropped from the class with a WF.

Videos: Each of you is expected to submit TWO (2) separate 15-20 minute videos. One is a video demonstrating comprehensively what you have learned regarding a technical presentation and the other an illustrated presentation.

IMPORTANT NOTE: This is a presentation skills course designed to develop or improve your presentation skills. ***If you DO NOT complete your presentations, as assigned in the course and submit them for evaluation, you will receive an "F" for the course regardless of the number of points earned.***

In addition, **you must have a minimum of three people in the room when you present.** Interaction with the audience is an important factor and represents a large percent of your overall grade. ***Important: Failure to provide a 3-member audience will result in an automatic reduction in presentation grade of 50%.***

Since I will be requiring **YouTube** for video submissions, I suggest that you create a new account (if you do not already have one), and become familiar with recording, uploading, and editing video: <https://www.youtube.com/> and <http://www.howcast.com/guides/589-How-to-Use-YouTube>

Further resources will be provided throughout the semester to get you more familiar for these final video assignments; however you are encouraged to get acquainted with these online programs now.

ASSIGNMENTS AND DUE DATES

Module	Assignment	Possible Points	Semester Week Due
	Pre Semester Activity – Get textbooks & Review Syllabus		Week 1
	Complete the items in "Orientation"		Week 2
	Post your Introduction in Discussion.	10	9/2
	Listen to the Introduction Audio.		11:59 pm
1	Read: Chapter 1 – Getting Started		
	Complete Assignment 1.	10	Week 3
	Complete Assignment 2.	10	9/9
	Participate in the group discussion on the Learn Discussion Tool. NOTE: You must make THREE (3) posts, ONE (1) original and TWO (2) responses to your peers.	10	11:59 pm
2	Read: Chapter 2 – Know Your Audience		Week 4
	Complete Assignment 3.	10	9/16
	Complete Assignment 4.	10	11:59 pm
	Complete Assignment 5.	10	
	Complete Assignment 6.	10	Week 5
	Complete Assignment 7.	10	9/23
	Participate in the group discussion on the Discussion Tool. NOTE: Complete 3 posts, 1 original and 2 responses to peers.	10	11:59 pm
3	Read: Chapter 3 – Arranging the Facilitates		
	Complete Assignment 8.	10	Week 6
	Complete Assignment 9.	10	9/30
	Participate in the group discussion on the Discussion Tool. NOTE: Complete 3 posts, 1 original and 2 responses to peers.	10	11:59 pm
4	Read: Chapter 4 – Selecting Your Presentation Strategies		Week 7

	Complete Assignment 10.	10	10/7 11:59 pm
	Participate in the group discussion on the Discussion Tool. NOTE: Complete 3 posts, 1 original and 2 responses to peers.	10	
5	Read: Chapter 5 – Preparing Your Presentation Notes		Week 8
	Complete Assignment 11.	25	10/14
	Participate in the group discussion on the Discussion Tool. NOTE: Complete 3 posts, 1 original and 2 responses to peers.	10	11:59 pm
6	Read: Chapter 6 – Developing and Using Presentation Media		Week 9
	Complete Assignment 12.	25	10/21
	Complete Assignment 13.	10	11:59 pm
	Complete Assignment 14.	25	
	Participate in the group discussion on the Discussion Tool. NOTE: Complete 3 posts, 1 original and 2 responses to peers.	10	Week 10 10/28 11:59 pm
7	Read: Chapter 7 – Kicking Off Your Presentation		
	Complete Assignment 15.	10	Week 11
	Complete Assignment 16	10	11/4
	Participate in the group discussion on the Discussion Tool. NOTE: Complete 3 posts, 1 original and 2 responses to peers.	10	11:59 pm
	Practice for illustrated presentation and technical demonstration.		
8	Read: Chapter 8 – Delivering Your Presentation		Week 12
	Complete Assignment 17.	20	11/11
	Participate in the group discussion on the Discussion Tool. NOTE: Complete 3 posts, 1 original and 2 responses to peers.	10	11:59 pm
9	Read: Chapter 9 – Presenting a Technical Demonstration		Week 13
	Complete Assignment 18.	100	Week 13

			11/18 11:59 pm
	Complete Assignment 19.	100	Week 14 11/25 11:59 pm
	Participate in the group discussion on the Learn Discussion Tool. NOTE: You must make THREE posts, ONE original and TWO responses to your peers.	10	Week 15 11/25 11:59 pm
10	Complete Assignment 20.	50	Week 16 12/2
	SETE Course evaluations must be submitted by 12/5		
	TOTAL	575	

Course Evaluation Scale

A = 90 - 100% (524 Points to 585 Points)

B = 80 - 89% (468 Points to 523 Points)

C = 70 - 79% (409 Points to 467 Points)

D = 60 - 69% (346 Points to 408 Points)

F = 59% or below (345 Points or less)

Submit all work as specified by on the course calendar. I recommend that you **print out a copy of the course calendar and syllabus so that you are always aware when an assignment is due**. You must take into consideration: postal mail time and electronic communication difficulties. *You are responsible for meeting all course deadlines.*

Information for LTEC Web-based Courses

Required Software and Hardware:

Knowledge of personal computer operation is prerequisite to registering for and successfully completing this online course. Students taking the course should be proficient in the following software as well:

- Microsoft Word
- Microsoft PowerPoint

- Microsoft Excel
- Microsoft Access

The acquisition of these skills is the responsibility of student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs should not register for this course.

Blackboard is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student. For personally owned computers, the UNT bookstore offers software for both systems with student pricing.

In addition, upon starting this or any LTEC Blackboard course, students should review the “Check Browser” link in Blackboard and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

COURSE POLICIES

Students must complete all assignments independently unless otherwise instructed. Failure to do so will result in a grade of 0. Other possible consequences of breaching academic integrity include a failing grade on the assignment, a full letter grade drop for the course, or a failing grade in the course. If a student engages in academic dishonesty related to this class, the case will be referred to the Dean of Students for appropriate disciplinary action.

Online Etiquette

Students should be cognizant of the limitations of an online environment and exercise caution when interacting with others through the discussion board and/or messages. The purpose of our interactions is the exchange of knowledge and best practices as well as clarification of concepts. In an online environment, comments can be unintentionally misinterpreted or misrepresented. Students should observe the following guidelines:

- Students should be respectful of peers' opinions.
- Students should avoid using language that may be viewed as offensive.
- Students should avoid writing in all capital letters.
- Students should reread messages/postings as necessary before responding to avoid misunderstanding and should seek clarification as necessary.

Communication Parameters:

Students should contact the instructor via the instructor's preferred communication (see above). Instructors will attempt to respond to student emails within five working days. Working days do not include weekends or holidays. Students should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes.

Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Blackboard Learn email, bulletin board, and/or chat. Students should consider the communication parameters with regard to assignment due dates.

Please be aware that instructors will not be able to respond to “last minute” requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.

Student Responsibilities for Distributed Learning Courses:

- Access course web page and initiate contact with instructor within the first week of the semester.
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to a working email account.
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat).
- Complete [UNT Student Tutorial](#) prior to taking the first Blackboard course.
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the “Sequence of Tests, Papers, and Activities” section of this syllabus. It is the responsibility of the student to verify that all messages AND attachments are sent to the course instructor. See “*Course Attendance and Participation*” section for more information.

"All students should activate and regularly check their e-mail account used for official communication from the University to students. Many important announcements for the University and College are sent to students via the assigned e-mail account."

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>.

Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes web-based activities.

University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Medical Emergencies

If you have a medical emergency that will prevent you from completing the course as scheduled, you **MUST** notify your instructor at the time of your medical problem. Requests for an INC or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will **NOT** permit you to work at your computer in order to submit your assignments as scheduled. Requests for an INC or to **DROP** this course based on a medical emergency **CAN NOT** be granted after the medical emergency. Of course all requests must meet standard university policy.

Doctor's notes must be received during week 1 or 2 of the medical emergency. Those submitted at the end or once it is over will not be accepted.

Professionalism

At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments.

Honesty and Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

Cheating and Plagiarism

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities for further penalty.

According to the UNT catalog, the term "**cheating**" includes, but is not limited to:

- a. use of any unauthorized assistance in taking quizzes, tests, or examinations;*
- b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;*
- c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;*
- d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or*
- e. any other act designed to give a student an unfair advantage.*

The term "**plagiarism**" includes, but is not limited to:

- a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and*
- b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.*

Classroom Disability Accommodations

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals

in its programs and activities. *It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications.* For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu/>. You may also contact them by phone at 940.565.4323 or in person (SAGE 167).

University Policy of Disability Accommodations

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

ADA Statement: The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Student Evaluation of Teacher Effectiveness: An expectation of this class will be to complete the end-of-semester evaluation of the instructor known as the SETE, Student Evaluation of Teacher Effectiveness.