

# Effective Presentation Skills for Graduate Students

## GSP Syllabus

(대학원생을 위한 효과적인 프리젠테이션 기술)

### Professor

**Sharon L. Morrison**

### Phone

010-6603-2661

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### Office Location

Room 321

### Office Hours

Two hours, weekly— To be announced in class at a time mutually agreed by professor and students

## Course Materials

Supplementary materials from a variety of sources will be used. Students are strongly encouraged to purchase a clear file and keep all course-related material such as notes, brainstorming ideas or drafts inside for easy access and organization as numerous handouts will be distributed. Additional readings and handouts will be made available to students either during the class and/or uploaded to the group. Students themselves may also upload any texts or links that they deem useful to the group.

## Course Overview

Presentations are a necessary component of our academic and professional lives; however, students often find the prospect of delivering a presentation daunting particularly in another language. This course aims to increase student confidence and satisfaction with their presentations at GSP and in their future professional lives. The course focuses on improving skills and correcting the problems that students have identified as areas of concern. Some topics covered will include developing relevant and interesting content, creating a clear and logical structure, study of other presenters, improving voice quality and delivery, managing time and handling audience interactions. Students will be given the opportunity to influence course content and tailor it to their needs. Feedback will take place in one-on-one tutorials with the professor as well as in the class itself.

## Required Reading

**There is no textbook required for this course. Readings and presentation materials will be provided from a number of sources by the professor as required.**

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## Protocols for Communication

Students may schedule an appointment for office hours or drop by at the designated office hours. The preferred method of communication for the course is after class, by email, by text message or via the group (in the public forum); however, students are encouraged to refrain from extensive discussion of matters after class and to confine this time to urgent matters only. Daily access to email is expected in particular around assignment deadlines. It is expected that the student check the email and respond to queries within 24 hours. For the group, please follow expected norms of online etiquette. For all communication, include your name and course.

## Course Schedule/Additional Information

**\*A detailed timetable will be provided in the first class and may be revised at any time by the professor. This course is open as an elective to any GSP/MKE/MIDAC students (Spring semester).**

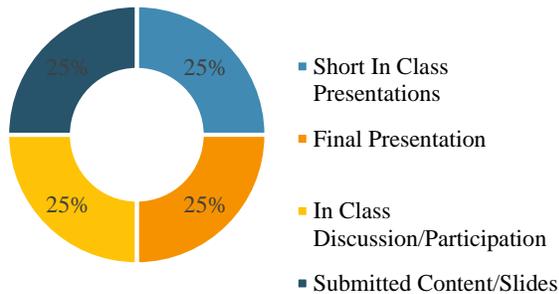
## Assessment

Students will be required to participate in a mini conference for the class (class members only) that will demonstrate the aspects of the presentation skills covered in class.

Homework will usually consist of the presentation content and/or slides to be presented. Students will be expected to share these materials in a closed online group with other students and to offer feedback to one another's presentations

Several individual and/or group assignments will be assessed throughout the course as practice. Assessment will mainly be given in one-on-one tutorials with the professor.

## Evaluation



## Submission Policy

Submit all assignments in hard copy form or by email as specified for each assignment or paper. All assignments must be typed and submitted in a timely manner. If you require an extension, please ask for it at least 24 hours in advance. Homework and assignments must be submitted on the due date and must be spell-checked and proofread thoroughly before submission. Success in academic work depends in part on presenting your work professionally and in a way that conforms to conventional expectations of the rhetorical situation. A penalty will be imposed on late assignments at 1% per day late.

## Disclosure Policy

**This syllabus is subject to revision by the professor at any time.**

## Participation and Attendance

Participation is required for this course. Excellent participation requires that students express their viewpoints on the course material, speak effectively (particularly within their discussion groups), exhibit engagement and motivation, read and think critically about the texts in relation to the issues or topics raised within them or in the class, ask productive, constructive or critical questions regarding the material, listen and respond to the concerns of others within the group, stimulating further discussion when necessary. Failure to participate may result in a much lower grade. You should participate in class discussions and ask questions when you require clarification.

Attendance is a necessary requirement for participation. Students with a valid excuse for not attending must inform the professor and make up the assignments/homework missed. This course will adhere to the global standards for attendance set by GSP, which means that missing a substantial number of classes without the presence of extenuating circumstances, can result in a failing grade. Students who have a valid reason for absence must inform me, preferably in advance, and provide some form of documentation. Lateness will also be penalized with three (2) lates equal to one (1) absence. Students are required to meet with the professor at various times to be announced. Missing a conference is equivalent to missing one class.

## Academic Honesty/Plagiarism

Academic honesty is expected and required. Violations of academic honesty include giving or receiving unauthorized assistance on a test or assignment, doing homework for another student, or any other form of unauthorized collaboration, plagiarism, using sources restricted by the instructor and so on. Students will be held to a high standard of academic integrity and any violation of academic honesty is grounds for failing the course. Plagiarism is a severe violation of academic honesty and is defined as the act of copying or stealing the ideas, exact words, data or logical organizing strategy from a source (including print and other media) without proper acknowledgement. This includes self-plagiarism (reusing your work from other courses). Plagiarism of any assignment is grounds for failing the course.

