

College of Health Sciences
Family and Consumer Sciences

PRESENTATION TECHNIQUES
FACS 4362

SEMESTER: Spring 2018

LOCATION: Section 01: Margaret Lea Houston Building, Room 301
Section 03: Margaret Lea Houston Building, Room 315

TIME: Section 01: Tuesday and Thursday; 3:30 p.m. - 4:50 p.m.
Section 03: Tuesday and Thursday; 11:00 a.m. - 12:20 p.m.

INSTRUCTOR: Ms. Catherine K. Blumenkamp, MPS

CONTACT: Email: ckb014@shsu.edu
Tel.: (936) 294-1250

OFFICE: Room 125; hours by appointment

TEXT: Reynolds, G. (2012). *Presentation Zen: Simple Ideas on Presentation Design and Delivery (2nd ed.)*. Berkeley, CA: New Riders.

Zarefsky, D. (2017). *Public Speaking: Strategies for Success (8th ed.)*.

Additional reading material may be provided by the instructor. Materials and supplies will be required according to assignment.

DESCRIPTION: A study is made of different types of presentations used to communicate a technique, an idea, or a product. Principles and techniques of communication and media with emphasis on classroom, extension and commercial presentation are covered. Classroom experience includes actual preparation and presentation of lecture materials for direct and video audiences. Also included is development of resumes and portfolios.

OBJECTIVES: Through the successful completion of this course, you will be able to:

- synthesize and convey information in writing
- develop and effectively present information relevant to your field and audience using current presentation methods
- discuss and exhibit professionalism, including aspects of business etiquette and dress and work relationships
- recognize how evaluation of performance and information can be a tool for growth
- write a cover letter and resume
- organize a curriculum vitae and professional portfolio of your experiences that pertains to your career objectives

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IDEA OBJECTIVES: Close to the end of the semester you will be asked to complete a standardized evaluation of this course. This course is an advanced lecture and application course which means you will gain some factual information but the emphasis will be on the application of course content through production of projects. The IDEA objectives in this course are:

- learning to apply course material
- developing creative capacities
- learning to analyze and critically evaluate ideas and points of view

FORMAT: This course includes assigned readings and viewings, lectures, discussion, presentations, and development of professional materials. A class schedule will be provided separately.

EVALUATION: **This is a “W” course**, which means that at least 50 percent of your course grade will be derived from writing activities designed to help you master course objectives. You will receive a letter grade for this course, based on evaluation of your:

- ▶ **Participation** [20% of overall grade]
 - attendance and contribution to discussion
- ▶ **Written Annotations** [30% of overall grade]
 - completion of ten written annotations of subjects assigned throughout the semester to be compiled at the end in an annotated bibliography.
- ▶ **Presentations** [50% of overall grade]
 - Discussion Lead; partnered facilitation of an in class discussion about the subject assigned accompanied by a written outline [15]
 - Current Event and/or Job Opportunity; oral presentation of an event or opportunity, accompanied by written summary [10]
 - Professional Presentation; oral presentation of individual “brand,” including written summary and professional materials for peer review [25]

Several *readings* and *viewings* will be assigned throughout the semester and will be relevant to the daily lecture and discussion. *Presentations* will include current events, facilitating discussion, career research, and professional materials (i.e. cover letter, resume, portfolio). Grades for *presentations* and *assignments* submitted after the due date will be reduced by ten percent each day past due.

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GRADING A 90-100%
SCALE: B 80-89%
C 70-79%
D 60-69%
F less than 60%

Conceptual Framework for Educator Preparation Programs at Sam Houston State University:

Through excellent collaborative instruction, research, and field experiences, the Educator Preparation Programs at Sam Houston State University provide candidates with opportunities to develop dispositions, skills, and knowledge which enable them to create an environment in which they plan, implement, assess and modify learning processes, while serving effectively in diverse educational roles, reflecting meaningfully on their growth, and responding proactively to societal needs. *This course is required for all FACS majors and Teacher Certification in Family and Consumer Sciences.*

ACADEMIC POLICIES:

Attendance. Regular and punctual class attendance is expected and a basis for evaluation. There will not be a penalty for three or fewer hours of absences when exams or other assigned class work are not missed. Class absences will be counted from the actual day of enrollment. [Attendance (AP 800401)]

Academic Dishonesty. The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism, collusion, and the abuse of resource materials. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit. [Procedures in Cases of Academic Dishonesty (AP 810213)]

Academic Grievance. Academic grievances include disputes over: course grades, unauthorized class absences or tardiness, suspension for academic deficiency, an instructor's alleged unprofessional conduct related to academic matters, graduate comprehensive and oral examinations, theses and dissertations, withdrawal or suspension of privileges related to degree-required clinical rotation, internships, or other clinical service delivery in professional degree programs. If the dispute is determined to be based upon professional judgment, the aggrieved student is entitled to have, as appropriate and in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), and Provost and Vice President for Academic Affairs form an opinion about the dispute and so advise the individual(s) involved. [Academic Grievance Procedures for Students (AP 900823)]

During lab activities and exams/quizzes, students will be required to store their belongings in open bins and/or shelving. These dates are clearly spelled out on the class schedule. Please plan accordingly in order to properly store your valuables.

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Students with Disabilities. It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. NOTE: No accommodation can be made until a student registers with the Services for Students with Disabilities. [Students with Disabilities (AP 811006)]

Student Absences on Religious Holy Days. Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20....” A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. [Student Absences on Religious Holy Days (AP 861001)]

Telephones. Telephones and similar devices have become increasingly a part of everyday life. In the academic classroom, however, during class these devices can be a serious distraction and during tests they can be a serious problem. This policy applies to any device that performs the function of a telephone or text messenger. The use by students of electronic devices that perform the function of a telephone or text messenger during class-time is prohibited, except when expressly permitted by the instructor. Arrangements for handling potential emergency situations may be granted at the discretion of the instructor. Failure to comply with the instructor’s policy could result in expulsion from the classroom or with multiple offenses, failure of the course. Any use of a telephone or text messenger or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty (see student code of conduct). [Use of Telephones and Text Messengers in Academic Classrooms and Facilities (AP 100728)]

Visitors. Only registered students may attend class. Exceptions can be made on a case-by-case basis by the instructor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

This syllabus is subject to change.