

SYLLABUS FOR FO 8211

DISTANCE

Instructor

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Objectives

The objectives of this course are for students to:

- 1) Gain proficiencies in professional oral and presentation graphics communications
- 2) Improve professional writing skills
- 3) Discuss current topics of graduate research within the Department of Forestry

Assignments

The total number of assignments will depend on the number of students enrolled in the class in any one semester. At a minimum, the class will cover the following assignments:

- 1) Students will orally present one or two short 10-15 minute PowerPoint presentations on assigned report topics dealing with professional presentations. This will be accomplished using Camtasia technology. The student will be responsible for uploading their presentation and conducting the session.
- 2) Students will prepare a written manuscript abstract suitable for journal publication. The manuscript will be submitted through MyCourses.
- 3) Students will make a professional level presentation of their graduate research or professional paper. This will be accomplished through the use of a webinar.

As time permits other assignments may include:

- 4) Poster design, preparation, and presentation. This will be accomplished through the use of a webinar.
- 5) Critiques of scientific papers for writing style and research presentation. Students will submit their papers through the use of wiki technology. Students will create an account giving all class members and the instructor access.

Report Topics

The following list the topics for student reports/presentations. Each student will be assigned a minimum of one to two topics for which they will develop their presentations.

- 1) Preparing the presentation, including organizing, outlining, what to emphasize, and what to include or exclude.
- 2) Practicing the speech, including methods.

- 3) Speech delivery, including voice, posture, appearance, eye contact, gestures, etc.
- 4) How to break the ice.
- 5) Speech anxiety, including how to overcome.
- 6) Use of PowerPoint or other presentation software, including animation, motion, speaker's notes, problems, and other considerations.
- 7) Slide design and layout, including visual display, color, graphics, backgrounds, and do's and don'ts.
- 8) When to use other presentation methods like overheads, slides, video, and flip charts, and pros and cons of each.
- 9) Equipment (computer and projector), including specifications, recommended brands, logistics, computer connections, problems, backup methods, and resolution issues.
- 10) How to respond to questions, including hostile questions.
- 11) How to introduce a speaker.
- 12) How to use humor (or not), including pros and cons.
- 13) How to be a moderator on a panel, discussion leader, or facilitator of a focus group.
- 14) How to organize professional meeting of presentations, including presentation rooms, equipment considerations, personnel, moderators, backups, schedule, storage media, etc.

Reference Materials

Several sources of information that will be useful for the presentation assignments have been placed on the courses myCourses page. In addition, citations for other materials that the students may find useful are provided. These reference materials include books, web-based information, and issues of *Presentations* magazine. Reference information may be obtained from presentation websites such as: <http://managementhelp.org/commskls/presntng/basics.htm> .

Reference Materials for Reports and Presentations

- Cheek, J.G., L.R. Arrington, and M.B. McGhee. 1995. *Effective Oral Communication in the Food, Agricultural, Natural Resources, and Environmental Professions*. Interstate Publ.
- Fazio, J.R. and D.L. Gilbert. 1986. *Public relations and communications for Natural Resource Managers*. Kendall/Hunt Publ.
- Fletcher, L. 1995. *How to Design & Deliver a Speech*. Harper Collins College Publ., NY.
- Gurak, L.J. 2004. *A Concise Guide to Technical Communication*. Pearson Longman, NY.
- Hillman, R. 1999. *Delivering Dynamic Presentations*. Allyn and Bacon, Boston.
- Kenny, P. 1982. *A Handbook of Public Speaking for Scientists and Engineers*. Institute of Physics publishing, Philadelphia, PA.
- Kostelnick, C. and D.D. Roberts. 1998. *Designing Visual Language: Strategies for Professional Communicators*. Allyn and Bacon. Boston.
- Lannon, J.M. 2003. *Technical Communication*. Longman, NY.
- Letteri, R. 1997. *A Handbook of Public Speaking*. Cummings Hathaway Publ., NY.
- Lowe, D. 2001. *PowerPoint 2002 for Dummies*. Hungry Minds, Inc., NY.
- Lucas, S.E. 2001. *The Art of Public Speaking*. McGraw Hill, NY.

- Milan, S. 2002. Public Speaking. BarCharts, Inc.
- Noonan, P. 1998. On Speaking Well. Regan Books, NY.
- Richmond, V.P. and M. Hickson, III. 2002. Going Public: Practical Guide to Public Talk. Allyn and Bacon, Boston.
- Simons, T. 2004. (ed.) Presentations: Technology and Techniques for Effective Communication. VNU Business Media, Minneapolis, MN.
- Tufte, E. 1997. Visual and Statistical Thinking: Displays of Evidence for Making Decisions. Graphics Press, Cheshire, CT.
- Tufte, E. 2001. The Visual Display of Quantitative Information. Graphics Press, Cheshire, CT.

Presentations

Each student will prepare and deliver a 20-minute PowerPoint presentation concerning their thesis/dissertation research or professional paper. Information from the topics discussed in class and presented in the student reports should be used to help prepare and deliver the presentation. Presentations will be organized for a general professional forestry audience, as opposed to an audience for a specific forestry research area (ex. forest economics). The 20-minute presentation will be followed by a 5-minute question and answer period open. The class will then hold an open discussion to critique the presentation. Students should put as much time and emphasis on their presentation as they would for a conference presentation. A copy of the PowerPoint presentation will be turned in on the day of the presentation. Each student will be assigned to moderate one presentation. Arrangements should be made to contact the presenter well in advance (several days) of the presentation to collect information on the speaker and subject.

Schedule

Each class is one hour. The number of class periods spent on each given topic (e.g., reports, abstract critiques, presentations) may vary depending on the number of students in the class.

Topics:

- Introduction lecture and assignments (1 contact hour)
- Reports and class discussion (5 contact hours)
- How to write an abstract lecture (2 contact hour)
- Student abstract critiques (2 contact hours)
- Presentations (or poster display and critique) (5 contact hours)

Grade Determination

Grades will be based on class discussion and assignments (presentations, poster, and abstract) as follows:

- Class reports - 25%
- Writing assignments (abstract and critiques) - 25%
- Presentations (oral and poster) - 40%
- Class discussion - 10%

Course grades will be based on a 10-point scale as follows:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = < 60%

Sample