

**Presentations**  
350X Section 001 Call Number 57896  
Spring 2008  
**Syllabus, Structure & Calendar**

**General**

Days/Time:	Monday - Wednesday, 5:30 - 6:45 p.m.
Location:	FDH 234
Final Exam:	Wednesday, May 14, 6:00 – 8:00 p.m., FDH 234
Hours/Credit:	3
Pre-Requisites:	COM 101, JOUR 100, JOUR 101, JOUR 102
Instructors:	Matt Jones and Suken Shah
Office/Hours:	FDH 234 Monday & Wednesday, 6:45 – 7:30 p.m.
Contact Information:	Matt Jones: 702.649.5611 mjones@adhesivedesign.us Suken Shah: 702.236.4007 SukenShah@gmail.com
Attendance/Participation, Initiative, Effort (PIE):	Part of grade in lieu of extra credit
Text:	<i>Presentation Skills for Managers</i> , Jennifer Rotondo and Mike Rotondo Jr., McGraw-Hill; 1 edition (October 18, 2001) ISBN-10: 0071379304, ISBN-13: 978-0071379304

Consider the Syllabus & Calendar for this course to be its strategic plan outline. All strategic plans are subject to the influence of many environmental factors. *You* are responsible for keeping current with changes that may occur to topics, activities, assignments, days, dates, times, and places. **NO** revised syllabi will be issued. **TURN OFF YOUR CELL PHONES.**

**Course Description**

Provide strategies and applications for developing persuasive, and intriguing presentations to sell ideas with authority and passion. Emphasis will be given to presentation content, structure and creative execution. Presentation ideologies are scalable ranging from small internal teams and clients, to the boardroom and shareholders.

**Objective**

To provide students with professional tools to develop creative and engaging presentations.

**Focus**

Proper presentation development ultimately requires creative thinking, teamwork and an audience. The format of this course emulates these characteristics. The beginning of the course will be a combination of lecture and discussion to define expectations, processes and participation. Throughout the remainder of the course all students will have the opportunity to

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present individually and as teams, receiving and contributing feedback from fellow students and instructors.

**Course Structure**

Presentations

Students will be required to participate in presentations. There will be three individual presentations worth 10 points each. The final group presentation will be worth 25 points. All presentation guidelines will be handed out and explained prior to beginning on the presentations. Students will know what criteria they are being judged on for each presentation. Topic approval will be required for the individual presentation and final group presentation.

Assignments

There are two outside class assignments. All assignment guidelines (including grading guidelines) will be discussed prior to the assignment being handed out. All assignments will be worth 5 points each. All assignments will be relevant to topics covered in class.

Exams

There will be one written exam, which will include 25 true/false and multiple-choice questions. This exam will cover various topics from the book.

Attendance/Participation, Initiative, Effort (PIE):

All students will be required to attend class. Participation in presentations and class discussions is also encouraged.

**Grading**

The final grade is based on a total of 100 points made up of six elements:

- assignments (two @ 5 points each) 10 points
  - presentation #1 10 points
  - presentation #2 10 points
  - presentation #3 10 points
  - written exam 15 points
  - final group presentation & leave behind 25 points
  - attendance (14 points), PIE (6 points) 20 points
- 100 points

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All grading is based on percentage of points received for quizzes, assignments, exams, individual presentations, attendance, Participation, Initiative, Effort (PIE). Attendance is earned by being on time (0.5 pt./class), late or absent (0 pt./class). PIE is assigned at the end of the course. The point total is the final grade. **NO** curve. **NO** extra credit. **NO** exceptions. Progress reports and grades are given in person only. **NO** information will be released by telephone, voice mail, or email without an advance written request. **NO** exceptions. Final grades will be posted online. Challenges must be accompanied by proof of performance. **NO** exceptions. Details of the assignments, exams, and the individual presentation will be discussed in class. **NO** handwritten or edited material is accepted. **NO** exceptions. **You** are responsible for your work. **You** must arrange make-ups. **NO** exceptions. **NO** make-up work will be accepted after the last week of lecture/discussion. **NO** exceptions. **You** must ask questions if you need clarification; in class, during office hours, by phone, or email. "I didn't know," "I didn't understand," "You didn't tell me," are not acceptable for late, missing, or misinterpreted work. Email assignments will not be accepted under any circumstances. **NO** exceptions. Late work will not be accepted without instructor's prior approval and/or written documentation for absence. Missing work will receive zero points. Misinterpreted work will be graded accordingly. Any conditions that might develop during the semester that may cause you to miss *any* course requirements *must* be documented and brought to the instructor's attention immediately or you will receive an **F** on *all* missed work. **NO** exceptions.

93 - 100 points	93 - 100%	A
90 - 92 points	90 - 92%	-A
87 - 89 points	87 - 89%	+B
83 - 86 points	83 - 86%	B
80 - 82 points	80 - 82%	-B
77 - 79 points	77 - 79%	+C
73 - 76 points	73 - 76%	C
70 - 72 points	70 - 72%	-C
67 - 69 points	67 - 69%	+D
63 - 66 points	63 - 66%	D
60 - 62 points	60 - 62%	-D
0 - 59 points	0 - 59%	F

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The following are university policies.

**Academic Misconduct** – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution. An example of academic misconduct is plagiarism: “Using the words or ideas of another, from the Internet or any source, without proper citation of the sources.” See the “Student Academic Misconduct Policy,” approved Dec. 9, 2005, located at <http://studentlife.unlv.edu/judicial/misconductPolicy.html>.

**Copyright** – The university requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies. To familiarize yourself with copyright and fair use policies, you are encouraged to visit the following website:  
<http://www.unlv.edu/committees/copyright/>.

**Classroom Policies/Rules** – It is a faculty member's discretion and prerogative to determine what is and is not acceptable behavior in his or her classroom (i.e., late arrival, wearing hats). Also, classroom occupants are at the discretion of the instructor (per UNLV General Counsel). University policy considered bringing children to class a potential violation of the Student Conduct Code, Sections III.K. and L. relating to “disrupting” the classroom and/or university operations. See <http://studentlife.unlv.edu/judicial/student.html>.

**Disability Resource Center (DRC)** – The Disability Resource Center (DRC) coordinates all academic accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. Faculty should not provide student s accommodations without being in receipt of this plan. UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. If you have a documented disability that may require accommodations, you will need to contact the DRC for the coordination of services. The DRC is located in the Student Services Complex (SSC), Room 137, and the contact numbers are: VOICE

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(702) 895-0866, TTY (702) 895-0652, FAX (702) 895-0651. For additional information, please visit: <http://studentlife.unlv.edu/disability/>. For additional information about the DRC and procedures to follow when students ask for exemptions or exceptions based on their disability claim, refer them to the DRC Web site.

**Missed Classes/Religious Holidays** – As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify the instructor of anticipated absences by the last day of late registration to be assured of this opportunity. Students who represent UNLV at any official extracurricular activity shall also have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to missed class(es).

**Posting Grades** – In keeping with the Family Educational Rights and Privacy Acts (FERPA), grades may not be posted anywhere unless complete confidentiality for individual students can be assured. Grades will be given in person only unless a written request is submitted by the student.

**Rebelmail** – By policy, faculty and staff should only email students' Rebelmail Accounts. Rebelmail is UNLV's official email system for students. It is one of the primary ways students receive official university communication. All UNLV students receive a Rebelmail account after admission to the university. Non-admitted students should contact the Student Help Desk at 702.895.0761 in the Student Union room 231 or by email at [studenthelp@unlv.edu](mailto:studenthelp@unlv.edu). See <http://rebelmail.unlv.edu/> for information.

**Writing Center** – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center located in CDC 301. Although walk-in consultations are sometimes available, students with appointments receive priority assistance. Appointments may be made in person or by calling 895.3908. The student's Rebel ID card, a copy of the assignment (if available) \, and two copies of any writing to be reviewed are requested for the consultation. See <http://writingcenter.unlv.edu/> for information.

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**2008 COURSE CALENDAR (subject to change without notice)**

**WEEK 1**

**January 23 - W**

Course Overview - Instructors Introductions & backgrounds  
Student Expectations  
Why there is a need for creative and engaging presentations?  
Discussion topic: What makes a presentation good or unbearable?  
Video  
Read Chapter 1 – What Makes a Great Presentation?

**WEEK 2**

**January 28 - M**

Open discussion follow up: What makes a presentation good or unbearable?  
So you have an idea, product, or plan now what?  
Discuss Chapter 1 – What Makes a Great Presentation?  
Read Chapter 2 – Preparing Your Content

**January 30 - W**

Discuss Chapter 2 – Preparing Your Content  
Handout Assignment #1 (5 points)  
Read Chapter 3 – Converting the Content into a Slide Presentation

**WEEK 3**

**February 4 - M**

Discuss Chapter 3 – Converting the Content into a Slide Presentation  
Assignment #1 due (5 points)  
Read Chapter 9 – Getting Ready and Delivering Your Presentation

**February 6 - W**

Discuss Chapter 9 – Getting Ready and Delivering Your Presentation  
Read Chapter 4 – The Three Keys to Setting up a Great Slide Presentation

**WEEK 4**

**February 11 - M**

Discuss Chapter 4 – The Three Keys to Setting up a Great Slide Presentation  
Handout Assignment #2 (5 points)  
Read Chapter 5 – The Basics of Designing High-Impact Slide Presentations

**February 13 - W**

Discuss Chapter 5 – The Basics of Designing High-Impact Slide Presentations  
Assignment #2 due (5 points)

**WEEK 5**

**February 18 - M – NO CLASS**

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**February 20 - W**

Video analysis and discussion  
Select topic for Presentation #1 (informative)  
Review presentation grading criteria and expectations  
Class time work on project  
Review – Presentation Elements/Q&A

**WEEK 6**

**February 25 - M**

Presentation #1 due (informative) (7-10 minutes) (10 points)  
Class Review  
Read Chapter 10 – Handling Questions and Other Delivery Issues

**February 27 - W**

Discussion: What to do with the peanut gallery?  
Discuss Chapter 10 – Handling Questions and Other Delivery Issues  
Read Chapter 7 – The Presentation Environment and Logistics

**WEEK 7**

**March 3 - M**

Discuss Chapter 8 & 10

**March 5 - W**

Discuss Multimedia equipment: When & Why?  
Video/Tele conference audiences and what to do?

**WEEK 8**

**March 10 - M**

Review for written exam (15 points)

**March 12 - W**

Written Exam  
Read Chapter 11 – Evaluate, Learn, and Improve

**MARCH 17-21 - SPRING BREAK – NO CLASS**

**WEEK 9**

**March 24 – M**

Exam review  
Discuss Chapter 11 – Evaluate, Learn, and Improve

**March 26 - W**

Expand discussions Chapter 11 – Evaluate, Learn, and Improve

**WEEK 10**

**March 31 – M**

Discuss: How to persuade and to defend your topic.

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**April 2 - W**

Assign teams (2 teams of 5) for final group presentation (25 points)  
Select topic  
Defend topic

**WEEK 11**

**April 7 - M**

Presentation #2 (impromptu within a group) (30 mins to prep) 5 groups of 2, 5 topics to choose from. Two groups will go today max 15 mins (10 points)

**April 9 - W**

Presentation #2 cont. (impromptu within a group) Three groups go today. (10 points)  
Assign presentation #3 (persuasive) for the 14<sup>th</sup>. Five people for and five against.

**WEEK 12**

**April 14 - M**

Presentation #3 (persuasive) (7-10 minutes) (10 points) 5 people go today

**April 16 - W**

Presentation #3 (persuasive) (7-10 minutes) (10 points) 5 people go today

**WEEK 13**

**April 21 - M**

Guest Speaker/Class time to work on final presentation

**April 23 - W**

Discuss leave behinds - content & formatting

**WEEK 14 - BEH**

**April 28 - M**

In class prep and Q&A for final group presentation/Dry Run in BEH Room

**April 30 - W**

In class prep and Q&A for final group presentation/Dry Run in BEH Room

**WEEK 15**

**May 5 - M**

Group presentations

**May 7 - W**

Group presentations

**WEEK 16 - FINAL (subject to change)**

**May 14 - W**

**6:00 - 8:00p FDH 234**

Critique of group presentations