

**LTEC 4121/ATTD 4121**  
**Corporate Training Presentation Skills**

**Spring 2014**

**Instructor:** Gayle Prybutok

**Contact Information:**

**Email:** Gayle.Prybutok@unt.edu

Phone: 940-565-0602. There is an answering machine on this line, so please leave a message if I am not available to answer the phone. I prefer contact via Blackboard email, but I understand that there are occasions when you may need to call me. Feel free to call me between 6pm and 10pm, Monday-Friday.

***Required Textbook:***

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

ISBN: 978-0-7918-5057-5

This book is available at the UNT bookstore or from Amazon

***Information for LTEC Web-based Courses:***

***Required Software and Hardware Required:***

Welcome to LTEC 4121! Please be aware that knowledge of personal computer operation is a 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 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.

It is important for you to be comfortable with Blackboard before the semester starts. 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. If you need assistance:

Blackboard Support by Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or by phone: 940.565.2324

### ***Communication Parameters:***

My name is Gayle Prybutok, and I will be your instructor for this course. I am looking forward to spending the semester with you and to making this course relevant and satisfying for you. Students should contact me first via the course email in Blackboard, or via my UNT email address (Gayle.Prybutok@unt.edu). I will check messages daily and will make every effort to respond to student emails within two working days Monday through Friday.

You are encouraged to develop communication networks with other class members via electronic communication tools available in the course like Blackboard email, bulletin board, our cyber cafe and/or chat. Share ideas and resources with each other. You will find it very helpful.

I want you to enjoy this course and to acquire a number of very useful skills during the semester. This is a senior level communications and presentations class. As such, I expect *your best work*. I will review your assignments as if they are products that you would submit in a face-to-face class, or present to your employer. This means that all papers and assignments must have proper headings that include: *Your name, assignment number, course and section name, and date*. NOTE: *Failure to include a proper heading on each assignment will result in a loss of two points*. In addition, I expect you to check all assignments for proper spelling, grammar, and punctuation prior to submission. If you paste your paper into the assignments section, the above requirements still apply.

Also, during the semester, you will find that I may ask you to resubmit portions of your work in order to improve your final products. **Note:** I will grade your original submission, and I will not grade any resubmissions. In asking for resubmissions, I offer recommendations that I think will be helpful to you. If you choose to resubmit something, I will be happy to provide feedback for you on it.

Please be aware that I will not be able to respond to “last minute” requests for assignment clarification, and that you should prepare assignments with time to spare, since you may encounter unforeseen problems with your Internet provider, software, or hardware. If you have questions, ask and give me the opportunity to help you to make the most efficient use of your time.

*"All students should activate and regularly check their Eagle Mail (e-mail) account. Eagle Mail is used for official communication from the University to students. Many important announcements for the University and College are sent to students via Eagle Mail. For*

information about Eagle Mail, including how to activate an account and how to have Eagle Mail forwarded to another e-mail address, visit <https://eaglemail.unt.edu> "

### ***Student Responsibilities for Distributed Learning Courses:***

- Access the course web page and initiate contact with me during the first week of the semester. In some cases, this may be BEFORE the first class meeting.
- Be able to work independently on course objectives, given that the format for interaction with faculty and students will be non-traditional.
- Verify appropriate hardware and software as described in the course description.
- Provide me with access to a working email account (Eagle mail, Blackboard or private provider) via the department electronic Student Information Form. ***This form MUST be submitted no later than 11:59 on August 30, 2013, and is on the course calendar and syllabus.***
- Contact me 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. Refrain from using the vernacular of text messages or text abbreviations when communicating with me or with your classmates.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

### ***Course Information***

How can I get the most out of this course?

Make a commitment to improving your comfort level in making presentations and take advantage of the lessons learned by your classmates as they share what they have enjoyed and found challenging in presentations that they have attended or made themselves. Read the course materials and think seriously about how you would address the questions posed in the end of chapter tools that follow a stop sign in the text. You will find them helpful as you prepare your final presentations.

**Course Description:**

This course 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:

1. Formulate plans for getting a presentation started.
2. Develop an audience profile.
3. Arrange facilities for a presentation
4. Review the strengths and limitations of selected presentation strategies.
5. Prepare presentation notes.
6. Develop and use selected presentation media.
7. Develop strategies for kicking off a presentation.
8. Deliver an effective illustrated presentation. (*See special instructions below.*)
9. Deliver an effective technical demonstration. (*See special instructions below.*)

**Course Overview/ Assignment Due Dates**

All weekly assignments are due no later than 11:59 on Tuesdays! See course calendar for specifics!!

Module	Assignment	Possible Points	Semester Week Due
	Pre Semester Activity		
	Complete the "Start Here with the Course Orientation" and the "Required Tasks to Gain Access to the Course Content" Learning Modules found on the course home page.  Complete the Student Introductions	10	<b>Intro Week</b> 1/13/14-1/19/14  Student Introduction must be posted by 11:59pm on <u>Sunday, 1/19/14</u>

	Listen to the Introduction Audio.		Student Information Form due by 11:59pm on <u>Friday, 1/17/14</u>  UNT is closed for MLK Day, 1/20/14
1	Read Chapter 1 “Getting Started”		<b>Week 1</b> 1/20/14-1/26/14
	Complete Assignment 1.	10	Due by 11:59pm on Tuesday, 1/21/14
	Complete Assignment 2.	10	<b>Week 2</b> 1/27/14-2/2/14  Due by 11:59pm on Tuesday, 1/28/14
	Participate in Module 1 Discussion.	10	
2	Read Chapter 2 “Know Your Audience”		<b>Week 3</b> 2/3/14-2/9/14
	Complete Assignment 3.	10	Due by 11:59 pm on Tuesday 2/4/14
	Complete Assignment 4.	10	Due by 11:59 pm on Tuesday 2/4/14
	Complete Assignment 5.	10	<b>Week 4</b> 2/10/14-2/16/14  Due by 11:59 on Tuesday, 2/11/14
	Complete Assignment 6.	10	Due by 11:59 on Tuesday, 2/11/14
	Complete Assignment 7. Note: When you complete your observation and critique for assignment 7, submit your review under assignment 20.	10	Due by 11:59 on Tuesday, 2/11/14

	Participate in Module 2 Discussion.	10	
3	Read Chapter 3 “Arranging the Facilities”		<b>Week 5</b> 2/17/14-2/23/14
	Complete Assignment 8.	10	Due by 11:59 on Tuesday, 2/18/14
	Complete Assignment 9.	10	Due by 11:59 on Tuesday, 2/18/14
	Participate in Module 3 Discussion.	10	
4	Read Chapter 4 “Selecting Your Presentation Strategies”		<b>Week 6</b> 2/24/14-3/2/14
	Complete Assignment 10.	10	Due by 11:59 on Tuesday, 2/25/14
	Participate in Module 4 Discussion.	10	
5	Read Chapter 5 “Preparing Your Presentation Notes”		<b>Week 7</b> 3/3/14-3/9/14  UNT closed for Spring Break 3/10/14-3/16/14
	Complete Assignment 11.	25	Due by 11:59pm on Tuesday, 3/4/14
	Participate in Module 5 Discussion	10	
6	Read Chapter 6 “Developing and Using Presentation Media”		<b>Week 8</b> 3/17/14-3/23/14
	Complete Assignment 12.	25	Due by 11:59pm on 3/18/14
	Complete Assignment 13.	10	Due by 11:59pm on 3/18/14
	Complete Assignment 14.	25	<b>Week 9</b> 3/24/14-3/30/14

			Due by 11:59pm on Tuesday, 3/25/14
	Participate in Module 6 Discussion	10	
7	Read Chapter 7 “Kicking Off Your Presentation”		<b>Week 10</b> 3/31/1-4/6/14
	Complete Assignment 15.	10	Due by 11:59pm on Tuesday 4/1/14
	Complete Assignment 16	10	Due by 11:59pm on Tuesday 4/1/14
	Participate in Module 7 Discussion.	10	<b>Week 11</b> 4/7/14-4/13/14
	Practice for illustrated presentation and technical demonstration.		
8	Read Chapter 8 “Delivering Your Presentation’		<b>Week 12</b> 4/14/14-4/20/14
	Complete Assignment 17.	20	Due by 11:59pm on Tuesday 4/15/14
	Participate in Module 8 Discussion.	10	<b>Week 13</b> 4/21/14-4/27/14
9	Read Chapter 9 “Presenting a Technical Demonstration”		<b>Week 14</b> 4/28/14-5/4/14
	Complete Assignment 18.	100	Due by 11:59pm on Tuesday 4/22/14
	Complete Assignment 19.	100	Due by 11:59pm on Tuesday 4/22/14
	Submit evaluation of professional presentation and	10	Due by 11:59pm on

	video copy of both presentations		Tuesday 4/29/14
	Participate in Module 8 Discussion	10	
10	Complete Assignment 20. Evaluation may be submitted any time BEFORE the due date. <u>Evaluations must be submitted by 11:59 on 5/6/14!</u>	50	<b>Week 15</b> 5/5/14-5/9/14
TOTAL		585	

### ***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.*

**Important:** Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the Assignments 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.

### **Policy on Late Work**

**All work for this course is due no later than 11:59 pm on the designated due date (Tuesdays, throughout the semester). Any assignment submitted after that time will receive a highest possible score of 50%.** Additional points may be deducted when the assignment is graded based on the quality of the work submitted. Work submitted more than 48 hours after the due date will not be accepted, and the student will receive a zero for that assignment. Please don't lose valuable points this semester by turning in work late.



I will provide prompt feedback on work submitted throughout the semester, so that you have feedback on the current assignment before the next assignment is due.

**Extra credit:** Assignments for extra credit will not be made under any circumstances. If you are having trouble with regular assignments, consult me as soon as possible.

**Videos:** Each of you is expected to turn in two separate 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%.***

Instructions for Submission of Final Presentations: You are required to save both presentations on a CD, DVD, or thumb drive and mail them to me so that I receive them by the due date. I don't have an office on campus so you will be mailing them to my home address in Denton. I will post my home address in Blackboard when it is time to send me the drives. Please play the videos to be sure that they both work on the thumb drive before mailing them to me. These are worth a large portion of your grade, and you will not have time to resubmit them if they don't play when I get them.

In the past, students have had difficulty posting their videos to YouTube, and I think that this alternative makes submission much easier for you. I will be happy to mail the thumb drives back to you at the end of the course if you provide a self-addressed stamped envelope when you send them to me. ***IMPORTANT: I do not accept the following media: Mini Disks, Mini or 8m tapes, VHS tapes.***

### **Discussion Board Evaluation:**

Quality interaction with me and with your peers is essential in this class. In order to earn full credit for the discussion associated with each module, you are required to respond to the discussion thread yourself and to post quality responses to at least two of your classmates during each discussion module. Responses like “I agree” or “Well said!” are not substantive responses and will not be counted as a quality response. Feel free to illustrate your points with examples, video links from YouTube, research articles that are relevant, etc. The more you invest in making your responses engaging for your classmates, the more everyone will benefit from the discussions. Please note: discussion modules are graded segments of the course and it is important to complete them by the end of the week in which they are posted on the syllabus..

Thank you for enrolling in this course. Please know that I am invested in your success and will do everything I can to help you to meet your objectives, and to enjoy participating in this course. Please let me know if I can do anything to help you and I will do my best to provide what you need.

Check announcements often. I will be posting interesting and useful materials that will help you to think about various aspects of your presentations.

**NOTE ABOUT 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 indicating 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.

### ***Information for ALL LTEC Courses***

#### ***Attendance and Participation***

The instructor reserves the right to request of the Registrar that a student be dropped from the course (Withdraw (W) or Withdraw Failing (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.

### ***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.

### ***Academic Dishonesty***

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

### ***University Policy of Disability Accommodations***

In accordance with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of North Texas endeavors to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

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.

The University assumes no responsibility for personal assistance necessary for independent living nor for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration.

Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

Questions or concerns about discrimination on the basis of disability or about equal educational opportunities for persons with disabilities should be directed to Equal Opportunity Office, Room 203, Administration Building , 940.565.2456. Information concerning specific accommodations to provide equal opportunities is available through the Office of Disability Accommodation, Suite 324, Union , 940.565.4323.

### ***Bureau of Citizenship and Immigration Services Regulations for F1 Visa Holders***

To read INS regulations for F-1 students taking online courses, please go to this website <http://www.immigration.gov/graphics/services/visas.htm> and select the link to

"8 CFR 214.2(f)" in the table next to "F-1." Paragraph (f)(6)(i)(G)

A Final Rule with clarifications on the restriction can be found in a pdf file located at <http://www.immigration.gov/graphics/lawsregs/fr121102.pdf>

Within this document, refer to Section IX on page 9 with the subject header "Online and Distance Education Courses."

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he

should contact the UNT International Advising Office (telephone 940-565-2195 or email [linternational@unt.edu](mailto:linternational@unt.edu)) to get clarification before the one-week deadline.