



LTEC 4121/5121: Technical/Corporate Training Presentation Skills – Fall 2017

Department of Learning Technologies, College of Information
UNT New College at Frisco, 2811 Internet Blvd, Frisco, TX 75034

Instructor Contact Info

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Preferred Communication: **EMAIL**. Please **identify your name, student ID & the class information** (e.g. LTEC 4121/5121) when contacting the instructor. You should receive a response **within 24-48 hours**. Please keep these messages professional and courteous.

COURSE DESCRIPTION

LTEC 4121/5121 emphasizes technical presentations skills and electronic presentation media commonly used in training and development. Topics such as developing an audience profile, arranging facilities, topic introduction techniques, questioning and summary strategies are addressed. Training strategies, such as job coaching and small group instruction are emphasized; includes motivation techniques, one-on-one interaction skills, questioning and summary techniques and the use of electronic presentation media and technology.

COURSE OBJECTIVES

After completing this course, the learner should be able to:

- Formulate plans for getting a presentation started.
- Develop an audience profile.
- Arrange facilities for a presentation
- Review the strengths and limitations of selected presentation strategies.
- Prepare presentation notes, materials, and methods.
- Develop and use selected presentation media and technology.
- Develop strategies for kicking off a presentation.
- Deliver an effective illustrated presentation, e.g. keynote or lecture-style talk.
- Deliver an effective technical demonstration, e.g. tutorial or “how to” video.
- Deliver an effective technology-delivered presentation, e.g. audio, screencast, etc.

Supplemental Course Reading – **NOT REQUIRED TO PURCHASE**

Information may be obtained from Amazon.com for **OPTIONAL reading/resources**:

[Visual Meetings: How Graphics, Sticky Notes and Idea Mapping Can Transform Group Productivity](#); David Sibbet ISBN: 978-0470601785

[Slide:ology: The Art and Science of Creating Great Presentations](#) (1st Edition). Author Nancy Duarte ISBN: 978-0596522346

[Resonate: Present Visual Stories that Transform Audiences](#). Author Nancy Duarte. ISBN: 978-0470632017

[Presentation Zen: Simple Ideas on Presentation Design and Delivery](#) (2nd Edition). Author: Garr Reynolds ISBN: 978-0321811981

[Better Presentations: A Guide for Scholars, Researchers, and Wonks](#); Author: Jonathan Schwabish ISBN: 978-0231175210

[Telling Ain't Training: Update, Expanded, Enhanced](#) (2nd Edition); Authors: Harold D. Stolovitch & Erica J. Keeps. ISBN: 978-1562867010

[Technical Presentation Workbook: Winning Strategies for Effective Public Speaking](#) (3rd Edition) Authors: Richard L. Sullivan and Jerry L. Wircenski ISBN: 9780791850575

PROFESSIONAL LEARNING/TRAINING ORGANIZATIONS:

- The Society for Human Resource Management: www.shrm.org
- The Society for Industrial and Organizational Psychology: www.siop.org
- Academy of Human Resource Development: www.ahrd.org
- The Society for Organizational Learning: www.solonline.org
- Association for Talent Development (Formerly ASTD) www.td.org
- International Society for Performance Improvement: www.ispi.org
- Online Learning Consortium (OLC): www.onlinelearningconsortium.org
- Training Magazine: www.trainingmag.com
- Centre for Learning & Performance Technologies <http://c4lpt.co.uk/>
- Training Industry Associations: www.trainingindustry.com

Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities, including full participation for face-to-face and online activities. If there is an issue, questions, or concern about participation in the LTEC course, it is the students' responsibility to contact the instructor and communicate these issues directly with the instructor of the LTEC course. **If a student has not attended a course or submitted any assignment before the Census Day (Monday, September 11, 2017 for Regular Session Fall 2017 classes)** outlined by the [UNT Academic Fall 2017 Calendar](#), they may be dropped for non-attendance. Additionally, if assignments are missed for two or more modules without contacting the instructor, the student will be dropped for non-participation.

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.

COURSE ASSIGNMENTS

All course information and materials will be maintained in UNT Blackboard Learn: <https://learn.unt.edu/> **Every assignment must include student name, course number, and assignment title + the student name in the file NAME/DOCUMENT title** (e.g., PasquiniL_Presentation). **Please UPLOAD MS Word, Excel, or PowerPoint files OR documents in PDF format ONLY! You should not be submitting any text into the Assignment Tool “Submission Text” box area** – this is reserved for notes or comments to the instructor. The UNT Blackboard system attempts to include the dates and deadlines for the LTEC 4121/5121 class in the Calendar section

Submit all work as specified by on the course calendar and as specified by the instructor. Organize your calendar with the **course calendar and syllabus deadlines so you are always aware when an assignment is due**. *Students are responsible for all course deadlines and must keep a copy of all assignments*. All assignments must be turned in by or before the “designated due dates” which can be found on the Blackboard Learn calendar and on the assignment tool.

NOTE: The syllabus and course due dates are subject to revision by the instructor throughout the semester. Students will be notified promptly of any changes through weekly “Course Announcements” posted in the Blackboard Course site and sent via email. **Please contact the instructor BY EMAIL, if you have any questions about LTEC 4121/5121 assignments/assessments, EMAIL the instructor IN ADVANCE of the deadline to support your academic work.**

Late Assignment Policy

Late work is not accepted and will receive a zero (0) grade. It is suggested that you plan on completing your work the day prior to the due date. Then unexpected problems will not result in your work being late. This policy will be adhered to throughout the semester to be both fair and consistent with all LTEC 4121/5121 learners. Please organize your schedule and plan for deadlines in advance, as the entire course and all learning modules are available from the beginning of the academic term for your review and completion. **ALL assignments must be submitted by 11:59 am CST on the date is it due via the Blackboard Learn Assignment Tool. Do NOT submit assignments via e-mail or to the discussion board. ALWAYS be sure to check the course syllabus for deadlines** – please inform the instructor if there are any discrepancies between the Learning Modules deadlines in the course site vs. those listed on the syllabus.

MEDICAL/HEALTH EMERGENCIES

If you have a medical emergency that will prevent you from completing this online course as scheduled, you **MUST notify your instructor at the time of your medical problem or related family health/life circumstances. Doctor’s notes must be received during week 1 or 2 of the medical/health emergency, and documentation is required for any death in the family.** Those submitted at the end or once it is over will not be accepted. Please ensure your physician identifies what medical/health challenges will prevent you from working on activities and assignments for this distance education course.

If you have a **temporary health/medical issue that might last longer than a week, it is suggested you reach out to the Office for Disability Accommodation to get support** for this and/or your additional courses for the semester – information about registering for accommodations are listed on page 9 of this syllabus.

If you have any other extenuating health or life circumstances, **it is critical that you COMMUNICATE this with your professor in writing EARLY and OFTEN. The preferred method for notification and inquiry will be in writing via EMAIL to include the relevant documentation.** Send all messages and/or questions directly to your professor at/around the time of the medical/health incident to the following email: Laura.Pasquini@unt.edu

Requests for an [Incomplete \(I\) or to drop the course](#) must come at the time of the medical emergency and must be supported by **a letter from your physician and must specifically state that your medical situation will NOT permit you to work online or prevent you from submitting assignments as scheduled.** Requests for an Incomplete 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.

Student Support Online

The UNT Helpdesk is a student technical support team dedicated to deal with issues or technical needs (e.g. Blackboard Learn)

Phone: 940.565-2324

Location: [Sage Hall](#), Room 130 – first floor, across from the Student Veteran Services Office

Email: helpdesk@unt.edu

Website: <https://www.unt.edu/helpdesk/>

Create a Service Ticket: [report a problem or request a service](#)

Academic Advising and Personal Support

There are a number of academic resources and support areas at UNT to support your academic success. Please seek out the support you need **for medical, personal, or academic situation.**

Writing Skills

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent matter. Submissions must have complete sentences, correct punctuation, and capitalization. Avoid using abbreviations and acronyms without appropriate clarification. Consider getting support for this course with your writing at the **UNT Writing Lab** (<http://writinglab.unt.edu/>) and/or **UNT Career Center** (<http://studentaffairs.unt.edu/career-center>).

For students who have questions about academic planning, need to drop one or all courses, or learn more about academic dates and deadlines, please be sure to speak with your [academic advisor/counselor](#) and consult the following UNT resources for planning and guidance:

- Advising @ UNT: <http://advising.unt.edu/>
- Counseling Services: <http://studentaffairs.unt.edu/counseling-testing-services>
- Dropping a class: <http://advising.unt.edu/dropping-class>
- How to drop a class <http://registrar.unt.edu/registrar/dropping-class>
- Incomplete (I) grades: <http://registrar.unt.edu/grades/incompletes>
- Withdrawals: <https://deanofstudents.unt.edu/withdrawals>
- Dean of Students Policies <https://deanofstudents.unt.edu/policies>

LTEC 4121: Assignment & Deadlines**[All items due Saturday BEFORE 11:59 AM CST]**

Module	Course Assignments	+	Pts.	Deadline/ Dates
Pre-Course Prep.	Orientation Module			
	NO CLASS MEETING			30-Aug
	COMPLETE: LTEC 4121/5121 Student Information Form	5		8-Sep
1	Module 1: What's Your Story? Introductions & Openers			
	CLASS MEETING: Overview of Course, Expectations, & Projects			7-Sep
	REVIEW: Getting Started with Digital and social Tools A-Z + Have You Thought About Your Personal Presentation [Online]? PowerPoint			8-Sep
	REFLECT: What's Your Professional Digital Stamp?		15	16-Sep
	SUBMIT: Assignment 1 – Bio Statement + Headshot		30	16-Sep
	BONUS: Presenting Yourself Online	5		16-Sep
2	Module 2: Presentation Ideation: Topic(s), Purpose, & Audience			
	CLASS MEETING: Brainstorming Ideas & Targeting Your Presentations(s)			21-Sep
	READ/WATCH: Examples of Presentation Talks – Pecha Kucha, TED Talk, & How To or Instructional Videos			21-Sep
	COMPLETE: Create Presentation Concept Maps (3 total; 15 points each) + Reflections (100-words each)		45	30-Sep
	REFLECT: Bored and Brilliant? Unplug to Ideate! 100-words or audio reflection	15		30-Sep
3	Module 3: Storytelling and Storyboards			
	CLASS MEETING: Outlining presentation narratives, stories, and using storyboards to design effective presentations.			28-Sep
	WATCH/READ: What's The Story? Designing Presentations Around Stories			28-Sep
	COMPLETE: Presentation Planning Worksheet #1 (3 presentations; 15 pts each)		45	7-Oct
	REFLECT: Watch a Storytelling in a TED Talk (Video) Presentation		15	7-Oct
	REFLECT: Listen to Storytelling in a Sincerely, X podcast episode (Audio)		15	7-Oct
4	Module 4: Designing Presentations Materials			
	CLASS MEETING: Reviewing Technologies, Tools, and Design Platforms		0	5-Oct
	READ: Designing Kick Butt Presentations [VIDEO] and Presentation Tips [Blog Posts] by Paul Gordon Brown			5-Oct
	COMPLETE: Presentation Planning Worksheet #2 (3 presentations; 10 pts each)		30	14-Oct
	COMPLETE: Pecha Kucha Presentation Planner		20	14-Oct
	REFLECT: Visual Presentation: What Slide Deck and/or Design Tools Have you Experimented with? What will you use for your presentations?	5		14-Oct
5	Module 5: Presentation Research & Developing Presentation Resources			
	CLASS MEETING: Curating Resources & Attribution of Presentation Materials			12-Oct
	REVIEW: How to Search for Effective Learning/Training Materials			12-Oct
	READ: Copyright, Fair Use & The Public Domain + OER & Creative Commons			12-Oct
	COMPLETE: 1 Story Template for your TED Talk Presentation		45	21-Oct
	REFLECT: Try a Tutorial: Find a Technical or "How To" Video, Follow the Steps, and Offer Your Critique/Observation	5		21-Oct

6	Module 6: Emerging Technology for Presentations			
	CLASS MEETING: What's New: Tools for Teaching, Training, and Presenting			19-Oct
	READ: Technology Tool Buffet & Social Digital Platforms to Learn			19-Oct
	COMPLETE: Presentation Planning Worksheet #3 (3 presentations; 15 pts each)		45	28-Oct
	REFLECT: Technology Buffett: Try ONE (1) Tool and Share What/How You Might Use it in for any one of your Upcoming Presentations.	5		28-Oct
7 & 8	Module 7: Delivery Your Presentation + Module 8: Practice, Review & Editing			
	CLASS MEETING: Workshop Meeting + Other items To Prepare			26-Oct
	READ/WATCH: Power Posing & Bringing Confidence in Your Presentations			26-Oct
	BRING: Your Own Device! Presentation editing and/or recording troubleshooting			26-Oct
	EDITING NEEDS: Review: Screencasting Tools for your Pecha Kucha Talks			26-Oct
	TECH TOOLS: Questions or demonstrations needed (Bring Your Own Device)			26-Oct
	REFLECT: Confidence Creators: Taking Your Presenting Skill Set Into Consideration as you PREPARE TO DELIVER your presentations	5		28-Oct
	EXPERIMENT WITH: Audio editing and sound ideas (for bonus project?); REFLECT if you are interested in working on this extra presentation assignment	5		4-Nov
9	Module 9: Presenting Pecha Kucha Presentations			
	CLASS MEETING: Deliver Pecha Kucha Presentations			2-Nov
	COMPLETE: UPLOAD Your Pecha Kucha Presentations Slides & Notes by MONDAY (11/6) end of day (11:59 pm CDT)		40	6-Nov
	SUBMIT: Pecha Kucha Presentation (Screencast)		20	7-Dec
	REFLECT: Digital Skills & Challenges with Digital Storytelling; by MONDAY (11/6) end of day (11:59 pm CDT)	5		6-Nov
10	Module 10: Presenting TED Talks			
	DELIVER: TED Talk Presentations & Peer Review (Part 1) – 4 presentations		30	9-Nov – IN CLASS
	COMPLETE: TED Talk Presentation Peer Review Forms (Part 1) – 5 points each		20	11-Nov
	DELIVER: TED Talk Presentations & Peer Review (Part 2) – 4 presentations		30	16-Nov – IN CLASS
	COMPLETE: TED Talk Presentation Peer Review Forms (Part 2) – 5 points each		20	18-Nov
	COMPLETE: TED Talk Self-Reflection Papers		20	22-Nov
	COMPLETE: Submit TED Talk Presentation Materials & Handouts		50	22-Nov
NO CLASS MEETING: Thanksgiving Break – NO MORE CLASS MEETINGS				
	VIEW/PRACTICE: Optional Talk to Present for BONUS Points, Technical Video, or the Pecha Kucha Screencast			23-Nov to 7-Dec
	LTEC 41212/5121: NO CLASS MEETING – Work on Technical Presentations			30-Nov
	COMPLETE: Technical Presentations – “How To”/Explainer Instructional Video			2-Dec
	LTEC 41212/5121: NO CLASS MEETING – SUBMIT BONUS Presentation	20		7-Dec
	BONUS: Submit Pecha Kucha Screencast Presentation		20	7-Dec
	UNT SPOT Course Evaluations & LTEC 4121/5121 Course Feedback Form	5		TBD
	UNT Final Exams (NO Final Exam for LTEC 4121/5121)			Dec 9-15
TOTAL	A = 90-100%; B = 80-89%; C = 70-79% D = 60-69%; F = 59% or below	85	565	

UNT Academic Deadlines are posted on the website of [UNT Office of the Registrar](#), for the **Fall 2017 Registration Guide**: <http://registrar.unt.edu/registration/fall-registration-guide>
UNT SPOT Course Evaluations

All students are expected to complete the end-of-semester, Student Perceptions of Teaching (SPOT) evaluations, for this course. More information about the UNT SPOT here: <http://spot.unt.edu/>

Etiquette & Discussion Expectations

The purpose of learning is the exchange of knowledge and best practices as well as clarification of concepts. In any learning environment, discussion comments/questions can be unintentionally misinterpreted or misrepresented. Students should observe the following participation guidelines:

- Be respectful of peers' opinions.
- Avoid using language that may be viewed as offensive.
- Ask for clarification for understanding and further meaning.
- Contribute to the course discussion and participate in both face-to-face and computer-mediated interactions/engagements.

Academic Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>.

Students must complete all assignments independently unless otherwise instructed. ***Failure to do so will result in a grade of zero (0)***. Other possible consequences of breaching academic integrity include a failing grade on the assignment, a full letter grade drop for the course, or a failing grade in the course. If a student engages in academic dishonesty related to this class, the case will be referred to the Dean of Students for appropriate disciplinary action.

Cheating and Plagiarism

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities for further penalty.

According to the UNT catalog, 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;
3. The acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
4. Dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); and/or
5. Any other act designed to give a student an unfair advantage.

The term “**plagiarism**” includes, but is not limited to:

1. The knowing or negligent use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement; and/or
2. 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.

Required Software and Hardware

Knowledge of personal computer operation is 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 PowerPoint, Microsoft Excel, and Microsoft Access

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.

For Fall 2017, LTEC 4121/5121 will be utilizing the following Slack channel for sharing resources, articles, and communication outside of Blackboard Learn:

<https://untpresentationdesign.slack.com/>

Slack can be supported in class and via the Help center: <https://get.slack.help/hc/en-us>

LTEC COURSE POLICIES

Student Responsibilities for Distributed Learning Courses:

- Access course site on Blackboard Learn within 1st week of the semester
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to a working email account.
- Contact instructor or instructor's assistant if any problems with accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat).
- Acquire all necessary software (e.g. MS Office or similar tools) and books (if required).
- Complete all course requirements by posted deadlines.

"All students should activate and regularly check their e-mail account used for official communication from UNT to students. **Many important announcements for the University and College are sent to students via the assigned e-mail account. Please be sure to FORWARD this email to another account, if it is not where you view your messages:**

<http://www.unt.edu/helpdesk/faq/>

University Policy of Disability Accommodations

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

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 or 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.

ADA Statement: **The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course.** *You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class.* **Please Contact the UNT Office of Disability Accommodation (<https://disability.unt.edu/>) for questions, concerns, or support you may contact the ODA office by phone at 940.565.4323 or in person (SAGE 167).**