

ELIP 5320: Oral Communication for the Graduate Researcher and Presenter Spring 2015-16 Class #4115

Instructor: Dr. Lara Wallace

Time/Location: Tuesdays 3:05-4:55pm

Course Description and Objectives:

The goal of this course is to help students refine their communication and presentation skills for graduate and post-graduate work. Topics include defending a thesis/dissertation proposal, presenting at a conference/job talk, giving a poster session, and performing in an interview. Creating and effectively using slides and/or handouts will also be covered. In addition, organizing ideas, using clear discourse markers, using nonverbal language effectively, and maintaining a strong presentation presence will be integral to the course.

After completing ELIP 5320, all students should be able to:

- gain confidence of speaking in English in high-stakes environments such as defenses, interviews, presentations, or poster sessions.
- effectively use discourse markers, nonverbal language, and strong organization for coherent presentations.
- effectively create and use slides and handouts for presentations.

Attendance and Course Work:

Attendance is crucial in this course. In order to improve your speaking and pass this course, it is important that you attend every class and do all the homework and assignments. If you cannot attend a class, you are still responsible for the work, discussions, materials, content, and assignments. If you are absent four class hours, your course grade will be lowered 3%, e.g., from 95% to 92%. If you have five missed class hours, your course grade will be lowered 6%. In other words, you may miss only up to three class hours without a direct penalty. These absences are for sickness or obligations for which you must miss class (for example, presenting at a conference). If you have a health problem, an emergency, or special circumstances that cause you to exceed these absences, please discuss your situation with the instructor.

It is expected that you will spend approximately 6 hours/week on homework for this class (based on the standard 2 hours of homework for every hour of graduate credit). If you find that you are spending more time than that, please let the instructor know.

Academic Honesty:

The Ohio University Student Code of Conduct prohibits all forms of academic dishonesty, which include cheating and plagiarism (see < <http://www.ohio.edu/communitystandards/#academic> >). Academic honesty includes presentations. Please be sure that in your presentations you do not include sentences that you have copied and memorized from another source (e.g., online). If a student engages in course-related academic dishonesty in this class, the student's grade for the presentation/assignment will be lowered, the student's advisor may be notified, and the Office of Community Standards and Student Responsibility may be notified.

Special Needs: Any student who suspects s/he may need an accommodation based on the impact of a disability should contact the class instructor privately to discuss the student's specific needs and provide written documentation from the Office of Student Accessibility Services. If the student is not yet registered as a student with a disability, s/he should contact the Office of Student Accessibility Services.

Presentation and Pronunciation Lab Tutoring (Optional)

The ELIP Presentation and Pronunciation Lab is available for students in ELIP 5320. The Pronunciation Lab is in Gordy 011, and students can sign up for one 30-minute session once a week. Sign up through the online reservation system: Sign up through the online reservation system: <https://ohio.mywconline.net/>. You will need to use your Ohio ID and password for access. You will need to use your Ohio ID and password for access. Once you sign up for your sessions, be sure to attend. If you cannot come, move your session to later that week using the same online reservation system so that someone else may take place. If you need to delete sessions in this system, scroll to the bottom of the scheduler and click "Drop my appointments." Missing three reserved sessions will result in loss of sign up privileges.

Grading:

You will receive a "CR" for this course if your final grade in the course is a "B-" (80%) or better. Your grade will be based on the following major assignments:

Thesis/Dissertation Introduction Poster Presentation	15%
Understanding the Oral Defense	10%
Thesis/Dissertation Oral Summary Conference Presentation	20%
Oral Defense Observation Report	10%
Final Presentation / Mock Defense	30%
Oral Defense Q&A	15%

93%-100% = A	78-79% = C+	60-62% = D-
90-92% = A-	73-77% = C	59% or below = F
88-89% = B+	70-72% = C-	
83-87% = B	68-69% = D+	
80-82% = B-	63-67% = D	

Due to time constraints, late assignments will not be accepted.

Assignments:

Thesis/Dissertation Introduction Poster Presentation

Purpose: To develop confidence and skill in creating a poster and presenting the introduction of the oral defense.

Task:

1. Prepare a formal, interactive poster presentation in which you introduce yourself and your thesis/dissertation to individuals or small groups of people in 3-5 minutes.
2. Provide a brief introduction/background of your work and the research questions/hypothesis being addressed.
3. Prepare a poster board that graphically displays the content; avoid paragraphs of text. This should serve as an eye-catching visual point of reference and a conversation starter.

*Please note that you are *not* expected or encouraged to do an expensive, high-quality poster. A simple poster board will suffice (you can buy them at the bookstores, CVS, the Dollar Tree, and more). You can print the graphics and images at Alden or where you regularly print documents, then glue or tape them on.

4. Be prepared to answer questions from the audience.
5. Be sure to cite all sources you use (read “Avoiding Plagiarism in Presentations” on Blackboard)
6. During the poster presentations of other students, you will be asked to listen, give written feedback, and ask questions.
7. This will be worth 15% of your final grade.

Understanding the Oral Defense: Interviewing your Committee Chair

Purpose: To become familiar with the organization and management of the thesis/dissertation defense and expectations of the chair’s and your roles.

Task:

1. Interview your thesis/dissertation chair.
2. Gather information on the questions below, but also gather information on other aspects you are curious about in order to better prepare yourself for your own defense.
 - a. How long should the defense proper be?
 - b. Will the defense be a formal presentation, followed by questions from the committee, or will it be an informal conversation?
 - c. Who will introduce the candidate? The chair or the candidate?
 - d. Will the chair outline the procedures of the defense?
 - e. What types of opening statement should be made?
 - f. How much introduction, literature review, methods, results, discussion, etc. should be covered?
 - g. Should PowerPoint slides and/or handouts be prepared?
 - h. Will the defense be open to the public or closed to only the committee? Who can and will attend the defense?
 - i. Who should schedule the defense?
 - j. Who will contact the committee to arrange the defense date?
 - k. When should the committee members receive the thesis/dissertation?
 - l. What role will the chair play? Also, will the chair write down questions asked and by whom? Should an audio-recorder be brought?
 - m. Will the chair prepare a list of potential questions that might be asked in advance?
 - n. Other questions?
3. Please type this report up in Question Answer format. Be sure to write your name, the date, the name of your committee chair, and your major area of study in the upper left-hand corner (single-spaced).
4. Bring a hard copy to class to turn in on the due date (we will also use it for discussion that day).
5. Be prepared to share your insights with other class members.
6. This will be worth 10% of your final grade.

Thesis/Dissertation Oral Summary Presentation at a Conference

Purpose: To develop confidence and skill in presenting a summary of your research.

Task:

1. Prepare a 5-minute presentation in which you present your work to an audience of non-specialists in a conference setting.
2. Provide the purpose/aim, methods, major results, and implications/contributions of your work (and future research direction).
3. Prepare a PowerPoint or Prezi presentation and/or a handout.
4. Be prepared to answer questions from the audience.
5. During the presentations of other students, you will be asked to listen, give written feedback, and ask questions.
6. You are encouraged to bring one to two guests on the day of the conference.
7. This will be worth 20% of your final grade.

Oral Defense Observation Report

Purpose: To develop knowledge of the thesis/dissertation defense by attending one as an audience member.

Task:

1. Attend and observe an actual oral defense within your department (or another).
2. Write up a report about the experience.
 - a. The report can address those questions in the “Understanding the Oral Defense” assignment.
 - b. Write a reflection of your overall experience as an audience member including what the candidate did well, what the candidate could have done better, and what you will incorporate or not incorporate in your own defense.
3. The report should be 1-2 pages, double-spaced.
4. Be sure to write your name, the date, and your major area of study in the upper left-hand corner (single-spaced).
5. Bring a hard copy to class to turn in. We will also use it in the class discussion.
6. Be prepared to share your insights with other class members.
7. This will be worth 10% of your final grade.

Final Presentation

Purpose: To develop confidence and skill in presenting your thesis/dissertation.

Task:

1. Prepare a formal thesis/dissertation defense presentation that is up to 20 minutes in length. The length of your presentation should reflect what your presentation actually will be. Notify the instructor if more than 20 minutes is needed.
2. Include in your presentation the introduction/literature review, research questions/hypotheses/methodology, results, discussion, implications/contributions, limitations, future research, and so on.
3. Prepare a PowerPoint or Prezi presentation and/or a handout.
4. Be prepared to answer questions from the audience.
5. During the presentations of other students, you will be asked to listen, give written feedback, and ask questions.
6. You are encouraged to invite up to 3 guests on the day of your presentation: fellow graduate students from your department, your advisor, or other faculty.
7. This will be worth 30% of your final grade.

Oral Defense Q&A

Purpose: To develop confidence and skill in defending your thesis/dissertation.

Task:

1. Prepare 7-10 questions that your committee/audience might ask you about your thesis/dissertation.
2. If possible, meet with your advisor to construct these questions, as he/she would be familiar with your work and committee members, and thus would have ideas about the types of questions that might be asked during your defense.
3. The questions might be about the (1) literature (including theory), (2) methodology, (3) findings/results (and connection to literature), (4) significance/contributions of your work, (5) trends in your field/future research, (6) publishing work, and so on.
4. Provide your instructor and classmates (who will act as your four-member committee) with copies of the questions. (You will need 5 copies total)
5. Be prepared to answer your prepared questions along with any follow-up questions that might arise.
6. These questions should be double-spaced using 14-point Times font for easy reading. Be sure to write your name, the date, and your major area of study in the upper left-hand corner (single-spaced).
7. This will be worth 15% of your final grade.