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Office Hours: Tuesdays after class and by appointment

*MSRE (22DH)
Mondays, periods 9-10
(4:05-6:00 p.m.)
Gerson 228*

REQUIRED TEXT

This packet (obtained at Target Copy/1412 W. University Avenue – next to Chipotle)

COURSE DESCRIPTION

This course provides information for delivering high-impact presentations and engaging speeches. Participants develop presentation skills by applying the principles learned in class. By the end of the course, participants will have confidence and proficiency in delivering presentations.

COURSE OBJECTIVES

At the conclusion of this course, participants will

- know how to speak dynamically
- understand how to present for a particular audience and purpose
- structure a presentation for clarity and conciseness
- use visual aids to improve a presentation
- know how to create and present a persuasive presentation
- focus nervousness to their advantage

Please understand that I have extremely high expectations for your performance. Feedback will be honest, as honest feedback is necessary to improve your speaking and presenting skills. In return, I expect that you are attentive and practice your skills. The course philosophy is “hear one, see one, do one.”

ATTENDANCE POLICY/ LATE ARRIVAL POLICY

Attending class is essential. Because this course focuses on applying content, two details become important: (1) participation and (2) peer learning.

- Your participation is crucial for making this course useful and enjoyable.
- We will be watching others present, and learning from each other.

If you attended class and would like to discuss what was presented or want clarification about something, please schedule a time with me as I am happy to do so.

If you are absent, you must get class information from another student.

You are considered absent if you:

- are not in your seat within 15 minutes of class start time
- leave class early

You don't need proof of absence; point deductions:

First absence	5-point deduction from final grade
Second absence	20-point deduction from final grade
Three+ absences	Failing grade

E-MAIL ETIQUETTE

Consider your email communication as practice for the style you will adopt in business settings. In other words, your communication should be formal in the beginning (*Dear Dr. McCawley*), and can become more informal as we continue our communication. Include the following information in your email:

- Your purpose for writing, frontloaded (don't forget a concise, yet descriptive, subject line)
- Your availability: two or three days and times, if requesting an appointment
- Your name followed by your cohort, section number or day/time of class meeting
- Assurances that you were unable to find the answer to your question in the syllabus

NOTE: Speech coaching is *in person* only, not via e-mail. Use e-mail to arrange an appointment.

COURSE GRADING

Elevator Pitch: 50 points

Persuasive Presentation with PowerPoint slides: 100 points

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	S
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0
Total Points	150-141	140-135	134-130	129-126	125-120	119-115	114-111	110-105	104-100	99-96	95-90	Below 89

ACADEMIC HONESTY

University policy requires that we remind you of the common sense values embodied in the University Honor Code. We assume that you are all familiar with the policy on academic honesty as stated at http://www.reg.ufl.edu/01-02-catalog/student_life/. It will be assumed that the following pledge will pertain to all work you submit in this and all courses at UF: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." Needless to say, plagiarizing the work of others or of online documents is not only a sign of inadequate character, but unnecessary insecurity about one's ability.

STUDENTS WITH PHYSICAL DISABILITIES

The classrooms used for your class should prove effectively accessible, but please let your instructor know if you require any special accommodations. The official statement on ADA issues states: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation." Moreover, please rest assured that your instructors will do everything they can to support your individual needs and concerns.

ASSURANCE OF LEARNING

Each program at the Warrington College of Business Administration has developed goals and objectives that express the most valued skills and knowledge that students should be able to demonstrate upon completion of the total learning experiences in that program. The following goals and objectives are specifically mapped to **GEB5215**. The **MBA** program goals and objectives that apply to this course are:

Learning Goal 1: Program graduates will be effective communicators.

1B. Our students will deliver professional quality speeches.

1D. Students will present data to groups clearly, concisely, and at an appropriate level of detail.

Tentative Schedule

<p>Meeting 1 8/21</p>	<p>Topic(s):</p> <ul style="list-style-type: none"> ▪ Introduction ▪ Why presentation skills are important ▪ Introduction to R.A.I.S.E.D. ▪ Ice Breaker ▪ Structure
<p>Meeting 2 8/28 You risk 10 points off your final grade if no outline</p>	<p>▪ Topic(s):</p> <ul style="list-style-type: none"> ▪ Delivery I ▪ Delivery Exercise ▪ Delivery II <p style="text-align: center;">In Class: Baseline Skills Exercise (BSE), p. 5</p>
<p>9/4</p>	<p>HOLIDAY</p>
<p>Meeting 3 9/11</p>	<p>Topic(s):</p> <ul style="list-style-type: none"> ▪ Reasons ▪ Audience ▪ PowerPoint ▪ Baseline Skills Exercise Assessment in Groups <p style="text-align: center;">Due: BSE Assessment</p> <ul style="list-style-type: none"> • Review and evaluate your BSE using the Assessment sheet on Canvas <p style="text-align: center;">In Class: Delivery Exercise</p> <ul style="list-style-type: none"> • Come to class prepared to deliver the introduction and first main point • You will deliver this portion of your presentation to your teams, using Canvas • Tell the team the delivery skills you are working to improve • Team members will provide “on-the-spot” feedback for your presentation
<p>Meeting 4 9/18 You risk losing 10 points if you do not have a draft of presentation outline and/or PowerPoint slides at the start of class.</p>	<p>Topic(s):</p> <ul style="list-style-type: none"> ▪ Information ▪ Persuasion/Elevator Pitch ▪ Q&A ▪ PowerPoint and Outline Review (in groups) <p style="text-align: center;">Due: Outline and PowerPoint slides</p> <ul style="list-style-type: none"> • Bring a copy of your typed outline • Bring the presentation PowerPoint slides on your laptop

<p>Meeting 5 9/25</p>	<p>Topic(s):</p> <p style="text-align: center;">In Class: Elevator Pitch</p> <ul style="list-style-type: none">• Come to class prepared to deliver a 1-2 minute pitch of your proposal.
<p>Meeting 6 10/2</p> <p>You risk losing 10 points off your final grade, if you do not have a presentation outline and PowerPoint slides at the start of class.</p>	<p>Topic:</p> <p style="text-align: center;">In Class: Final Persuasive Presentations</p> <p>Due:</p> <p>Final persuasive presentation, outline, and PowerPoint</p> <p>Some presentations may need to be delivered outside of class time. If necessary, your instructor will schedule the time.</p>

NOTE: Presentations will be recorded in GoReact, available only to you and your instructor, and potentially other classmates. You will be recorded for peer evaluations as well.

