

COURSE OUTLINE		
TERM: Fall 2023	COURSE NO: CMNS 185	
INSTRUCTOR:	COURSE TITLE: Presentation Skills for Public Speaking	
OFFICE: LOCAL:	SECTION NO(S):	CREDITS: 3.0
E-MAIL:		
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷmə ꞑ ʰkʷəyəm (Musqueam), shíshálh (Sechelt), Sḵw̓xwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. May be delivered in online or mixed mode format.

COURSE PREREQUISITES

None

CALENDAR DESCRIPTION

This course focuses on the dynamics of organizing material, overcoming speech anxiety and developing poise as a speaker in a variety of contexts. Attention to research, voice training, nonverbal communication, and strategies for structuring and timing of presentations are key components of this course. Students benefit from feedback from others, and learn to give and receive constructive feedback as they refine their ability to project, to organize their thoughts, and to address audience needs.

REQUIRED TEXTS AND/OR RESOURCES

Readings will be available on eLearn and/or given out in class and will be assigned on a weekly basis.

COURSE STUDENT LEARNING OUTCOMES - On successful completion of this course, students will be able to do the following:

1. Identify the elements necessary to create an effective speech or presentation outline;
2. Create and deliver a speech which includes speaker's opinion;

3. Effectively deliver instructions to an audience in a short presentation;
4. Demonstrate the use of persuasive rhetoric;
5. Effectively deliver a speech that generates a targeted emotion in the audience;
6. Effectively deliver a speech in an impromptu situation;
7. Demonstrate and effectively use proper volume, pace, and annunciation when speaking to an audience;
8. Develop skills to project confidence through body language and voice when presenting;
9. Develop strategies for providing effective feedback for peer presentations

COURSE CONTENT:

	<u>Topic</u>
	Course introduction
	Overcoming fears / Journal entry
	Introduce Your Colleague set up/prep
	Partner Presentations #1: Introduce Your Colleague
	Presentation Basics/Speaking on screens
	Outlines
	Vocabulary and word choice in speeches/Selecting speech topics
	Solo Presentation #1
	Appearing Confident
	Voice Projection when presenting (Volume, pitch, inflection, speed, emphasis)
	Solo Presentation #2
	Body language
	Public Opinion
	The art of the pitch – Understanding rhetoric and persuasion
	Solo Presentations #3
	Using A.V. in presentations
	Hand Gestures/Movement
	Impromptu Prep
	Solo presentation #4
	Oral histories – Exploration in oral (vs written) histories in society
	Outlines, Toasts and Eulogies
	Analyzing and Delivering Emotion in Presentations
	Solo Presentations #5
	Second set of Solo Presentations #3: An Emotional Presentation
	Course Wrap Up

*There is no final exam for this course.

EVALUATION PROFILE

ASSESSMENT	% OF TOTAL GRADE
Partner presentation Introduce Your Colleague	5%
Solo Presentation Tell us a Story (Video)	5%
Solo Presentation How to Do Something	10%
Solo Presentation Sell us Something (Persuasive speaking)	15%
Solo Presentation An Impromptu Presentation	15%
Solo Presentation An Impassioned Presentation	20%
Presentation Techniques Assignment (3 @ 5% each)	15%
Peer Evaluations	10%
Participation	5% *
TOTAL	100%

*Criteria for the 5% Participation Evaluation include punctuality, participation, regular attendance, peer support and feedback, and overall professionalism.

GRADING PROFILE

A+=90-100	B+=77-79	C+=67-69	D=50-59
A=85-89	B=73-76	C=63-66	F= 0-49
A-=80-84	B-=70-72	C-=60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

*** Accommodations can be made to honour community needs and traditional practices.

Attendance

Students are expected to attend all classes and associated activities.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.