



COM 312—Oral Presentations

Professor: Dr. Risa Gorelick

Phone: (973) 596-5868

Term: Spring 2025

Email: Gorelick@njit.edu

Office: Cullimore Hall Room 426

Office Hours: Tuesday 10:30 – 11:20 AM & by appointment

NOTE: If you would like to meet with Dr. Gorelick for office hours, please first email to confirm a time.

Meeting Times:

COM 312-010	TR	11:30-12:50	FMH 314
COM 312-020	MW	10:00-11:20	KUPF 107
COM 312-H02	MW	1:00-2:20	FMH 407 (NEW LOCATION)

NOTE: This course is scheduled to meet Face-to-Face In-Person. However, if we need to meet Virtually, please use <https://njit-edu.zoom.us/my/gorelick> or the link in Canvas.

Prerequisites:

ENGL 102 and one History and Humanities GER 200 level course with a grade of C or higher. Please make sure you have met the prerequisites!

Course Description:

Instruction and practice in effective oral presentations. Students deliver a wide range of presentations adapted to the needs of a variety of audiences. Topics include voice and diction, presentation skills, the effective use of visual aids, reporting technical material and audience analysis. This course satisfies the three credit 300 GER in History and Humanities.

Course Goals:

Skill in presentations, using the workplace as a basis for lessons. Students will improve oral abilities, including grammar, pronunciation, and presentation skills, using digital technology.

Course Objectives:

On the completion of the course student will be able to do the following:

Content:

1. To develop skills in developing, shaping, and organizing content specifically for oral presentations;
2. To plan and prepare speeches that inform, persuade, by analyzing the purpose of the speech;
3. To use presentation aids to enhance speeches;
4. To conduct meaningful research;
5. To analyze the audience and design speeches to reflect analysis;
6. To understand the communication process;
7. To create a professional online presence;
8. Communicate in small and large online groups.

Non-Verbal:

1. To strengthen awareness of and use of non-verbal elements in oral presentations;
2. To improve posture, stance, gestures, movements, facial expression.

Self-assessment:

1. To strengthen skills in self-assessment and assessment of others' oral presentations by watching yourself, watching others, critiquing in writing, critiquing in private, re-presenting, and memorizing.

(Information on goals taken from: <http://communication.cofc.edu/syllabi/104wills-f08.pdf>)

Individual and Group Work Grading Scale:

Table 1: NJIT's Grading Scale:

A	B+	B	C+	C	D	F
100-90	89-87	86-80	79-77	76-70	69-60	59-0

Evaluation:

Table 2: Assignment & Assessment

Assignment	Assessment
Attendance/Participation/Course Reflection/Class Discussions	10%
Major Oral Presentations	80%
1. Job or How To Presentation I—Brainstorming (5%)	
2. Jobs or How To Presentation II—Media Integration Practice (0%)	
3. Jobs or How To Presentation III—Full Presentation (15%)	
4. Jobs or How To Presentation IV—Peer Review (5%)	
5. Live Interviews (10%)	
6. Peer Reviews of Interviews (5%)	
7. World View Presentation I—Brainstorming (5%)	
8. World View Presentations II—Full Presentation (20%)	
9. World View Presentation III—Peer Review (5%)	
10. Group Presentation: TV News or Podcast—Pre-recorded (10%)	
Self-Reflection Video File (Week 9: 5%)	10%
Course Reflection Video File 2 (end of semester: 5%)	
Total	100%

Required Texts: *New York Times* and *Wall Street Journal*

To ensure your Oral Presentations contain some facts, please use resources in mainstream news media. For this class, please take a FREE subscription to both the *New York Times* and *Wall Street Journal*. NJIT covers the costs of these publications. These publications take different political positions. It's usually a good idea to get the perspective of both sides of an issue before you choose what you present in your presentations.

Register with NY Times for your FREE subscription:

REGISTER: All users must first register at [NY Times Group Pass](#) using their NJIT email address. You MUST be on NJIT's VPN to subscribe.

PREFERRED BROWSERS: Use Chrome or Firefox.

CONNECT: Once you have a login you can connect directly to [NYTimes.com](https://www.nytimes.com) on the web from any device.

- You may also download and use *NYTimes* apps on other devices, using this same login.
- To search the archive all the way back to 1851, you must use a browser rather than the mobile app.

EXPIRATION: Your account will expire within a year from initiation and renewal will be required through the same Group Pass URL.

For a free e-subscription to the *Wall Street Journal*:

Please go to <https://researchguides.njit.edu/wsj> and follow the procedures on that page. You can also download the app for your devices using the same login.

If you prefer another news publication, please go to <https://researchguides.njit.edu/factiva> where you can have access to the following resources:

- *Washington Post*
- *Boston Globe*
- *Los Angeles Times*
- *Chicago Tribune*
- *USA Today*
- *AJC.com (Atlanta)*
- *Tampa Bay Times*
- *Barron's*
- *Forbes*

You are welcome to use other news publications. Please check factual sources and be aware of any biases (most resources have biases).

Questions/problems with accessing the resources, please contact the reference librarians:

<https://library.njit.edu/aboutus/contact>.

Participation, Punctuality and Attendance

You must be present to win—*please make every effort to attend F2F classes.* All students are expected to attend all regularly scheduled classes.

Attendance is critical to your success in this class. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance.

Please show up on time. Coming in late disrupts the class. Please be courteous to your fellow students who are presenting and get there at the start of class to not disrupt another student's presentation. If you arrive late, please make sure not to walk in when a student is presenting. If you are late, please take the first available seat to cause the least amount of disruption.

Should you become ill with COVID-19, the flu, or something else, please let the Dean of Students know and that office will inform all of your professors (dos@njit.edu). I will do my best to work with you to complete the course. I want everyone safe and healthy.

If you need to miss class to attend a conference, a court date, jury duty, or for a family emergency, please let the Dean of Students know and that office will inform all of your professors (dos@njit.edu).

You may miss up to one week of class without penalty. Please let me know if you cannot attend class prior to the class meeting. **Every subsequent unexcused absence will result in a reduction of participation points. More than 4 unexcused absences (two weeks of the course) will negatively impact on your grade. More than 5 unexcused absences put students in danger of failing.**

Missing a Presentation: Presentation days are scheduled in advance, so each student is prepared. While illnesses happen, there is not a lot of wiggle-room if a student misses his/her presentation. If you are ill, please let Dr. Gorelick know as soon as possible so she can try to reschedule you. Please make every effort to be ready for your scheduled presentations. Please consider helping a classmate out by having your work ready in advance so you can present early if someone else must miss due to illness.

Missing Peer Reviews: Students are asked to peer review other students so that they may learn from each other. Studies have shown that students are more apt to take advice from peers than professors. Additionally, having to critique other students makes sure that the audience contains friendly participants. Most students really enjoy receiving peer reviews from classmates. Please be polite and respectful in your reviews of each other.

Unfortunately, there is no way to make up missed peer reviews. Students are asked to review ½ of the students who present on a given day, unless they are presenting (e.g. if you are presenting, you are excused from peer reviewing). Should you miss a class, you can peer review additional students in a future class on the same presentation.

Sharing Peer Reviews: There is a Google Form Peer Review for each presentation. You should get an email of your Google Forms each day you fill them out. Students should email individual peer reviews to student you reviewed within 48 hours of a student's presentation. Students need to post peer reviews to Canvas each week of presentations for credit. You may either screenshot the reviews and upload them to Canvas or save them as PDFs (click on each Google Form, go to PRINT then save as PDF then upload the PDF to Canvas).

Points for Peer Reviews are meant to cushion your presentation grade, so if you have a low score on a presentation, you can make up some of the points by doing all of your peer reviews. Peer reviews make up 15% of your total grade, so failing to complete peer reviews will negatively impact your final course grade.

See the NJIT attendance policy: <http://www.njit.edu/registrar/policies/attendancepolicy.php>.

Students who expect to miss classes because of religious observance must submit to their instructors a written list of dates that will be missed by the end of the second week of classes, Students are expected to make up missed work within a week.

Tips for Speaking in Public

- **Project your voice.** Hold your chin parallel to the floor and speak to the people in the back of the room as well as in the front. Do not shout.
- **Maintain eye contact.** Look at the eyes of **everyone** in the room, just as though you were speaking to that one person. **Do not turn your back** to the audience. Do not speak to the blackboard or the projector screen. **Do not read** from notes.
- **Speak slowly.** If your accent interferes with intelligibility, **slowing your rate** will improve comprehension.

- **Watch for nervous habits.** Everyone has nervous habits. Some of us use filler words (um, you know, huh, etc.). Others may use their arms so much that it distracts your audience. Some may twist their hair or tap their feet. Try to be aware of these habits and strive to eliminate them when you present to an audience.
- **Stand up straight.** Good posture helps you project your voice and look confident.

Tips for Using PowerPoint

The purpose of the slides is to help your audience understand your presentation by giving **key words or diagrams**. Slides need to be interesting, clear, and **easy to read**.

1. Write no more than **4 lines** of text, and no more than **6 words** per line, per slide.
2. Use a font of at least 24-point.
3. Use the full screen. Do not crowd the text at the top of the slide.
4. Plan no more than 3 slides per minute.
5. **Do not read** the slides aloud, but rather talk about each item. Slides should be TALKING POINTS.
6. **Do not look turn your back to the audience.** Refer instead to your computer screen in front of you.
7. **Think of the design** of your slides. Keep in mind, if you are in a large room presenting, how would the slide look if someone is sitting in the back of the room? If you're giving a video presentation, how would this appear on someone's smartphone? Is the color scheme easy to see? Is there a mix of text and other items (graphics, graphs, photos, video, etc.)?

Rules for Preparing Video Files—10%

In addition to preparing presentations for each class period, your second project also entails recording and sending a Video files to me for review and comment.

Please upload your video file to your NJIT YouTube Channel and post a link of the shareable YouTube video. I should be able to see the video in the Canvas assignment and just click on the YouTube link for it to open. I should not have to download the file to play it.

Self-Reflection: Video File 1 (due Week 9): Record a **2–4-minute self-critique** of your presentations so far in the class where you tell me:

1. What you did well in some or all of your presentations to date?
2. What you have learned about yourself and your presentation skills?
3. What you would still like to improve?
4. How you intend to work on improving your presentations in the future?
5. Anything else you think Dr. Gorelick should be aware of that would allow her to better help you.

Course Reflection: Video File 2 (due Week 14): Record a **2–4-minute reflection** of your work in the course. Some questions to answer:

1. What worked well for you in the course?
2. Which assignments did you like?
3. Which assignments can be improved? How can they be improved?
4. How was the pacing of the course?
5. How do you think this course will impact your future?
6. Anything else you think Dr. Gorelick should be aware of to improve the experience in future courses.

In your Video Files, please:

1. **State your name and major field** at the **beginning** of the recording.
2. **Label** each file with your name.
3. **Write** down what you want to say.
4. **Practice** each reading before starting to record.
5. **Record** your video. If you aren't satisfied with your video, record until you are (without making yourself crazy).
6. **UPLOAD YOUR VIDEO TO YOUTUBE** (each student has a YouTube account, accessible through Gmail by clicking the 9 dots and scrolling to YouTube). Make the video viewable to those at NJIT (or it cannot be viewed/graded).
7. **Post your YouTube video link to Canvas. Make sure it is a shareable link** (or Dr. Gorelick cannot watch and grade it). The video should be viewable in the assignment link (there should be a YouTube icon on the Canvas page that I can click on).

Major Assignments COM 312

Job or How To Presentation—25%

Choose your own topic.

OPTION 1: Job: You can discuss jobs you have had, volunteer positions, your dream job, the job of someone you know (parent, friend, sibling). You could research and report on types of jobs (best, worst, highest / lowest paying).

OPTION 2: How To Demonstration: Teach the class how to do something that you are an expert (or near expert) in doing. It must be something you can safely demonstrate in class (so you may be an auto mechanic but can't demonstrate how to change the oil in a car as you can't

bring a car into the classroom). Some ideas: how to program in a certain computer language, how to make skateboard, how to play a game, how to study for an exam, etc.

There are three parts to this assignment: brainstorming, media integration practice (to work out technical issues) and the full, 8-12-minute presentation. The full presentation will be done in class.

- **Part 1** – Brainstorming **5%**
- **Part 2** – Media Integration Practice **0%**
- **Part 3** – Full Presentation **15%**
- **Part 4** – Peer Reviews **5%**

Interviews—15%

You will be given a list of difficult job interview questions. On your own time, practice your answers to these questions. In class, you will provide Dr. Gorelick with your resume and 3 questions you want to be asked. Dr. Gorelick will select 2 of the 3 questions. You have 5 minutes to answer the questions. These will be done LIVE in class. You will critique other students on their performances.

- Interview **10%**
- Peer Review **5%**

Attendance, Class Participation, Mini-Presentations, & Course Reflection—10%

Video Reflections 1 & 2—10% (5% each, see above)

World View Presentation—30%

Choose a topic you enjoy or are interested in and want to learn more about. The topic should be on one aspect of the world around us – global, economic, political, arts, health & medicine. Your 8–12-minute presentation will be a summary of the research you have done on the topic with your conclusions. There are two parts to this assignment and the full presentation will be done in class.

- **Part 1** – Brainstorming **5%**
 - **Purpose:** brainstorming with group to choose a good topic. You will write a 1-page proposal of your topic and provide a list of research references (works cited) to show you have put some time into thinking about your presentation topic.

- **Part 2** – Full Presentation **20%**
 - **Purpose:** final formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing.
- **Part 3** – Peer Review of classmates (part of participation grade) **5%**

Group Project: TV Newscast or Podcast on a topic of your group's choice – 10%

This assignment is mainly for fun and practice working in groups. Prepare a pre-recorded television newscast or audio podcast on real or fake news. The topic of your newscast/podcast will be decided by your group. Groups should have four or five members. **All participants must speak** (try to make sure that the time each person speaks is even). You will critique group members to show what each individual did and if s/he fulfilled the group's expectation of the work.

- Watch some news shows to see how “experts” do it—it can be nightly news, political news, sports news, entertainment news, or “fake” news like “The Daily Show” or “Saturday Night Live’s” Weekend Update.
- Newscast: You should have a news anchor (you can have multiple anchors like they do on sports, entertainment, or political news). The anchor(s) should introduce each news segment and provide background images and/or video. There should be reporters who report the news and coordinate the interviews.
- You can choose to do a typical newscast (like NBC-New York 5 PM news), sports news (like Sports Center), entertainment news (ET), etc. You can also choose to do an NJIT campus-focused news show. Depending on your interests, you can cover all campus news or choose to focus on sports news, tech news, Greek life news, etc.
- Individual members can either “act out” the news story or you can interview other people (real people or actors).
- Podcast: You should pick a topic where the group has some knowledge and can either have a host/hosts who facilitates the discussion or do a group roundtable where you discuss various aspects of the topic. You can choose a real topic or a fake topic (like a murder mystery podcast).
- While this is meant to be fun, please be aware that this is a course project, and the team should bleep out curse words (or edit them out altogether).
- Assign each person in the group a role:
 - Project Manager is responsible for managing participants.
 - Media Manager is responsible for assembling the final recording.
 - Project Editor is responsible for editing the project to show the class.
 - Multiple people can serve in the above roles. Make sure you list the group members and their roles in the credits of your newscast.

- There may be other roles in a podcast depending on your subject matter.
- We will vote for the best presentation at the end.
- **TIME FRAME:** The news video or podcast should run between **25-35 minutes in length (after editing)**. Editing takes time, so please make sure that you plan ahead to make sure your final product is of quality.
- If you use people in the project from outside of our class, you need them to sign a permission to share form so we can show them in class.

Purpose: practice working in a group, presentation, technical and creative skills.

Accessibility Needs

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact Student Disability Services at 973-596-3420.

The Writing Center

While this course focuses more on speaking than writing, the two go hand-in-hand. Good speeches/presentations are usually scripted. The Writing Center is available for 45-minute individual and group online appointments with professional writing tutors usually beginning the 2nd week of the semester. This resource is intended to help you improve your communication and writing skills. Tutors can help with planning assignments, improving your speech writing, refining your project, or other communication-based needs. Tutors can help with your written project proposals and presentation slides, too. To make an appointment, please visit <https://njit.campus.eab.com/>.

NJIT University Code on Academic Integrity

The New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity.

The NJIT Code of Academic Integrity embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered “graded work” and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework assignments are to be completed individually unless otherwise specified. Please make sure you include a works cited list on each project to cite the material in your speech.

The Provost’s Office requires this statement on all syllabi:

- *“Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: <http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.*

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu.”

Table 3: Course Schedule (subject to change with written notification):

Note: Each student will sign up for each presentation. **Your materials (PowerPoint/Slides/Video/etc.) are due by 11:59 PM on the day you present** (so Canvas will have the last day of presentations for the due date, but you should post your materials after your presentation, as Canvas does not allow for multiple due dates).

Week	Date MON	Assignment Due	Class Activity	Date WED	Assignment Due	Class Activity
1	1/20		MLK Day—no class	1/22		Intro to COM 312. Go over syllabus & get to know one another. Lecture on class rules;
2	1/27		Introduce Jobs Presentation; individual introductions; small groups. Saying & Spelling Names; small groups	1/29	Jobs Presentation Brainstorming (5%)	Lecture on Presentation Conventions; Jobs Presentation brainstorming
3	2/3		Sample Jobs Presentation; assign dates for Full Presentation; finish any missed brainstorming	2/5	Jobs Media Integration	Start Jobs Presentation Media Integration, online. Expect technical difficulties.

Week	Date MON	Assignment Due	Class Activity	Date WED	Assignment Due	Class Activity
4	2/10		Finish Media Integration; small groups	2/12	Jobs, Full Presentation (15%) Peer Reviews	Jobs Presentations (5 per class); Post slides by the day you present.
5	2/17	Jobs, Full Presentation (15%)	Continue Jobs/How To Presentations (5 per class); Post slides by the day you present.	2/19	Jobs, Full Presentation (15%) Peer Reviews for the week.	Continue Jobs/How To Presentations. Post slides by the day you present.
6	2/24	Jobs, Full Presentation (15%)	Continue Jobs/How To Presentations. Post slides by the day you present.	2/26	Jobs, Full Presentation (15%) Peer Reviews for the week.	Continue Jobs/How To Presentations. Post slides by the day you present.
7	3/3	Make Up Jobs/How To	Make Up Day (for anyone who needed to be rescheduled for an excused absence). Watch & critique sample Video Interviews; small groups	3/5	Job Interview Questions (10%)	Bring in Resume and select 3 of the questions for Dr. Gorelick to ask in a short initial interview (she'll ask you 2 of the 3 questions). These will be done live in class. You will peer critique these.
8	3/10	Job Interviews Questions (10%)	Bring in Resume and select 3 of the questions for Dr. Gorelick to ask in a short initial interview (she'll ask you 2 of the 3 questions). These will be done live in class. You will peer critique these.	3/12	Finish Job Interview Questions (10%) Peer Reviews for Job Interviews.	Bring in Resume and select 3 of the questions for Dr. Gorelick to ask in a short initial interview (she'll ask you 2 of the 3 questions). These will be done live in class. You will peer critique these. Sample World View Presentation; small groups
	3/17		Spring Break!	3/19		Spring Break!

Week	Date MON	Assignment Due	Class Activity	Date WED	Assignment Due	Class Activity
9	3/24	World View Brainstorming (5%)	WV Presentation brainstorming; small groups; assign dates for Full Presentation	3/26	Due: Video File 1- Reflection (5%); upload YouTube video file in Canvas course assignment	Create groups for TV News /Podcast assignment; in-class group workday. Sign up for group presentations.
10	3/31	World View, Full Presentations (15%)	Start WV Presentations Post slides by the day you present.	4/2	World View, Full Presentations (15%) Peer Reviews for the week.	Continue WV Presentations Post slides by the day you present.
11	4/7	World View, Full Presentations (15%)	Continue WV Presentations Post slides by the day you present. Last day to Withdraw from Classes (4/3) 4/5 Happy Passover to those who celebrate	4/9	NO CLASS! Professor out of Town for a Conference Peer Reviews for the week.	Work on Group Projects on your own. You may use the classroom space if quiet or meet elsewhere
12	4/14	World View, Full Presentations (15%)	Continue WV Presentations Post slides by the day you present.	4/16	Complete WV Presentations Post slides by the day you present	Continue WV Presentations Post slides by the day you present.
13	4/21	World View, Full Presentations (15%)	Complete WV Presentations Post slides by the day you present	4/23	Workshop Day	Work on Group Projects in class
14	4/28	TV News Group Presentations (10%)	TV News Group Presentations (Groups 1 & 2)	4/30	TV News Group Presentations (10%) Due: Video File II Course Reflection (5%)	TV News Group Presentations (Groups 3 & 4) Due: Video File II Course Reflection (5%)

Week	Date MON	Assignment Due	Class Activity	Date WED	Assignment Due	Class Activity
15	5/5	TV News Group Presentations (10%)	LAST CLASS! TV News Group Presentations (Groups 5 & 6)	5/7	FRIDAY CLASSES MEET TODAY (no class for us)	Good luck on Exams (no exam in this class!). Best wishes to those graduating!