

# Communications 312 – Effective Communications – Fall 2025

001 – Mon/Wed 11:30AM -12:50PM FMH108

**Com 312 – Effective Communications** (*Prerequisites: ENGL 102 with a grade of C or higher, and one History and Humanities GER 200 level course with a grade of C or higher. 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.*)

**LINK: for any online meetings – 001** <https://njit-edu.zoom.us/j/88621118669?pwd=eFNSTjNnbk94L0I1RXNGR1U4ZTVXQT09>

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**Office: 316 Cullimore**  
**Office Hours – Mon.Wed 1:00-2:00**  
**and by email appointment**

## Com 312 Effective Communications Syllabus

### Course Goals:

In this course you will learn to:

- Speak in front of an audience
- Use adequate volume
- Time presentations exactly
- Create a professional online appearance
- Keep your audience's attention
- Communicate in small and large groups
- Integrate visuals and videos

### Textbook:

No Text is Required – all necessary materials will be provided via Canvas

### Class Rules:

- **Attendance:** is **required** and is **graded:** 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you are absent due to illness or other problems, email me explaining the situation. Attendance is important because we need **audiences** and audience feedback.
- **Preparedness:** every time you are called on to give a speech and you are not ready, points will be deducted from your score.

### Exams

There is no final exam for this class.

### Assignments & Grading

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All grading will be done numerically. For instance, if an assignment is worth 10%, it will receive a grade from 1 to 10. Some grades receive full credit simply for completion. Grades will be added at the end of the semester for the final grade. Specific Schedules for each assignment will be developed and discussed in class during the semester. If a scheduled presentation is missed, a makeup date will be assigned as soon as possible. Late assignments without prior approval will result in partial loss of credit.

### Final Grades:

A = 91 – 100    B+ = 86 – 90    B = 80 – 85    C+ = 75 – 79    C = 70 – 74    D = 65 – 69    F = 0 – 64

### Statement on Academic Integrity

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](mailto:dos@njit.edu)

### Statement on the use of Artificial Intelligence

This course expects students to work without artificial intelligence (AI) assistance in order to better develop their skills in this content area. As such, AI usage is not permitted throughout this course under any circumstance.

### Hints for Presentations:

- Research has shown that even though *we fear oral presentations more than death*, the fear is frequently not visible.
- When making slides, use images rather than text.
- When using slides, choose a font large enough to see from the back of the room (usually over 20 pts).
- If you have a soft voice, you must practice projecting, which will feel like shouting.
- You will control *timing* by *practicing*. Practice is essential – the more important the talk is, the more you should practice.
- When online - Pay attention to your webcam image (ie: light and background)
- **VEGA (Voice, Eye Contact, Gestures, Attitude)**

Assignment Name and Description	Length	%
<b>Class Participation</b> – 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you must be absent, email me <i>before</i> class.  <b>Purpose:</b> attendance is the single most important thing for all jobs, courses, social situations, meetings and group events.	All Semester	<b>20</b>

<b>Culture Presentation</b> – Think of a form of culture you especially love, such as a favorite food, music, clothing designer, author, movie, video game, sport, dance, art, technology. Present your culture topic to the class.  <b>Purpose:</b> Practice preparing and doing a presentation in front of the class.	4-5 min.	5
<b>Review Presentation Part 1, Brainstorming</b> – This is a 3-part assignment, so choose a topic you like and want to share with others. Think of an entity, item or service to review for this presentation. Part 1 is to brainstorm with the class to choose a topic. Each student will stand in front of the room, describe the idea or ideas they have and get feedback from the class.  <b>Purpose:</b> brainstorming (with group) to choose a good thing to Review.	1-3 min.	
<b>Review Presentation Part 2, Full Presentation</b> – Write and practice a 10 to 15 minute speech on your Review. Integrate the visuals and videos you have chosen. No video segment should be longer than one minute, although you can use several. After your speech, you must answer at least one question from the audience. The presentation order will be generated from a random list of numbers.  <b>Purpose:</b> first formal speech with in-class peer review, combining oral presentation with images and video, focusing on volume and timing.	8-10 min.	15
<b>Video Interviews</b> – You will be given a list of difficult job interview questions. Choose two, compose your answers and then make a video of yourself answering the question. Upload the two videos to your NJIT YouTube account. Post the URLs inside the assignment in Canvas.  <b>Purpose:</b> practice video persona, job interview questions, recording voice clarity.	1-2 min (2).	10
<b>Peer Review of Assigned Presentations (PR)</b> Listen to the presentations and interview answers from that are assigned to you. Write a detailed response in Canvas regarding their volume, quality of presentation, etc	As Required	5
<b>Hometown Presentation</b> – Tell us about your hometown or hometowns. Present your hometown topic to the class.  <b>Purpose:</b> Practice preparing and doing a presentation in front of the class.	5-10 min.	10
<b>Jobs Presentation Part 1, Brainstorming</b> – Like with the RP, we start with a brief brainstorming speech. You can approach the topic from any angle – describe jobs you’ve had, jobs your parents have had, good jobs, bad jobs, jobs as they are portrayed on TV, jobs you want, etc. In this initial one to three minute brainstorming session, present the topics that you may use and get feedback from the class.  <b>Purpose:</b> brainstorming and planning with group feedback.	1-3 min	
<b>Jobs Presentation Part 2, Full Presentation</b> –You will be graded on volume, timing, and interest. The presentation order will be generated from a random list of numbers. Write and practice your speech on your topic with visuals and videos. No video segment should be longer than one minute, although you can use several.  <b>Purpose:</b> formal speech combining voice, video and/or other supporting elements, controlling volume, time and audience interest.	10-14 min.	25
<b>TV News Group Presentation</b> – Prepare a television newscast on real news or fake news (the group will collaborate on the subject-matter) in groups of four or five. Each newsperson should speak two to three minutes each, possibly with background images and/or videos running. A Project Manager is responsible for managing participants and reporting to me at the end.  <b>Purpose:</b> practice working in a group, presentation skills, and/or dramatic skills.	8-12 min	10

## Course Schedule (subject to change)

Date	Assignment Due	Class Activity	Date	Assignment Due	Class Activity
			3 Sep	Autobiographical Introduction	Autobiographical Introduction
8 Sep	Culture Presentation <b>5%</b>	Finish Autobio Introd; Introduce Culture Presentation	10 Sep	Culture Presentation	Culture Presentations
15 Sep		Continue Culture Presentations	17 Sep	Review Presentation Part 1 Brainstorming <b>5%</b>	Finish Culture Presentation Start Brainstorming for Review Presentation
22 Sep		Finish Review Presentation Brainstorming Assign dates for Review Presentations	24 Sep	RP Full Presentation <b>15%</b>	Review Presentations as randomly assigned
29 Sep		Continue Presentations	1 Oct		Continue Presentations
6 Oct	Complete Review Presentations,	Continue Presentations Introduce Video Interview	8 Oct		Continue Presentations
13 Oct	Online Video Interviews ( <b>10%</b> )	Video Interview	15 Oct	Peer Review of Video Interviews	Continue watching Video Interviews
20 Oct	Hometown Presentations	Hometown Presentations	22 Oct		Continue Presentations
27 Oct		Continue Presentations	29 Oct		Continue Presentations
3 Nov	Jobs Presentation Part 1 Brainstorming <b>5%</b>	Jobs Presentation, Start Brainstorming	5 Nov		Finish JP brainstorming, assign dates for Jobs Presentation
10 Nov	Create Groups for TV News Assignment	Create Groups for TV News Assignment and work on presentations	12 Nov	JP Part 2, Full Presentation <b>25%</b>	Jobs Presentations as assigned, 5 per class
17 Nov		Continue Presentations	19 Nov		Continue Presentations
24 Nov		Continue Presentations	26 Nov	No Class – Friday Schedule	
1 Dec	Work on TV News Presentations in Class	Work on TV News Presentations in Class	3 Dec	TV News Groups Presentations ( <b>10%</b> )	TV News Groups 1&3&5 present

8 Dec	TV News Groups 2&4&6 present	10 Dec	Wrap-up
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