

Com 312 Section 029

Effective Communication Fall 2025

Tuesdays and Thursdays 10-11:20am

Location: FMH 310

Mode: Face-to-Face

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Office Hours: Thursdays 11:30-12:30, by appointment

Course Catalogue Description:

This pre-professional course is designed to provide students with the knowledge and skills necessary to intentionally and effectively communicate across an array of real-world contexts. Through a mixture of instruction and practical application, students will learn to identify the conventions and needs of audiences across modalities and rhetorical situations such as oral presentation, collaborative discussion, and one-on-one interviews, and apply appropriate approaches leveraging organizational, vocal, physical, and visual strategies to achieve their predetermined goals.

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. This course satisfies the three credit 300 GER in History and Humanities.

Course Goals:

By the end of this course, students will be able to:

1. Analyze course materials and relate them to authentic situations.
2. Create unique messages that are simple, tailored, unexpected and valuable.
3. Deliver compelling, organized, and well positioned presentations with clarity confidence and credibility.
4. Integrate date, multimedia, and discussions into presentations.
5. Participate in a presentation as a conscious audience member.
6. Evaluate oral messages and the skills presenters have successfully mastered.

Course Assignments: COM 312 is a highly interactive class that uses project-based learning. The goal is for you to develop skills as a presenter and public speaker, and to help you facilitate an environment in which others can also excel with their presentation skills. As such this is a highly interactive class. Expect to be on your feet.

To help master these skills we will explore aspects of effective presentation each week. For class you will be expected to:

1. Complete the assigned course prep (as assigned or on Canvas) prior to class.
2. Come to class with any notes or answers to research questions that you have ready to ask questions, share your reflections, and apply what you've learned.
3. Apply course materials to authentic situations (such as in-class presentations).
4. Participate as a conscious audience member and provide constructive feedback.

Originality of Your Work, Etiquette, and Academic Integrity: This is an interactive course that facilitates a great deal of reflection, collaboration, and discussion. Although collaboration is an essential element to the class, all of the work you present and submit will ultimately be entirely your own.

This course focuses on face-to-face human interaction and, therefore, it is not anticipated that students will need to use **artificial intelligence** (AI) except during certain assignments which will be addressed ahead of time. If you have questions or concerns about AI technology use in this class, please contact your instructor.

Although you are expected to build on, react to, criticize and analyze the ideas of others, when you do, you must follow NJIT's Code of Student Conduct and Code on Academic Integrity. Class participants must arrive on-time, remain engaged and present, and be respectful of one another's time and turn to speak, even when opinions may differ (as they invariably will). Thoughtful debate is welcome. Personal attacks are not.

Phone use is not permitted in class, your phone should be silenced and stowed in a coat pocket, bag, etc. Failure to do so may affect your participation grade.

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 code academic of integrity policy. (<https://www.njit.edu/dos/university-code-academic-integrity>)

Please note that it is my professional obligation to report any academic misconduct to the Office of the Dean of Students. 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 Office of the Dean of Students at dos@njit.edu.

Grading Policies: The evaluation of student proficiency in this course is based on the following:

1. **Attendance/Participation (30%):** This course is very practical in nature and participation will be an essential part of the learning process. Students are expected to be present in body and mind, and to participate in class activities that may include discussions, feedback sessions, in-class writing, or improv exercises. Students will only be counted as present if they are in the classroom at the time roll is called.
2. **“Quarter-term” Presentations (10% each):** In addition to the midterm and the final there will be two additional presentations that will be graded during the class. Your grade will be based on the content you are presenting the way in which you present your material as well as your ability to field questions regarding your content, your process and how your decisions relate to the course material covered in prior classes.
3. **Midterm Presentation (20%):** Incorporating what you've learned in course lectures, assigned readings/videos, in-class discussion and feedback from previous presentations, you will prepare and deliver a presentation to demonstrate that you have mastered course content and understand its applications. The midterm presentation must be completed in person and in class on the date assigned. As mentioned in the attendance/participation section, you will be expected to participate as active listeners for the presentations of your classmates. You will receive constructive feedback from myself and fellow classmates that you'll be expected to carry forward to future assignments.
4. **Final Presentation (30%):** Incorporating what you've learned in course lectures, assigned readings/videos, in-class discussion and feedback from previous presentations, you will prepare and deliver a presentation to demonstrate that you have mastered course content and understand its applications. The final presentation must be completed in person and in class on the date assigned. As mentioned in the attendance/participation section, you will be expected to participate as active listeners for the presentations of your classmates.

As make-up presentations are not given (except for circumstances deemed valid by the Office of the Dean of Students), students should contact their instructor well in advance if they know of any potential conflicts for presentation days. Failure to deliver a presentation will result in zero points for that assignment.

NJIT does not cancel classes for non-federally recognized religious holidays. Students observing such holidays must notify their professors of any conflicts in writing. Learn more at: <https://www.njit.edu/registrar/njit-policy-student-absences-religious-observances>

Aggregate Grading Scale for Semester Grades

(based on percentage of points earned):

A= 100%-90% B+= 89.99%-86% B= 85.99%-80% C+= 79.99%-76% C=75.99-70%

D=69.99%-60% F= Less than 60%

Extra credit may be assigned on a class-wide basis. No individual assignments will be issued.

Schedule (Please note, this syllabus is subject to change over the course of the semester. Any changes will be discussed beforehand, in class or over email.)

COM 312 029	Effective Communication	
Week 1		
9/2/25	Introductions	
9/2/25	Communication all around us	
Week 2		
9/9/25	What makes communicators effective?	
9/11/25	What makes communicators effective?	
Week 3		
9/16/25	Nonverbal communication	
9/18/25	Connecting with your material	
Week 4		
9/23/25	Dramatic Monologue	
9/25/25	Dramatic Monologue	
Week 5		
9/30/25	Building credibility	
10/2/25	NO CLASSES, WELLNESS DAY	
Week 6		
10/7/25	Structuring Your Message	
10/9/25	TBA	
Week 7		
10/14/25	Midterm Presentations (Expertise)	
10/16/25	Midterm Presentations (Expertise)	
Week 8		
10/21/25	Focusing on your audience	
10/23/25	Finding similarity	
Week 9		
10/28/25	Building character	
10/30/25	TBA	
Week 10		
11/4/25	Job Interviews	
11/6/25	Job Interviews	
Week 11		
11/11/25	Persuasive techniques	

11/13/25	Persuasive techniques	
Week 12		
11/18/25	Creating a Story	
11/20/25	Visual Communication	
Week 13		
11/25/25	Prep for Final Presentations	
11/27/25	NO CLASS, Thanksgiving Break	
Week 14		
12/2/25	Final Presentations	
12/4/25	Final Presentations	
Week 15		
12/9/25	Final Presentations	
12/11/25	TBA	