

**MSE 8001 | Advanced Presentation Skills | Example Syllabus 2016**  
**Georgia Institute of Technology | Amanda C. Gable, Ph.D.**  
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**Office hours: by appointment**

### **Course Description**

This course focuses on advanced presentation skills, and students will speak only on topics relating to their own academic course of study. Students will gain experience not only delivering but also evaluating presentations, and these presentations will be delivered almost exclusively through electronic media. Equal emphasis will be placed on achieving excellence in content, delivery, and slide design. Each presentation will have a stated objective, such as informing others of your research (for example, at a professional conference), or explaining highly technical information to a general audience (both in a standard length presentation and a very short form). Each presentation will be recorded so that students can evaluate their own presentations and assess their progress. Time permitting, other short form presentations will be added to the course.

### **Course Requirements**

Students will be responsible for delivering several individual presentations as well as evaluating their peers' presentations for content, delivery, and slide design. A standard evaluation sheet will be provided, and it must be handed in at the end of each class. Additionally, each student will be required to hand in a self-assessment write-up at the next class. Students have the option of scheduling individual conferences with me to discuss their presentations. There is no final exam.

Each of the two presentations with slides should be 15 minutes total: 10 minutes for the presentation itself and 5 minutes of Q & A. For this length, you'll need approximately 10-14 slides. In addition, each student will give a 1-2 minute elevator talk for a general audience, which will be done without slides or any supporting material. Other short form presentations will be added to the course, time permitting.

Each presentation will be recorded so that students can critique their own performance for their self-assessment write-ups. Students are responsible for buying an SD card (of at least 4 GB and rated class 6 or 10) to record their presentations. I have a SanDisk Ultra 8GB that works well with our video camera.

Students must keep a before/after electronic record of their presentations and send them to me with your self-assessment of the assignment. Self-assessments are due electronically on the class day AFTER the talk (by midnight)—this is a hard deadline.

### **Grading**

I will grade the presentations; the peer evaluations will not be considered when assigning the grade. In addition to the presentations, self-evaluations and active participation (including peer evals) in class are part of your overall grade.

### **Attendance**

Attendance is required for all classes. Students who know that they will miss a class to attend a conference or interview must inform me well before the date. Two unexcused absences will lower a student's final grade by one letter grade.

**MSE 8001: Advanced Presentation Skills | Example Schedule | Amanda C. Gable, Ph.D  
TR schedule | This example does not include school holidays or breaks.)**

**Course Schedule or Assignments may be modified during the semester.**

WEEK 1:	Tuesday Thursday	Lecture/Discussion: Course Introduction Lecture/Discussion: Describing/Explaining Visuals; Begin 1-slide presentations
WEEK 2:	Tuesday Thursday	Presentations Describing/Explaining Visuals (1-slide) Lecture/Discussion: Slide Design/Nontechnical Presentations
WEEK 3:	Tuesday Thursday	Lecture/Discussion: Communicating w/nontechnical audience Lecture/Discussion: Structure and Delivery Strategies
WEEK 4:	Tuesday Thursday	Workshop on Non-technical presentation [Section A attend] Workshop on Non-technical presentation [Section B attend]
WEEK 5:	Tuesday Thursday	Workshop on Non-technical presentation [Section C attend] <b>Nontechnical Presentations (1)</b>
WEEK 6:	Tuesday Thursday	<b>Nontechnical Presentations (2)</b> <b>Nontechnical Presentations (3)</b>
WEEK 7:	Tuesday Thursday	<b>Nontechnical Presentations (4)</b> Lecture: explaining your research in interviews or similar settings; Begin informal talks
WEEK 8:	Tuesday Thursday	Informal talks continued Informal talks continued
WEEK 9:	Tuesday Thursday	Lecture: Informative/Conference Presentations Workshop on Informative presentation [Section B attend]
WEEK 10:	Tuesday Thursday	Workshop on Informative presentation [Section C attend] Workshop on Informative presentation [Section A attend]
WEEK 11:	Tuesday Thursday	<b>Informative Presentations (2)</b> <b>Informative Presentations (3)</b>
WEEK 12:	Tuesday Thursday	<b>Informative Presentations (4)</b> <b>Informative Presentations (1)</b>
WEEK 13:	Tuesday Thursday	Lecture/Discussion: Elevator Talks Discussion: Audience; Strategies; Workshop on Elevator Talks
WEEK 14:	Tuesday Thursday	<b>Elevator Talks</b> (with Q & A) <b>Elevator Talks</b> (with Q & A)
WEEK 15:	Tuesday	Last Day of Class--Lecture & Discussion: Summary

*Acknowledgement: Dr. Lisa Rosenstein developed the original course; with permission, some of her materials are used.*