

Loyola University Chicago
Business And Professional Speaking, COMM 103-212 FALL Semester 2020
Online – Tuesdays, 5:30 – 8:00 pm

Instructor: Prof. Marianna Swallow
Email: mswallow@luc.edu
Office Hours: By appointment or after class

Syllabus & Statement on Academic Integrity

There is no textbook required, but the following **are** required:

- A notebook just for this class for notes, learnings, ideas, and reflections
- A nonfiction book (purchased, from a bookstore, not amazon) on a topic that interests you approved by the instructor. “Thin” books like The 30-Minute Manager series are not acceptable. Prescriptive non-fiction also not acceptable.
- Reading an assigned article from the New York Times or Wall Street Journal weekly

Course Description

In this course, we’ll learn what makes a presentation effective (or not), understand how to structure a business presentation, identify and develop key takeaways, understand and plan for your audience. Students will learn these skills through a mixture of lecture, writing, discussion, small group discussions, Q&A, out-of-class assignments and through developing and delivering their own, original presentations, individually and in groups.

Course Objectives:

- Understand what makes a presentation effective (or not)
- Get acquainted with different presentation formats and their benefits
- Know how to make a presentation interesting and engaging and not bore your audience
- Employ adult learning principles to connect with your audience
- Get acquainted with various communication styles
- Plan for and focus your content for your audience
- Know how to teach a concept or skill clearly
- Handle questions and challenges from your audience

Class Requirements:

This class is interactive. Students are required to:

- Be on time
- Participate in discussions and activities
- Listen attentively to and provide feedback on others’ presentations
- Complete all assignments, including video viewing for discussion, reading assigned readings, preparing presentations as assigned, etc.
- Turn in written assignments on time, typed, double-spaced, with font Times New Roman 12 point
 - Acceptable formats: Word doc. or .pdf. *Links to documents will not be accepted.*
 - Points will be deducted for misspellings, typos, and grammatical errors.

Proofread!

- Turn in any presentation decks on time and in .ppt format. No links to documents or presentations will be accepted. The instructor reserves the right to modify this

requirement depending on assignment. Other formats may be accepted at the instructor's discretion.

- Naming Convention: Always use the following naming convention when submitting your work:

AssignmentNumber_NameofAssignment_YourLastName_Date.doc.

Example: 1_intropresentation_Swallow_082520

Points will be deducted for not using the naming convention.

I teach this class the same way I teach my business clients. All classroom activities are designed to prepare students for the working world, including professional challenges. Students will be expected to know material covered in lectures.

Classroom Environment & Policies

- Act & be professional at all times. This includes being on time for all classes.
- If you will be absent, let your professor know in advance.
- Cell phones, laptops, tablets, and any other electronic devices are not allowed in class. The only exception will be when it's your turn to deliver a presentation – you may use a device to connect to the projector and present your material. ADD COVID NOTE HERE.
- Assignments are accepted via Sakai ONLY. Do not email me any assignments, ever. Late assignments are not accepted.
- Students must communicate with the professor immediately if they are unable to meet a deadline. There are no exceptions to this.
- Students are responsible for completing all assignments as directed, whether or not they are discussed in lecture.
- We may discuss current events and happenings in the world at large; understand others may have a different viewpoint. We will agree to be respectful, and disagree in a respectful manner.
- What's said in the classroom stays in the classroom.
- This semester is on Zoom so all lectures will be recorded. You are responsible for reading and understanding Loyola's recording policy [here](#).
- Learn how to use your email search feature. **Attendance**

The instructor does not recommend missing any class sessions as in-class exercises or homework could be given in your absence. Making up the missed work **will not be possible**. Group presentations only happen on one day. If you miss this day, you receive a 0 for group presentations. If you have to miss a class, make arrangements to get assignments from another student and complete them by the due date.

Absence on the day of your presentation delivery is not acceptable. If you must be absent one of those days you must contact the instructor in advance. You will be required to present medical or other emergency/official documentation explaining your absence before you will be permitted to make up a presentation.

Due Dates:

You must have written, supporting material with your presentation, in PowerPoint or Word. Any photos or images you include must be part of this file. (Canva files are **not** accepted. Convert these to ppt. before posting.), Yes, even if you deliver a video presentation. Your written support is due at 5:29 pm **Central Time the day before your presentation**. Any supporting material submitted after

this time will receive 1 grade lower per every 12 hours late.

Assignments and Breakdown of Grades

Class participation, preparedness, and completion of assignments are essential to a good grade in this course.

Students will be graded on the following:

Intro speech	50
Group Presentation	50
Book Presentation	100
Mid-Term Presentation	150
Teach Backs	100
Final Presentation	200
Attendance	100
Participation	100
Final Paper	150
Total	1000

With the following grading scale:

A	1000-940	B-	829-800	D+	699-680
A-	939-900	C+	799-780	D	679-640
B+	899-880	C	779-730	F	639 or lower
B	879-830	C-	729-700		

Weekly Schedule – subject to change –* updated 08/11/20 *****

This schedule is only an overview; there will be other assignments to be done outside of class. Assignments may change based on class progress. Any changes will be communicated in advance and adequate preparation time will be given. **Note:** *The instructor reserves the right to make changes in the course schedule and assignments.*

Week of			
8/25	Introductions; syllabus review; good/bad/ugly; initial “meet you” presentations; goal setting; video discussion. Notebook selection due on 8/25.		
9/1	Book assignment and deadline; book choice due to instructor on Friday, 1/24/20 @ 12:34 pm; Planning a presentation; structure and purpose; various/different formats; Ignite and P-K.		
9/8	Opening & Closing your speech; presenting data; Visual rules & best practices		
9/15	Group activity & presentation MS: TALK ABOUT BOOK PRES'S & THE MIDTERM PRESENTATION		
9/22	Book presentations	Book presentations	
9/29	All about the audience: communication styles, plan for audience,		
10/6	Use games, activities, icebreakers, handouts The Persuasive Speech, elevator speech/presenting yourself. (tent.) Guest speaker: Nathan Jenks of Zweck Strategies Heads up on upcoming teach-backs:		
10/13	TBD		
10/20	Mid-Term Presentations:		
10/27	Speaking to adults; adult learning principles,	Rehearsing & preparing a presentation or speech.	
11/3 – ELECTION DAY	Story principles in presentations; story activity, poss. guest speaker; video discussion		
11/10	Presentation TBD		
11/17	Handling Qs, Challenges and issues w/ demos activity; video discussion		
11/24 -	NO CLASS: thanksgiving break.		
12/1	FINAL PRES	FINAL PRES	FINAL PRES

12/8	Final exams Final exam date/time will be announced.
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School of Communication Statement on Academic Integrity

A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;
- Submitting as one's own another person's unpublished work or examination material;
- Allowing another or paying another to write or research a paper for one's own benefit; or
- Purchasing, acquiring, and using for course credit a pre-written paper. The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at <http://luc.edu/english/writing.shtml#source>.

In addition, a student may not submit the same paper or other work for credit in two or more

classes. A student who submits the same work for credit in two or more classes will be judged guilty of academic dishonesty, and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication.

The office of the Dean of the School of Communication may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean's office may convene a separate hearing board to review these instances. The student has the right to appeal the decision of the hearing board to the Dean of SOC. If the student is not a member of the SOC, the dean of the college in which the student is enrolled shall be part of the process. Students have the right to appeal the decision of any hearing board and the deans of the two schools will review the appeal together. Their decision is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost upon recommendation of the dean or deans.

Students have a right to appeal any finding of academic dishonesty against them. The procedure for such an appeal can be found at: http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml.

The School of Communication maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver which releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

The School of Communication policy is based entirely on and is consistent with the Academic Integrity Policy of the College of Arts & Sciences.

Accommodations

Any student with a learning disability that needs special accommodation during exams or class periods should provide documentation from the Student Accessibility Center confidentially to the instructor. The instructor will accommodate that student's needs in the best way possible, given the constraints of course content and processes. It is the student's responsibility to plan in advance in order to meet their own needs and assignment due dates.

