Course Description
This course focuses on advanced presentation skills, which students will develop by speaking on topics related to their own academic course of study. Students will gain experience both delivering and evaluating presentations. 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 one's 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.

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. Students will be required to write a 300-word critical analysis of one seminar speaker visiting MSE. Specifics about these papers will be discussed. Other more spontaneous professional speaking skills and practice will be included in the course, as well as writing a two-page resume. There is no final exam. Each presentation with slides should be 15 minutes max: 10 minutes for the presentation itself and approx. 5 minutes of Q & A. For this length, you’ll need approximately 10-14 slides. In addition, each student will give a 1-1.5 minute elevator talk for a general audience, which will be done without slides or any supporting material.
Each presentation will be recorded so that students can critique their own performance for their self-assessment write-ups. Students need to bring their laptop to class on the day they present in order to download their video. (I will explain the process on the first day of class.) Students must send me a copy of their slide presentation along with their self-assessment of the assignment.

**Grading**
Presentations will receive a letter grade and will comprise 80% of your final grade; the peer evaluations will not be considered in my grading. Your participation score, which is 20% of your final grade, includes your seminar critique paper, self-evaluations, peer reviews (having done them), poster critique session, spontaneous speaking practice in class, and active participation in the workshops, including bringing a solid draft of your talk for the workshops.

**Attendance**
Attendance is required for all classes. Excused absences require documentation and a student may only have 2 excused absences during a semester. Students who know that they will miss a class to attend a conference or out of town professional interview must inform me well before the date. Each unexcused absence will lower a student’s final grade by ½ a letter grade.

**Electronic Devices in Class**
This is a small, highly interactive class during which you will be expected to be fully engaged in discussion, activities, and actively observing presentations and filling out peer reviews. Only use your devices to take notes (and this will rarely be necessary), to take pictures of the white board, or for some other class activity that is requested. Please do not email, text, or otherwise engage in non-class activity on your devices. I expect that the majority of the time your devices will be stowed during class.

**Academic Integrity**
Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. For information on Georgia Tech’s Academic Honor Code, please visit http://www.catalog.gatech.edu/policies/honor-code/ or http://www.catalog.gatech.edu/rules/18/.

**Learning Accommodations**
If needed, I will make classroom accommodations for students with documented disabilities. These accommodations must be arranged in advance and in accordance with the Office of Disability Services (http://disabilityservices.gatech.edu).
Week 1
Tue Aug 20: course introduction & ice breaker exercise
Thu Aug 22: ice breaker exercise; introduction to 24/7 lectures

Week 2
Tue Aug 27: prepare your 24/7 lecture, submit script on Canvas
Thu Aug 29: everyone delivers their 24/7 lecture

Week 3
Tue Sep 3: workshopping resumes
Read handouts on how to compose a resume; compose/revise your resume; submit draft on Canvas
Thu Sep 5: workshopping resumes

Week 4
Tue Sep 10: workshopping resumes
Thu Sep 12: Josh Brown (GT Horizons) on presenting research to the media

Week 5
Tue Sep 17: Discuss TED talks & scientific → popular science article
Watch the assigned TED talks & read the articles
Thu Sep 19: Background info on how to put together an Elevator Pitch + in class exercise

Week 6
Tue Sep 24: workshop elevator pitch in small groups
Draft your elevator pitch & submit draft on Canvas + bring a printed out version to class
Thu Sep 26: First half of class delivers their Elevator Pitch in class

Week 7
Tue Oct 1: Second half of class delivers their Elevator Pitch in class
If you already presented => self-evaluation of Elevator Pitch due before class (by 13:15)
Thu Oct 3: Lecture: Explaining Visuals
Self-evaluation of Elevator Pitch due before class (by 13:15)

Week 8
Tue Oct 8: Lecture/discussion: Non-technical presentations; Lecture/Discussion: Slide Design
Thu Oct 10: No class: prepare your non-technical presentation

Week 9
Tue Oct 15: No class Fall Recess
Thu Oct 17: Workshop your non-technical presentations
Bring laptop with draft slides of your presentation for workshop

Week 10
Tue Oct 22: Workshop your non-technical presentations
Bring laptop with draft slides of your presentation for workshop

Thu Oct 24: No class but attend Elevator Pitch competition

Week 11
Tue Oct 29: Nontechnical presentations (group 1)
Thu Oct 31: Nontechnical presentations (group 2)
If you already presented, your self-evaluation is due before class (by 13:15)

Week 12
Nov 5: Nontechnical presentations (group 3)
Nov 7: Nontechnical presentations (group 4)

Week 13
Tue Nov 12: Lecture/Discussion: Informative (Conference Presentations); Discuss Q & A at conferences/strategies

Thu Nov 14: Workshop your technical (conference) presentations

Week 14
Tue Nov 19: Technical presentations (group 1)
Thu Nov 21: Technical presentations (group 2)

Week 15
Tue Nov 26: Technical presentations (group 3)
Thu Nov 28: No Class: Thanksgiving

Week 16
Tue Dec 3: Technical presentations (group 4)