Syllabus for
CLSC 73005: Advanced Academic and Technical Presentations for International Graduate Students
Notre Dame, Spring 2016

Instructor: Lisa Joy Oglesbee, M.A.
English for Academic Purposes (EAP)
Center for the Study of Languages and Cultures (CSLC)

Office Hours: By appointment
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Time: T/Th 5:05-6:20pm
Location: 306 DeBartolo Hall

Course Description
This course assists international graduate students in improving their academic and technical presentations. The course incorporates presentation assignments with opportunities for individualized feedback. It examines both performance issues (such as audience, delivery, visual aids, audience interaction, non-verbal behavior, and Q&A) and academic issues (such as introductions, descriptions, explaining procedures, defining concepts, and communicating problems and solutions).

Required Text
(ISBN: 978-0-472-03509-0)

Course Goals
As a result of taking this class, you will be able to:
- Develop best practices for giving presentations.
- Evaluate and prioritize areas of your own presentation style to improve through self-monitoring and reflection.
- Demonstrate confidence when speaking before a large group.

Course Objectives
To accomplish the above goals, you will be expected to:
- Attend all class lectures and complete all of the required readings.
- Prepare and give four (4) micro-presentations of 5-7 minutes each and one (1) final presentation of 15-20 minutes in front of the class.
- Write self-observation reports based on videos of your presentations.
- Act as an audience for your classmate’s presentations.
Course Standards
This is a 3-credit-hour course for which students will receive a grade of S (satisfactory) or U (unsatisfactory). To complete this course satisfactorily, you must adhere to the following:

Attendance and Absences: You are expected to be in class on time, precisely at or before 5:05pm. You will be allowed three absences for the semester without penalty. Following the third absence, there will be a 5% total grade penalty for each absence. If you are absent, it is your responsibility to contact the professor before class and/or fellow students after class to get the information that you missed; however, there is no substitute for being present in class. Tardiness will also be recorded. If you are more than 5 minutes late to class, you will be counted tardy. Note: 3 tardies = 1 absence.

Timely Completion of Assignments: All assignments must be completed by the due date for full credit, unless alternative arrangements have been made beforehand or an illness is documented. For each day an assignment is late, 20% of the grade will be deducted. Assignments more than one week late will receive no credit. Assignments are worth 90% of the total grade.

Class Participation: Contributing to feedback and discussions is particularly important in this course. You must come to class ready to participate and give feedback to your classmates’ micro-presentations. Class participation is worth 10% of the total grade.

Academic Integrity: You are expected to complete and hand in your own original work. If you copy someone else’s writing or work without appropriate citation or ask someone else to complete work for you, you are committing plagiarism. If in doubt, please cite. If you have concerns about what constitutes plagiarism, please see the instructor during office hours and/or attend the EAP workshop on plagiarism. Any documented plagiarism will result in immediate failure of the course.

Other Class Rules and Etiquette:
- Do not eat during class.
- Turn off your cell phones before class begins.
- Be kind, respectful, and professional in all communications with classmates and instructor.

Technology: This course requires students to use their Notre Dame e-mail and Sakai to communicate with the instructor. Sakai will be used to disseminate course materials and to submit written assignments. Notre Dame Box will be used to disseminate presentation videos for viewing and self-evaluation.

Assessment
A “Satisfactory” grade for the course must be above 70%. The grading for this course is based on the following:
- Micro-presentations & Self-evaluations: 70%
- Final Presentation & Self-evaluation: 20%
- Participation: 10%

Disclaimer
This syllabus is not a contract. The instructor reserves the right to alter the course requirements, schedule, and/or assignments based on new materials, class discussions, or other legitimate pedagogical objectives. Students will be given notice of relevant changes in class or via e-mail.
English for Academic Purposes (EAP) Program
The Center for the Study of Languages and Cultures (CSLC) not only provides services for foreign language study, but also English for Academic Purposes. This program is a unique academic support initiative for international students that offers targeted services to support academic English language skills in all linguistic modalities: reading, writing, listening, speaking, and grammar.

The goal of the program is to empower international students to maximize their success at Notre Dame and beyond. The program attempts to achieve this goal in three ways:

1. **Coursework:** The CSLC offers graduate courses throughout the academic year. These currently include:
   - CSLC 73002 - Academic & Technical Writing for International Graduate Students
   - CSLC 73003 - Pronunciation Strategies & Techniques for English Language Learners
   - CSLC 73005 - Academic & Technical Presentations for International Graduate Students
   - CSLC 73006 – EAP Graduate Writing (summer)
   - CSLC 73007 – EAP Oral Proficiency (summer)

   For more information, visit [cslc.nd.edu/programs/eap/courses](http://cslc.nd.edu/programs/eap/courses).

2. **Workshops:** Weekly thematic workshops are offered on topics ranging from advanced English grammar, to rhetorical style, academic genre, linguistic register, reading/listening strategies, professional development, pronunciation techniques, etc. For a schedule of workshops, visit [cslc.nd.edu/programs/eap/workshops](http://cslc.nd.edu/programs/eap/workshops).

3. **Tutoring:** Individual tutoring and consultation services are offered to international students who are struggling with particular areas (pronunciation, grammar, diction, etc.) or applications (writing, presenting, teaching, etc.) of academic English. These services are provided by EAP Fellows and are intended to assist students as they identify the source of their academic English difficulty. EAP Fellows cannot proofread papers or help complete assignments, but they can provide linguistic feedback to help improve academic English proficiency through targeted software, error correction techniques, and sustained practice. To sign up for a tutoring session, visit [cslc.nd.edu/programs/eap/tutoring](http://cslc.nd.edu/programs/eap/tutoring).

Students are strongly encouraged to utilize the learning opportunities offered through the CSLC in conjunction with this course. Details can be found on the EAP website at [cslc.nd.edu/eap](http://cslc.nd.edu/eap).

Contact Information:
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Academic Year Hours:
Monday-Thursday: 8:00am-10:00pm
Friday: 8:00am-5:00pm
Saturday: closed
Sunday: 12:00pm-8:00pm
Schedule for  
**CSLC 73005:**  
Advanced Academic and Technical Presentations for International Graduate Students  
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All assignments are to be completed *prior* to the start of class on the day they are assigned.  
**Note:** MP = Micro-Presentation

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Class Topic</th>
<th>Reading Assignments</th>
<th>MP Self-Evaluations</th>
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</thead>
</table>
| 1    | T 1/12 | Course Introductions  
Message Strategy | | |
|      | Th 1/14 | **Topic: Introduction Speeches** | Ch. 1, pg. 1-16, 23-27 | |
| 2    | T 1/19 | Grammar: Sentence and Topic Flow | | |
|      | Th 1/21 | Skills: Accommodating Your Audience | | |
| 3    | T 1/26 | Skills: Nonverbal Behavior | Ch. 1, pg. 17-20 | |
|      | Th 1/28 | Pronunciation: Thought Groups | Ch. 1, pg. 20-22 | |
| 4    | T 2/2 | **Topics: Describing & Comparing Objects** | Ch. 2, pg. 28-36, 47-49, 54-58 | |
|      | Th 2/4 | Grammar: Descriptors | Ch. 2, pg. 36-40 | MP1 self-eval due |
| 5    | T 2/9 | Skills: Using Visual Aids, Asking Questions | Ch. 2, pg. 41-45, 50 | |
|      | Th 2/11 | Pronunciation: Stress | Ch. 2, pg. 51-54 | |
| 6    | T 2/16 | **Topic: Explaining a Process or Procedure** | Ch. 3, pg. 59-72, 89-92 | |
|      | Th 2/18 | Grammar: Modals & Cleft Sentences | Ch. 3, pg. 72-78 | |
| 7    | T 2/23 | Skills: Rapport with Your Audience, Using Slides (PowerPoint & Prezi) | Ch. 3, pg. 79-85 | |
|      | Th 2/25 | Pronunciation: Intonation | Ch. 3, pg. 86-88 | MP2 self-eval |
| 8    | T 3/1 | **Topic: Definitions** | Ch. 4, pg. 93-118, 128-131 | |
|      | Th 3/3 | Grammar: Extended Definitions | Ch. 4, pg. 108-115 | |
|      | T 3/8 | **SPRING BREAK**: no class | | |
|      | T 3/15 | Skills: Telling Stories | Ch. 4, pg. 115-123 | |
|      | Th 3/17 | Pronunciation: Compound Nouns & Noun Phrases | Ch. 4, pg. 123-127 | |
| 9    | T 3/22 | **Topic: Problem-Solution** | Ch. 5, pg. 132-141, 160-161 | MP3 self-eval |
|      | Th 3/24 | **EASTER BREAK**: no class | | |
| 10   | T 3/29 | Grammar: General-to-Specific | Ch. 5, pg. 141-142 | |
|      | Th 3/31 | Skills: Persuasion, Answering Questions | Ch. 5, pg. 143-156 | |
| 11   | T 4/5 | Pronunciation: Unstressed words & syllables | Ch. 5, pg. 156-159 | |
|      | Th 4/7 | **Topic: Presenting Biographical Info** | Ch 6, pg. 162-170 | |
| 12   | T 4/12 | **Topic: Presenting Research** | Ch 6, pg. 171-184 | |
|      | Th 4/14 | Presentations (or Extra Topic) | | MP 4 self-eval |
| 13   | T 4/19 | Presentations | | |
|      | Th 4/21 | Presentations | | |
| 14   | T 4/26 | Presentations | | |
| 15   | Th 4/28 | **EXAM READING DAY**: no class | | |
| Finals | T 5/3 | Final Presentation Self-Evaluations due on Tuesday, May 3, 2016 at noon | | |
|      | Th 5/5 | **FINAL EXAMS**: no class | | |