

# College of Continuing Education

## The University of Oklahoma

### Advanced Programs

**Course Title:** Presentation Skills for the Human Relations Professional

**Course Number:** HR 5112-301

**Course Description:** After they enter the workforce, people find they lack adequate presentation skills. Frequently, undergraduate students may have taken basic communication courses, but they could easily have missed the more career-oriented public speaking and presentation courses. Once in the workforce, it may come as a rude awakening to be asked to conduct a briefing on a new project, train a group of new employees, or make a presentation about your organization before an audience of total strangers.

This course will give students the opportunity to plan, develop, deliver, and evaluate effective presentations before groups. This course is "hands-on," meaning that student presentations will begin the first day of class, and skills will be developed throughout the entire class time. Students will practice preparation skills, design and development skills, facilitation skills, public speaking skills, and self-evaluation skills. Skills to involve audiences in presentations will be covered. Skills in working with small groups, and in processing the transfer of information in non-traditional ways will be covered. Alternatives to lectures and speeches will be included. Students will develop their own "portfolios" of methods and techniques with which to make effective and meaningful presentations.

**Class Dates, Location, and Hours:** August 19-24, 2002 - Andersen AFB, Guam. See Site Manager for classroom location. Class Hours: M-F 5:30-10:00 p.m.; Sat 8:00 a.m.-4:00 p.m.

**Last Day to Enroll or Drop Without Penalty:** July 21, 2002

**Site Manager:** Nate Hathorne. Phone: DSN 315-366-5275; COM 671-366-5275; Fax: DSN 315-366-2604; COM 671-366-2604; Alternate Fax: (Education Office) DSN 315-366-7232; COM 671-366-5232; E-mail: [apandersen@ou.edu](mailto:apandersen@ou.edu).

**Course Professor:** Peter C. Vail, M.Ed.

**Mailing Address:** 1932 Shelby Court  
Norman, OK 73071

**Telephone Number:** (405) 325-3248 (O)                      **Fax Number:** (405) 325-7139  
(405) 364-9307 (H)

**E-mail Address:** [pvail@ou.edu](mailto:pvail@ou.edu)

**Professor availability:** The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, or by appointment.

#### **Textbook(s) and Instructional Materials:**

Student materials are ordered from the Follett/AP Bookstore at <http://www.oklahoma.bkstr.com>, except specialty items provided by Advanced Programs. Orders may also be placed to the Follett/AP Bookstore by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). Orders may also be placed via e-mail to [apouful@fhcg.follett.com](mailto:apouful@fhcg.follett.com). Representatives are available from 8 a.m. to 5 p.m. CST Monday through Friday. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-1557 (outside the U.S.).

*For more information about Advanced Programs, visit our website at: <http://www.goOU.ou.edu>*

- 01 Kahrs, Till. *Enhancing Your Presentation Skills*. iUniverse, Inc., 2000. ISBN #059512481X. (Text prices are available online.)
- 02 Arrendondo, Lani. *How to Present Like a Pro: Getting People to See Things Your Way*. McGraw-Hill Professional, 1990. ISBN #0070025053. (Text prices are available online.)

**Note:** The Follett AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.

**Course Objectives:** As a result of participation in this class, students will be able to:

1. assess characteristics of an intended audience;
2. assess a facility and presentation area;
3. design, develop, and practice presentations;
4. identify ways to involve members of an audience; and
5. productively critique presentations.

**Assignments, Grading and Due Dates:**

1. Pre-course assignment - read both texts, and using concepts from books, critique two live presentations by other presenters. Each written critique should be approximately two pages.
2. Plan, develop, and present two individual presentations in class.
3. Plan, develop, and present one small team presentation in class.
4. Self critique and peer critiques in class.

Assignment	Due Date	Grade Points
Two Critiques	First class session	1/6
Individual and Team Presentations	During class sessions	2/3
Self Critique and Peer Critique	Following each presentation in class session	1/6

**Grading:** This is a letter-graded course: A, B, C, D, or F.

**Companion Directed Reading:**HR 5111-601

**Textbook(s) and Instructional Materials:**

03 Hoff, Ron. *I Can See You Naked*. Andrews McMeel Pubs., 1992. ISBN #0836280008. **(Text prices are available online.)**

**Course Objective:** Upon completion of this assignment, students will learn at least eight methods for improving the opening, body, and closing of a presentation.

**Assignment:** Read the assigned text, then reflect on four different presentations you have made, and, using and referencing text, describe how you could have significantly improved each presentation.

**Alternative assignment:** plan and deliver two presentations following this class. Use Arrendondo's "Preplanning Worksheet" and "Model Outline Worksheet" for planning your presentations, as well as Hoff's "Nuggets for Your Next Presentation." Use Hoff's "Your Presentation Diary" to conduct a self-critique after your presentations. (Add pages as needed). Submit all forms.

**Grading:** This CDR is graded Satisfactory or Unsatisfactory (S/U). A grade of S is equivalent to B or better.

**CDR Due Date:** September 14, 2002

**NOTICE:** Failure to meet this CDR Due Date could result in a grade of U or I (Incomplete), depending on the professor's guidelines, and may adversely impact Tuition Assistance and/or Financial Aid.

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### ATTENDANCE/GRADE POLICY NOTICE

Students are required to attend all classes and submit coursework according to the assigned deadlines. If you anticipate any deviations from the attendance or coursework submission requirements, you must coordinate with the professor for approval in advance of the on-site seminar. Professors *are not required* to allow missed class time or to accept late coursework. **Failure to meet attendance guidelines or coordinate deviations with the professor may result in a lower grade being assigned. Failure to meet the coursework submission requirements or coordinate deviations with the professor may result in a grade of I or U being assigned, or the work may not be accepted.** Professors *are not required* to allow students a year to make up grades of “Incomplete.” Professors may adopt guidelines that are more restrictive than the University maximum of one year. Professors understand the workload and associated issues of students in a military population, and they will do everything they can to help you meet your educational goals. You must understand, however, that the *guidelines and requirements are at the professor’s discretion*. This policy applies to both the 2-hour course and the 1-hour Companion Directed Reading.

Government regulations for completing coursework frequently differ from university requirements. **Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance.** See the education counselor at your local education center for a complete description of your TA or VA requirements.

### ACADEMIC HONESTY

Honesty is a fundamental precept in all academic activities and ... [you] have a special obligation to observe the highest standards of honesty ... Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- a) cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement;
- b) assisting others in any such act;
- c) or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the Academic Misconduct Code of the University of Oklahoma.

### ACCOMMODATION STATEMENT

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. The College and the University provide a range of special services for those with disabilities. If you anticipate a need for some of these services, please contact your OU Site Manager.

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Manager. Students should retain a copy of any assignments that are mailed to the professor for the course.

# **PETER C. VAIL, M.Ed.**

## **EDUCATION**

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BA in Psychology - Bowling Green State University  
M. Ed. in Education - Bowling Green State University  
Graduate courses, Portland State University and The University of Oklahoma  
Continuing Education Institutes in Leadership, Duke University and the University of Georgia

## **CURRENT POSITIONS**

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Advanced Programs Professor since 1996  
Director, Executive Training and Team Quest, University of Oklahoma  
Adjunct Professor, College of Liberal Studies, University of Oklahoma

## **FREQUENTLY TAUGHT ADVANCED PROGRAMS**

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HR 5112      Presentation Skills for the Human Relations Professional

## **REPRESENTATIVE PUBLICATIONS AND PRESENTATIONS**

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With Gaudet, Cyndi, Smith, Trina, and Conerly, Donna. "A Model for Trainer Certification."  
NABTE Review, 34 (1997)  
Has conducted training and has done consulting throughout the United States, in the Trust Territories,  
American Samoa, and Puerto Rico  
Made presentations in several national and regional conferences, including the 1996 American Society  
for Training and Development (ASTD) International Conference  
Has been involved in planning and managing several national-scope conferences

## **CONFERENCE PRESENTATIONS**

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"Leadership Skills for Women in Rehabilitation", Nat. Rehabilitation Association, Boston, MA, 1983  
"Implications of ADA for Adult Education", Wichita, KS, 1990  
"Certification of HRD Professionals", ASTD, Orlando, FL, 1996  
"Instructor Certification", American Petroleum Institute world conference, Houston, TX, 1996  
"Academic Preparation of Training Professionals", Southwest Business Conference, Edmond, OK,  
1996

## **MAJOR PROFESSIONAL AFFILIATIONS**

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Past President and Board Member of the Central Oklahoma Chapter of ASTD  
Member, ASTD (national)  
National Council on Rehabilitation Education