



COURSE OUTLINE

COURSE NUMBER:	DPS 15117 1812
COURSE NAME:	EFFECTIVE ORAL COMMUNICATION
METHOD OF DELIVERY:	ONLINE
INSTRUCTOR:	STEVI DRAM:
INSTRUCTOR CONTACT:	204-982-1168 s.dram@uwinnipeg.ca
VIRTUAL OFFICE HOURS:	Available by appointment
COURSE WEBSITE OR NEXUS:	https://nexus.uwinnipeg.ca/
SUPPLIES:	Computer, internet access and device to record presentation.
COURSE OPENS:	Monday, January 7, 2019
COURSE CLOSES:	Sunday, March 31, 2019
MATERIALS:	Course handouts will be distributed throughout the course.
NEXUS:	Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication.

COURSE DESCRIPTION:

Whether you are promoting a product, explaining an idea, or communicating a vision, the way you present and respond to others can greatly affect your success in the workplace. This course is designed to help you become a more effective communicator. You will learn how to plan, create, organize and deliver effective oral presentations and increase your interpersonal communication skills.

LEARNING OUTCOMES:

On completion of this course, students will be able to:

- Have increased confidence in public speaking
- Have an understanding of how to create and deliver a variety of presentation, including the effective elements needed and presentation strategies.
- Identify what makes a presentation valuable and impactful (informational, educational, persuasive, and facilitative)
- Co-facilitate a facilitative leadership strategy, either a guided or a collaborative problem-solving discussion;
- Determine how to provide positive and constructive feedback.
- Identifying common blocks to successful interpersonal communication
- Using and identifying effective elements of a slide presentation
- Understand the components of effective meetings
- Review the preparation and follow-up required of a facilitator in order to run an effective meeting
- Understand how to lead a facilitation process with emphasis on active listening techniques
- Understand how to deal with non-functional meeting behavior using constructive feedback techniques
- Apply effective facilitation skills in a meeting, discussion, or problem-solving session

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

LECTURE SCHEDULE:

MODULE	TOPICS
1 (one week) Jan 7-13	Course Overview Introductions
2 (one week) Jan 14-20	Elements of Effective Presentations Building Your Confidence as a Speaker Assignment Preparation Reflection on Learning
3 (one week) Jan 21-27	Evaluating a Presentation
4 (2 weeks) Jan 28 – Feb 10	Introduction to Interpersonal Communication; Roadblocks to Communication; Active Listening; Reflection on Learning.
5 (one week) Feb 11-17	Constructive Feedback Online Meeting
6 (one week) Feb 18-24	Effective Presentations

7 (one week) Feb 25-Mar 3	Facilitation Skills
8 (one week) Mar 4-10	Persuasive Presentations Part I
9 (2 weeks) Mar 11-24	Persuasive Presentations Part II Online Meeting – Wrap-up and Farewell
10 (one week) Mar 25-31	Evaluating the Persuasive Presentations

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Program Area for a Request for Voluntary Withdrawal form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	DUE DATE (midnight)
2%	Introduction Video	Module 1: Jan. 14
5%	Discussion Forum: Reflection on Memorable Presentation	Module 2: Jan. 20
2.5%	Assignment: Sir Kenneth Robinson TED Talk	Module 3: Jan. 27
20%	Discussion Forum: Active Listening (2.5%) Presentation: Why Something is Important (15%) Quiz 1 (2.5%)	Module 4: Feb. 10
5%	Team Assignment: Constructive Feedback (5%)	Module 5: Feb. 17
13%	Discussion Forum: Ted Wujec TED Talk (5%) Assignment: Facilitating a Meeting (8%)	Module 7: Mar. 3
20%	Presentation: How Something Works (20%)	Module 8: Mar. 10
7.5%	Discussion Forum: Shawn Achor's Ted Talk (5%) Quiz 2 (2.5%)	Module 9: Mar. 24
25%	Presentation: Persuasive (Presentation/outline and self-evaluation)	Module 10: Mar. 31

MINIMUM GRADE:

Students must receive a minimum grade of “C”, or better, in all courses within the program requirements to graduate.

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

PARTICIPATION GRADE RUBRIC:

GRADE	CHARACTERISTICS / DESCRIPTION
0-2%	Displays most or many of the following: Does not participate in class discussion. Does not ask questions. Does not listen when others speak or interrupts discussion. Is distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations etc.). Is almost never prepared. Misses all or nearly all classes, is late for all, or nearly all, start of the class, or is late returning from breaks.
3-5%	Displays most or many of the following: Is present, but responds minimally when asked directly. Is adequately prepared for class, but does not analyze or provide interpretation. Rarely asks questions, and does not always listen when others speak; is sometimes distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations, etc.). Is often absent, or late, for the start of the class or returning to class after break
6-8%	Displays most or many of the following: Well prepared and offers analysis in discussions. Contributes and interacts in class discussions – listens and responds to other students, asks questions, offers and supports other opinions, even those with differing views. Consistent involvement. Attends nearly every class, is rarely late for the start of the class or returning from break. Is largely attentive to class discussions and instructor. Rarely inattentive due to the use of cell phone, computer, or sidebar conversations, etc.
9-10%	Displays all or nearly all of the following: Very well prepared – read materials and relates it to other materials (readings, course material, discussions, experiences, etc.). Evaluates and analyzes material, and offers new and insightful approaches. Significantly contributes to discussion – listens to classmates and provides further analysis to maintain discussion. Very active discussion. Attends every class, is never late for the start of class or returning from break. Is always, or nearly always, attentive to class discussions and the instructor, never uses cell phone, computer or engages in sidebar conversation.

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students' responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)

[Procedures: Academic Misconduct Policy](#)

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

UWPACE GRADING SYSTEM:

Letter-Graded

A+	96-100
A	91-95
A-	83-90
B+	75-82
B	70-74
C+	66-69
C	57-65
D	50-56
F	under 50%
I	Incomplete

Pass/Fail

P	Pass
F	Failure

Non-Graded (Audit)

CP	Certificate of Participation (based on >75% attendance)
NC	No Certificate of Participation (based on <75% attendance)
I	Incomplete

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.