

ENTOMOLOGY 915 Presentation Methods Syllabus 2017

Instructors

Doug Golick, Assistant Professor
Department of Entomology
University of Nebraska-Lincoln
216 Entomology Hall
dgolick2@unl.edu
402-472-8642
Email is the best way to contact me
I am slow to respond to phone messages

Collaborating Instructors

Leslie Delserone, Associate Professor
University Libraries
ldelserone2@unl.edu
402-472-6297



Technical Requirements

In order to take this course, you must have:

1. E-mail
2. An Internet Browsers (Firefox 2014 or higher, Google Chrome, or Safari)
3. PowerPoint (2007 or higher)
4. Adobe Acrobat Reader
5. Adobe Photoshop Elements
6. We will be using box.unl.edu to access and share files

The technology skills you will need to succeed in this course are a basic familiarity with your Web browser, e-mail, word processing, and the ability to locate specific information on the Internet. You must also know or learn how to use Canvas courseware

Prerequisites: Basic knowledge of operating systems and file management

Course Description:

This course prepares graduate students (focus on entomology) to give scientific and public presentations. It includes instruction in preparing posters and on-screen shows, image editing, finding entomological resources in libraries and on the Internet, insect photography, and public speaking.

Measurable Behavioral Objectives: Students completing this course should be able to:

1. Prepare on-screen shows and posters using Microsoft PowerPoint.
2. Create and edit images for use in presentations.
3. Move files between computers by email attachments and Digital Drop Boxes
4. Download images from the WWW and capture computer screens to use in presentations.
5. Resize images and convert file types.
6. Find entomological resources from library resources for presentations
7. Find reliable resources on the Internet.
8. Take high quality photographs of insects and other organisms
9. Edit images using Photoshop Elements.
10. Speak effectively when presenting scientific information to both scientists and laypersons
11. Explain your research in a concise and effective manner to a VIP.
12. Effective use of Google and Microsoft search tools to find directions for doing PowerPoint functions

Required Materials:

- Microsoft Office 2011 or later: We strongly recommend versions: MS Office 2013 (PC) or Office 2015 (MAC) or later
- Pixlr 13 (PC or MAC).
- **Clear and to the Point: 8 Psychological Principles for Compelling PowerPoint Presentations** Stephen M. Kosslyn <http://www.amazon.com/Clear-Point-Psychological-Principles-Presentations/dp/0195320697>

Assignments and Grading:

Evaluation will be based on 13 homework assignments including and a portfolio of your major course projects. All homework assignments are due one time. In addition, you will be required to attend 2 of 5 scheduled live webinar meeting sessions. I have added this requirement this semester as I have received very positive feedback about live meetings in my other courses. I know finding time to meet live is tough. As such, I will allow 1 session to be made up by doing an alternative assignment. Please work to attend these sessions starting in September. It is to help us all better to engage with each other and share techniques. I will use a poll to help us find dates where most everyone can attend.

The course requirements must be completed within the semester. Incompletes may be given according to University provisions but any students receiving incompletes will be required to redo all assignments, if not completed, before the next offering of the course (the course assignments change with each offering and we DO NOT keep copies of your work). Students will receive feedback on their work, and assignments will require students to apply what they

have learned in previous lessons.

The course includes weekly homework assignments and feedback, so it is imperative that students “attend” class and stay current on all assignments.

Incomplete Policy: Students requesting an incomplete may remove the incomplete by repeating the course and all assignments, the next time it is offered. Incompletes may be given according to University provisions but any students receiving incompletes will be required to redo all assignments, if not completed, before the next offering of the course (the course assignments change with each offering and we DO NOT keep copies of your work after the semester ends, it is your responsibility to have copies of your assignment).

Policy regarding late assignments: The grade on assignments will be reduced by 10% for each day assignments are delinquent. Students with family or medical emergencies can request that late penalties be waived by advising the instructors of their situation **in advance** of the due date. Late penalties will be waived on a case-by-case basis at the discretion of the course instructors.

Assignment Topics and Points:

Homework	Points	Due Date
Homework 1 – “Just the Basics” Exercise: Email, discussion board, video, moving files between computers	5	Sept 3
Homework 2 – “PPT Basics” Exercise: Animations, transitions, adding images, and custom PowerPoint templates drawing tools	10	Sept 10
Homework 3 - “Captain, We Are Scanning for Life Forms” Exercise: Image editing in Pixlr and PPT	10	Sept 17
Homework 4 – “Dynamite Data” Exercise: Presenting basic data in table, charts, and graphs	10	Sept 24
Homework 5 – “Have Your Elevator Speech Ready” – 3 minute elevator speech with recording of your voice	25	Oct 1
Homework 6 - “It’s Like the Offspring of Dr. Frankenstein and Picasso Put the Presentation Together!” – Exercise: Critically evaluating presentations	25	Oct 8
Homework 7 – “Cover Models” Poster (draft) due	25	Oct 22
Homework 8- “K.I.S.S(mart)” 10min. Presentation to a lay audience	50	Oct 29
Homework 9 - “Revenge of the Nerds” 10 min. Presentation to the scientific community	50	Nov 5
Homework 10– “The Only Thing You Have to Know... is How to Find the Library... and How to Find Things in the Library” - Libraries and WWW resources assignment with Leslie	50	Dec 10
Homework 11– “Super Billboard!” – Final draft of poster due	50	Nov 19
Homework 12– “It’s in the Cloud... Man...” – 10 Mini-webinar presentation (you will record your presentation you can create a new one, or add voice to your scientific	50	Dec 3

or lay audience talk).		
Homework 13 – “I Love it When a Plan Comes Together” 1) Prepare a portfolio: a) of your poster (final), b) 10 minute on-screen webinar to a scientific audience, c) 10 minute talk to a lay audience, and d)3 elevator speech, and e) reflection activity presentation of what you learned this semester.	60 (reflection activity)	Dec 10
Live Meeting Session 1	15	TBD
Live Meeting Session 2	15	TBD
Total Points	500	

Final Portfolio Requirements: I have significantly changed the portfolio requirement this semester. You will be collecting your final poster version, 10-minute webinar to a scientific audience, 10-minute lay audience PPT, elevator speech (with audio) AND will be answering the reflection exercises through recorded audio. You can do this in a separate audio or over the PPT with the questions, which I will provide.

Poster: If students are conducting graduate research, they should prepare a 36" by 48" poster about their research or their proposed research. Students enrolled in a non-thesis option M.S. program (or other program) should prepare a poster to teach an entomological concept.

Webinar: Prepare in PowerPoint (and video and audio record) a 20-minute seminar on a research or teaching topic of your choice. If you are an on-campus graduate student, this can be your research work, but not the same topic presented in your poster. If you are in the non-thesis M.S. program, this can be on an entomological topic of your choice, other than the one you present in your poster. All topics will be cleared with your instructors.

Grading Scale

97-100%	A+
93-96%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-67%	D
60-62%	D-
0-59%	F

Learning PowerPoint: This course covers how to create and give presentations and is less about “button-pushing” (the teaching of how to use the software). Software options and user interface change with every upgrade. Steps for making the software function are easily forgotten – even by your instructors.

There are many PowerPoint Help and Learning options for free and purchase on the web:

1. Do a Google search for “how to do X in PowerPoint”.
2. MS Support is very good for finding step-by-step instructions in Blackboard. <https://support.microsoft.com/en-us/contactus>. Just type in the search field, how to do X in PowerPoint 365 (or the version you have)
3. Books on Amazon for purchase, there are many on basic PowerPoint use
4. Classmates. Yes, your classmates are a great resource. We have a discussion board for this.

Entomology Pledge of Instructional Standards:

Entomology instructors will provide our students a complete syllabus meeting all UNL standards, our classes will be based on current science and will follow published schedules and descriptions, and our instructors will be timely in returning grades and in responding to our students.

Policy regarding academic dishonesty:

The University of Nebraska-Lincoln has a policy about academic dishonesty, as indicated in the Student Code of Conduct (see Undergraduate Bulletin). As a student at UNL, you enjoy rights and protections under the code and are obligated to conduct yourself in compliance with the code. One area where students occasionally have some confusion regards plagiarism or misrepresenting the work of another as one's own. As the Student Code of Conduct indicates, academic sanctions for misconduct subject to appeal are at the discretion of the instructor, and may include giving the student a failing grade for the course. In this course, the least penalty I will impose for misconduct is a one letter grade reduction in the course grade, but in most instances the penalty for cheating will be a failing grade in the course.

Students with Disabilities:

Students with disabilities are encouraged to contact the instructor for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska-Lincoln to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements. To receive accommodation services, students must be registered with the Services for Students with Disabilities (SSD) office, 132 Canfield Administration, 472-3787 voice or TTY.

Course Etiquette:

Be courteous to others when submitting assignments and participating in discussions. Offensive materials will be removed from the course web site. Students will be contacted if material is deemed inappropriate by any of the instructors.

HELP!!

BlackBoard

Various student resources are available for any issues you experience with BlackBoard® courseware and any other technical problems that might arise during the course of the semester. You can find a list of helpful resources under “Online Help Resources” on the “My

UNL" Blackboard page.

UNL Blackboard Help Desk

Phone: (402) 472-3970

E-mail: helpdesk@unl.edu

Library Services

UNL distance students have access to a tremendous resource-UNL's Library Services

If you are using Blackboard, there is a tab at the top of the page, "UNL Library"-just click and you are there. This web site can also be accessed directly at: <http://iris.unl.edu/>

After you use one of the above options, you will be at the Iris Main Page:

Click on "Services", then, on the following page click on "Distance Education Services." At this point, you will be able to read about the various services UNL's Library Services provide to distance learners.

This page has information about the web request form, information about liaison librarian services, various delivery options (including web delivery), and much m

