SYLLABUS
ENTMLGY 7920

Presentation Skills for Scientists

Spring 2023 (full term)

2 credit hours
Online, 3-5 pm Monday and Wednesday

COURSE OVERVIEW

Department of Entomology

Location:

Columbus Campus: 245 Kottman Hall

Wooster Campus: 300 Wooster Science Building

Co-Instructors

Instructor: Dr. Kelley Tilmon
Email address: Tilmon.1@osu.edu (email is preferred contact method, Office Phone: 330-202-3529)
Office hours: virtual, by appointment

Instructor: Dr. Mary Gardiner

Email address: Gardiner.29@osu.edu (preferred contact method, no office phone, Columbus Department Main Office: 614-292-8209)

Office hours: virtual, by appointment (Campus office 251 Kottman Hall)

Prerequisites

Graduate standing or successful petition status
(https://gradsch.osu.edu/sites/default/files/resources/pdfs/SeniorPetitionFORM.pdf)

Course description

This course is a seminar for graduate students in STEM fields who are interested in developing and improving their written and graphical communication skills. We focus on designing and communicating research presentations that are understandable to interdisciplinary audiences.

Course learning outcomes

By the end of this course, students should successfully demonstrate the communication skills needed to communicate effectively in poster and oral presentation formats.

HOW THIS ONLINE COURSE WORKS

Mode of delivery: This course is a hybrid format. The course will meet at scheduled course times either online via zoom or in person in (add room) (3-5 on Monday and Wednesday).

Pace of online activities: This course is divided into **weekly modules**. Students are expected to attend all class sessions and complete homework activities as described in the modules.

Credit hours and work expectations: This is a **2-credit-hour course**. According to Ohio State policy (go.osu.edu/credithours), students should expect around 4 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 4 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

Attendance and participation requirements: Students are expected to attend class and participate as presenters and peer-reviewers.

- **We will make exceptions to our attendance policy in cases of illness or emergency**. Students must alert the instructors, and provide either a doctor's note documenting their illness or describe the emergency faced as soon as possible prior to or following their absence.

COURSE MATERIALS AND TECHNOLOGIES

Textbooks

- No textbook is required

Course technology

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

Technology skills needed for this course

- Basic computer (e.g., presentation and word processing software), and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings). You must log in to Zoom sessions using the OSU system and your OSU login, as your login will be linked to grading.

Required equipment

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen access

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (go.osu.edu/add-device).
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application (go.osu.edu/install-duo) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

GRADING AND FACULTY RESPONSE

How your grade is calculated

ASSIGNMENT CATEGORY	PERCENTAGE
3-Minute Elevator Speech	10%
Introduction	20%
10-Minute Presentation	35%
Poster	35%
Total	**100%**

See course schedule below for due dates.

Descriptions of major course assignments

3 Minute Elevator Speech

Description: The purpose of this assignment is to gain skills distilling a research-related subject (such as your thesis or dissertation topic) into a brief, succinct oral communication without visual aids, that can be understood by a general audience. See course schedule for timeline details.

Academic integrity: This assignment is to be original work on your part, with feedback from instructors and peers on an early practice draft before the graded version. You are expected to behave with academic integrity in the performance of this assignment.

Introduction

Description: In some ways the Introduction of a scientific talk is the most important part of the presentation, where you set the stage for your subject, convince the audience of its relevance, and secure their interest in your topic. This semester you will work on a 10-minute scientific talk. Because of the importance of the Introduction we will spend time on this segment of the talk first, with a practice/feedback session and later a graded session. Ultimately this Introduction will be incorporated into your full 10-minute talk. See course schedule for timeline details.

Academic integrity: This assignment is to be original work on your part, with feedback from instructors and peers on an early practice draft before the graded version. You are expected to behave with academic integrity in the performance of this assignment.

10 Minute Presentation

Description: You will produce a 10-minute scientific talk, preferentially based on your own research, with practice sessions and instructor/peer feedback before the graded version. See course schedule for timeline details.

Academic integrity: This assignment is to be original work on your part, with feedback from instructors and peers on an early practice draft before the graded version. You are expected to behave with academic integrity in the performance of this assignment.

Poster

Description: You will produce a scientific poster, preferentially based on your own research, with practice drafts and instructor/peer feedback before the graded version. See course schedule for timeline details.

Academic integrity: This assignment is to be original work on your part, with feedback from instructors and peers on an early practice draft before the graded version. You are expected to behave with academic integrity in the performance of this assignment.

Late assignments

Because the 3-minute elevator speech, Introduction and 10-Minute Presentation will be delivered during class, late presentations will not be accepted. Late posters will receive a penalty of one letter grade per 24 h. For example, an A poster turned in late but within 24 h of the due date will receive a B, within 48 a C and so forth. Exceptions will be made for ALL assignments due to illness, with a doctor's note, or emergency (validity of emergencies evaluated on a case-by-case basis). If possible, students should alert instructors to their inability to meet a deadline prior to the deadline, but we understand with some emergencies this will not be possible. Please refer to the course schedule for due dates.

Grading scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
77–79.9: C+
73–76.9: C
70–72.9: C-
67–69.9: D+
60–66.9: D
Below 60: E

Instructor feedback and response time

Instructors may be reached by email at gardiner.29@osu.edu and tilmon.1@osu.edu. Instructors will attempt to respond within 48 hours during the instructional week.

Instructors will attempt to return assignments in a timely manner following the due date.

You can call **614-688-4357(HELP)** at any time if you have a technical problem.

OTHER COURSE POLICIES

Discussion and communication guidelines

The following are the expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: For presentations and posters, you should use good grammar, check spelling, and use appropriate punctuation.
- **Tone and civility**: We will maintain a supportive learning community where everyone feels safe and comfortable working on improving their presentation skills. Remember that sarcasm doesn't always come across online.

Academic integrity policy

See **Descriptions of major course assignments**, above, for specific guidelines about collaboration and academic integrity in the context of this online class.

Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's *Code of Student Conduct* (studentconduct.osu.edu), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact the instructors.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)
- Eight Cardinal Rules of Academic Integrity (go.osu.edu/cardinal-rules)

Copyright for instructional materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Safe and Healthy Buckeyes

Health and safety requirements: All students, faculty and staff are required to comply with and stay up to date on all university safety and health guidance (https://safeandhealthy.osu.edu), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will result in a warning first, and disciplinary actions will be taken for repeated offenses.

Creating an environment free from harassment, discrimination, and sexual misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also

have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at equity.osu.edu,
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or Email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.

- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

This course adheres to The Principles of Community adopted by the College of Food, Agricultural, and Environmental Sciences. These principles are located on the Carmen site for this course; and can also be found at https://go.osu.edu/principlesofcommunity. For additional information on Diversity, Equity, and Inclusion in CFAES, contact the CFAES Office for Diversity, Equity, and Inclusion (https://equityandinclusion.cfaes.ohio-state.edu/). If you have been a victim of or a witness to a bias incident, you can report it online and anonymously (if you choose) at https://studentlife.osu.edu/bias/report-a-bias-incident.aspx.

Your mental health: Counseling and Consultation Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and

Consultation Services (CCS) by visiting ccs.osu.edu or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-(800)-273-TALK or at suicidepreventionlifeline.org.

Requesting disability accommodations

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Canvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

COURSE SCHEDULE

Refer to the Carmen course for up-to-date assignment due dates.

Week	Dates	Location	Topics, Readings, Assignments, Deadlines
1	January 9	In Person	Introductions and Course Information, Elevator Speeches (Gardiner, Peer Group Activity)
	January 11	Zoom	Slide Design Basics (Gardiner Lecture)
2	January 16		*Martin Luther King Jr. Day – No Class*
	January 18	Zoom	Preparing a Scientific 10-Minute Talk (Gardiner Lecture)
3	January 23	In Person	Deliver Elevator Speeches (Class Presentation for Feedback)
	January 25	In Person	Deliver Elevator Speeches (Class Presentation for Feedback)
4	January 30	In Person	Deliver Elevator Speeches (Class Presentation for Feedback)
	February 1	Zoom	Creating Effective Posters (Tilmon Lecture)
5	February 6	Zoom	Speaking to the Extension Audiences (Tilmon Lecture)
	February 8	In Person	Deliver Elevator Speeches (Class Presentation for Grade)
6	February 13		No class, presentation worktime
	February 15	In Person	Presentation of 10 Minute Talk Introduction (Class Feedback)
7	February 20	In Person	Presentation of 10 Minute Talk Introduction (Class Feedback)
	February 22	In Person	Presentation of 10 Minute Talk Introduction (Class Feedback)
8	February 27	Zoom	Effective Communication in Teaching (Guest Lecture)
	March 1		No class, presentation worktime
9	March 6	Zoom	Academic Use of Social Media (Guest Lecture)
	March 8	Zoom or In Person	Meet with Peer, Practice Session of 10 Minute Talk
10	March 13		Spring Break
	March 15		Spring Break
11	March 20	In Person	Presentation of Full 10 Minute Talk (Introduction Graded, Class Feedback on Full Presentation)
	March 22	In Person	Presentation of Full 10 Minute Talk (Introduction Graded, Class Feedback on Full Presentation)

Week	Dates	Location	Topics, Readings, Assignments, Deadlines
12	March 27	In Person	Presentation of Full 10 Minute Talk (Introduction Graded, Class Feedback on Full Presentation)
	March 29	In Person	Presentation of Full 10 Minute Talk (Introduction Graded, Class Feedback on Full Presentation)
13	April 3	Zoom	Poster Rough Draft for Workshop (Projected Class Activity)
	April 5	In Person	Presentation of Full 10 Minute Talk (Graded)
14	April 10	In Person	Presentation of Full 10 Minute Talk (Graded)
	April 12	In Person	Presentation of Full 10 Minute Talk (Graded)
15	April 17		No class, poster worktime
	April 19		No class, poster worktime
16	April 24	In Person	Poster Second Draft for Workshop (Printed Class Activity)
	April 28 (4:00-5:45 pm)	In Person	FINAL EXAM: Poster Mixer (With Invited Guests, Submit Posters for Grade)