



# Course Outline

MATS6003

Presentation Skills for Materials Technology

Materials Science and Engineering

Science

T1, 2021

## 1. Staff

| Position        | Name             | Email  | Consultation times and locations   | Contact Details  |
|-----------------|------------------|--|--|------------------|
| Course Convenor | Dr. Pramod Koshy | <a href="mailto:koshy@unsw.edu.au">koshy@unsw.edu.au</a> | Room 120, School of Materials Science and Engineering (Building E10), by appointment | Phone: 9385 6038 |

## 2. Course information

Units of credit: 6

Pre-requisite(s):

Co-requisite(s): MATS6113

Timetabling website: <http://timetable.unsw.edu.au/2019/MATS6003.html#S1-9222>

Teaching times and locations:

|          | Lecture | Lecture | Lecture |
|----------|---------|---------|---------|
| Day      |         |         |         |
| Location |         |         |         |
| Time     |         |         |         |
| Weeks    |         |         |         |

### 2.1 Course summary

This course covers selected topics in presentation skills including public speaking, presentation techniques, visual aids, resume and cover letter writing skills, interview skills, web design, and the use of the persuasive media. This will provide students will skills that will assist in the development of their professional skills and give them the necessary knowledge and skills to conduct presentations at conferences and to succeed in interviews.

### 2.2 Course aims

To learn how to document, present, and market oneself through spoken and written communication skills using the following platforms:

- Postgraduate thesis preparation
- Cover letter preparation and curriculum vitae and résumé preparation
- Job interview skills
- Non-verbal communication skills
- Conference-style presentation techniques
- Oral and visual communication

## 2.3 Course learning outcomes (CLO)

At the successful completion of this course you (the student) should be able to:

1. Demonstrate competency in presenting to the standard expected at a professional international conference
2. Demonstrate competency in preparing presentation slides of a high visual and technical standard
3. Develop skills in preparing appropriate CVs and cover letters and speaking/behaviour skills for interviews for job applications
4. Gain understanding of the important aspects to consider when drafting a Master's thesis

## 2.4 Relationship between course and program learning outcomes and assessments

| Course Learning Outcome (CLO) | LO Statement          | Program Learning Outcome (PLO) | Related Tasks & Assessment |
|-------------------------------|-----------------------|--------------------------------|----------------------------|
| CLO 1                         | Demonstrate...        | 1                              | 1 & 2                      |
| CLO 2                         | Demonstrate...        | 1                              | 1 & 2                      |
| CLO 3                         | Develop...            | 1                              | 1 & 2                      |
| CLO 4                         | Gain understanding... | 1, 2, 3, 4 & 5                 | 1 & 2                      |

## 3. Strategies and approaches to learning

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### 3.1 Learning and teaching activities

(Based on UNSW Learning Guidelines)

- *Students are actively engaged in the learning process.*  
It is expected that, in addition to attending classes, students read, write, discuss, practise, and are engaged in matters of relevance to the course.
- *Effective learning is supported by a climate of inquiry where students feel appropriately challenged.*  
Students are encouraged participate, individually and collectively, in the approaches and strategies that are taught in the class with the aim of adapting and/or altering these to suit the individuality of each student. Questioning the effectiveness of these approaches is welcomed
- *Learning is more effective when students' prior experience and knowledge are recognised and built on.*  
This course is built on the student's possessing basic experience in oral and written communication skills. All of the activities are set up such that they are useful to improve the communication skills of the students to enable their transition from university life to professional career. Students are encouraged to use approaches that works best for themselves.

- *Students become more engaged in the learning process if they can see the relevance of their studies to professional and disciplinary contexts.*

Students are to be exposed to different ways in which they can market themselves and their ideas. It is self-evident that skills in this area are relevant to obtaining employment and excelling once employment has been obtained.

### **3.2 Expectations of students**

- Students must attend at least 80% of all classes with the expectation that students only miss classes due to illness or unforeseen circumstances
- Students do not have to come prepared with any content, but they can bring presentation slides and thesis documents in class to obtain feedback
- During class, students are expected to engage in class activities.
- Students should complete all assessment tasks and submit them on time.
- Students are expected to participate in online discussions through the Moodle page

## 4. Course schedule and structure

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This course consists of 40 hours of class contact hours. You are expected to take an additional 110 hours of non-class contact hours to complete assessments and presentation preparation spread over the term.

| <b>Wee<br/>k</b> | <b>Topics</b>  | <b>Activity</b>                           |
|------------------|--|---|
| <b>1</b>         | Preliminary presentation session and feedback                      |   |
| <b>2</b>         | Thesis preparation   | Formative feedback                        |
| <b>3</b>         | Cover letters, Curricula Vitae and Résumés                         |   |
| <b>4</b>         | Assignment on Job Applications                                     | Assignment 1                              |
| <b>5</b>         | Assignment Feedback<br>Job interviews and Non-verbal communication |   |
| <b>6</b>         | Break week   |   |
| <b>7</b>         | Potential problems with presentations<br>Visual aids               |   |
| <b>8</b>         | Presentation Assignment 2 (Literature Survey)                      | Assignment 2                              |
| <b>9</b>         | Presentation Assignment 2 (Literature Survey)                      | Assignment 2                              |
| <b>10</b>        | Feedback – assignment 2; Practise sessions for final presentation  |   |
| <b>TBA</b>       | Student Presentations  | Literature Review and Final Presentations |

## 5. Assessment

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### 5.1 Assessment tasks

| Assessment task                        | Description   | Weight                          | Due date                        |
|--|---|---------------------------------|---------------------------------|
| <b>Assignments</b>                     | Assignment 1: CV/Cover Letter for Job Application<br>Assignment 2: Lit. Review Presentation | 15%                             | Week 4<br>Week 8/9              |
| <b>Literature Review Presentation:</b> | 13-minute presentation on your literature survey (and possibly experimental procedure)      | 35%<br>(90% Style, 10% Content) | Week 11                         |
| <b>Final Presentation:</b>             | 17-minute presentation on your experimental procedure (if necessary), results, discussion   | 50%<br>(90% Style, 10% Content) | Final trimester of project, TBA |

#### Further information

UNSW grading system: <https://student.unsw.edu.au/grades>

UNSW assessment policy: <https://student.unsw.edu.au/assessment>

### 5.2 Assessment criteria and standards

Assessment criteria and standards for each assessment task is available on the course Moodle page.

### 5.3 Submission of assessment tasks

- UNSW operates under a Fit to Sit/ Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so. Information on this process can be found here: <https://student.unsw.edu.au/special-consideration>. Medical certificates or other appropriate documents must be included. Students should also advise the lecturer of the situation.
- Unless otherwise specified in the task criteria, all assignments must be uploaded via Moodle prior to the due date for submission. In class assignment presentations will require the person to attend the class to make the presentation.
- Assignments submitted after the due date for submission will receive a 10% of maximum grade penalty for every day late, or part thereof.
- Students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course coordinator prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit: <https://student.unsw.edu.au/disability>. Early notification is essential to enable any necessary adjustments to be made.
- Rules governing conduct during exams are given at: <https://student.unsw.edu.au/exam-rules>

## 5.4. Feedback on assessment

Feedback will be given within two weeks after the student's presentation or assignment.

## 6. Academic integrity, referencing and plagiarism

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**Referencing** is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at <https://student.unsw.edu.au/referencing>

**Academic integrity** is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility and courage.<sup>1</sup> At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and **plagiarism** can be located at:

- The *Current Students* site <https://student.unsw.edu.au/plagiarism>, and
- The *ELISE* training site <http://subjectguides.library.unsw.edu.au/elise/presenting>

The *Conduct and Integrity Unit* provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>.

## 7. Readings and resources

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This course has no prescribed reading list.

## 8. Administrative matters

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School Office: Room 137, Building E10 School of Materials Science and Engineering

School Website: <http://www.materials.unsw.edu.au/>

Faculty Office: Robert Webster Building, Room 128

Faculty Website: <http://www.science.unsw.edu.au/>

## 9. Additional support for students

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- The Current Students Gateway: <https://student.unsw.edu.au/>
- Academic Skills and Support: <https://student.unsw.edu.au/academic-skills>
- Student Wellbeing, Health and Safety: <https://student.unsw.edu.au/wellbeing>
- Disability Support Services: <https://student.unsw.edu.au/disability-services>
- UNSW IT Service Centre: <https://www.it.unsw.edu.au/students/index.html>

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<sup>1</sup> International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

- Assessment Implementation Procedure:  
<https://www.gs.unsw.edu.au/policy/documents/assessmentimplementationprocedure.pdf>