



# Course Outline

MATS6003

Presentation Skills for Materials Technology

Materials Science and Engineering

Science

T1, 2022

## 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/2022/MATS6003.html>

Teaching times and locations:

	Lecture	Lecture
Day	Thursday	Friday
Location	Science & Engineering G05 (K-E8-G05) / Online (overseas students)	Macauley Theatre (K-E15-1027) / Online (overseas students)
Time	11:00 - 13:00	11:00 - 13:00
Weeks	1-5. 7-10	1-5. 7-10

### 2.1 Course summary

This course covers selected topics in presentation skills including public speaking, presentation techn



*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

## 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>Trimester 1</b>		
<b>Wk</b>	<b>Day 1 (2hrs)</b>	<b>Day 2 (2hrs)</b>
<b>1</b>	Preliminary presentation session	Preliminary presentation session-Feedback
<b>2</b>	PMP Preparation	Thesis preparation
<b>3</b>	Cover letters, Curricula Vitae and Résumés	Feedback from Past Assignments
<b>4</b>	Non-Verbal Communication	Potential Problems with Presentations
<b>5</b>	Assignment 1 Presentation	Interview Practise
<b>6</b>	Break Week	
<b>7</b>	Assignment 1 Feedback	Visual Aids / Presentation Examples
<b>8</b>	Presentation Practise and Feedback	Presentation Practise and Feedback
<b>9</b>	Presentation Practise and Feedback	Assignment 2 Presentation

## 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 Assignment 2: Lit. Review Presentation	15%	Week 4 Week 8/9
<b>Literature Review Presentation:</b>	13-minute presentation on your literature survey (and possibly experimental procedure)	35% (90% Style, 10% Content)	Week 11
<b>Final Presentation:</b>	17-minute presentation on your experimental procedure (if necessary), results, discussion	50% (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 assessment tasks. (TJ -0.00--5)3.63.

## 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

Assessment Implementation Procedure:

<https://www.gs.unsw.edu.au/policy/documents/assessmentimplementationprocedure.pdf>