

Spring 2009: PROFESSIONAL COMMUNICATIONS SYLLABUS

Sociology 716 Section E6R2A Course 2636 Powdermaker 302

Course Objectives

This class concentrates on how to communicate research goals, plans and findings using written and oral media.

Required Reading and Assignments

Mandatory readings will be distributed in class. Students are expected to read all material and participate in class discussions. In addition to readings, there will also be written assignments and projects. There is no make-up provision for assignment due dates. And absences will be cause for final grade reduction.

1. 1/29 *Introductions and Class Overview*
Presentations I
 - Orals and visuals
 - Preparation
 - Critique**Must assignment for 2/5 – monitor the polls on Obama’s inauguration/first few days in office and prepare a synopsis to present to class (team or individual), and ...find and commit to observe a sociological presentation.**

2. 2/5 *Presentations II*
 - Hands-on activity – critique presenters**Must assignment for 2/10 – read “Case Studies” and prepare to discuss findings.**
Must assignment for end-of-semester – prepare a 15-minute presentation.

3. 2/10 (Tuesday) *Data Analysis I*
 - Meeting the objectives
 - Understanding the data
 - Making recommendations**Must assignment for 2/19 – find a published research study, write ONE paragraph summarizing the objectives, sketch ONE simple table of data, sketch ONE simple graph of data, and write ONE paragraph highlighting the key findings and recommendations. ALSO- BE SURE YOU ARE REGISTERED TO USE SOCIOLOGY COMPUTER LAB.**

- 2/12 *No scheduled class – school closed*

4. 2/19 *Data Analysis II*
 - Identifying key measures
 - Summaries
 - Hands-on activity 1 – take pre-prepared data and write a summary
 - Hands on activity 2 – take homework assignment from last week and edit based on what you learned today**Must assignment for 2/26 – finish both hands-on activities and bring TWO HARD copies of each to next class.**

5. 2/26 *PowerPoint (Sociology Lab)*
 - The basics
 - Benefits and limitations
 - Hands-on activity – take homework assignment from last week and transfer to PowerPoint slides**Must assignment for 3/12 – finish hands-on activity and bring TWO hard copies to class.**

6. 3/5 *Peer Review*
- Hands-on activity – distribute homework assignments from last class and edit
- Must assignment for 3/19 – incorporate edits into your work, print out hard copy, attach to your initial original and hand in next week in for a grade.**
7. 3/12 *Field Trip*
- Must assignment for 5/22 – professional presentation critique.**
8. 3/19 *Proposal Writing I*
- Academic/business/grant proposals
- Must assignment for 3/26 – write a short proposal and bring TWO hard copies to class.**
9. 3/26 *Proposal Writing II*
- Hands-on activity – distribute homework assignment from last class and edit
- Must assignment for 4/2 – incorporate edits into your work, print out hard copy, attach to your initial original and hand in next week in for a grade.**
10. 4/2 *The Thesis*
- Basic organization
 - Hands-on activity – create an outline based on area of interest
- Must assignment for 4/23 – prepare a resume and bring TWO hard copies to class.**
- 4/9 and 4/16 *No scheduled class – school closed*
11. 4/23 *The Resume*
- What to write
 - Basic organization
 - Letter of introduction
 - Hands-on activity – critique your own work; edit your resumes
12. 4/30 *Presentations*
- Hands-on activity – critique presenters
- Must assignment for 5/22 – complete critiques (take home exam).**
13. 5/7 *Presentations*
- Hands-on activity – critique presenters
- Must assignment for 5/22 – complete critiques (take home exam).**
14. 5/14 *Presentations*
- Hands-on activity – critique presenters
- Must assignment for 5/22 – complete critiques (take home exam) and hand in by 5/22 for a grade.**
15. 5/21 *No scheduled class – take home exam due (class critiques)*

Grades

Each of the following areas is worth about 14% to 15%:

Synopsis presentation		Professional presentation critique
Data analysis – PowerPoint original work edit	&	Final presentation
Data analysis – Summary		Final exam (class critiques)
Proposal original work & edit		

Note: Be aware that there is a slight chance I will not be here on 5/14. If so, we will continue with presentations on 5/21 and you will please hand in the class critiques on that same today.