Professional Academic Presentations, 4 credits

The graduate schools and networks Agora Materiae and Forum Scientium, together with the Dep of Physics, Chemistry and Biology (IFM), offer the course “Professional Academic Presentations”.

Starting 9 March 2018 and containing 10 sessions, this course will guide you through the intricacies of oral presentations, from basic tools, to body language, diction, and how to best use supporting materials such as posters and PowerPoint presentations.

This is a very hands-on course, with participants expected to give a mini-presentation each time, and give feedback on the presentations of others. You will get plenty of practice and plenty of feedback, to compliment the theoretical underpinnings.

Course leader is Filip Wiltgren, communications officer at IFM. Each weekly, mandatory, seminar will span 3 hours of mixed practice and theory. The course language is English.

Target groups

PhD students, postdocs and PIs in areas of Natural Science, Medicine and Engineering.

PhD students

Remember that you always need to discuss your participation in courses in advance with your supervisor.

Postdocs and PIs

You are very welcome to attend this course. You will get no credits, but you can get a certificate if you need one.

There will be a maximum of 12 participants. Members of Agora Materiae and Forum Scientium have priority.

Schedule

Fridays between 9:15 and 12:15

Starts: Friday 9 March

Ends: Friday 25 May

Place

Seminar rooms in the Physics Building, Campus Valla

Seminar plan

Seminar 1

Friday 9 March, 9.15-12.00, room Dalton 2B:620

Lecture: The Key Goal of a Presentation

Presentation: Present yourself and your research

Time for each presentation: 3 minutes, strict
Seminar 2
Friday 16 March, 9.15 – 12.00, room Boltzmann E225
Lecture: Techniques for Taking and Giving Effective Feedback
Presentation: Free topic
Time for each presentation: 5 minutes, strict

Seminar 3
Friday 23 March, 9.15 – 12.00, room Boltzmann E225
Lecture: Using Tools for your Presentation
Presentation: Last week’s topic with incorporated feedback
Time for each presentation: 5 minutes, strict

Seminar 4
Friday 6 April, 9.15 – 12.00, room Boltzmann E225
Lecture: Hooking your audience
Presentation: Free topic, presented using a PowerPoint or equivalent
Time for each presentation: 5 minutes

Seminar 5
Friday 13 April
Lecture: Yes, You Should Use Plain English
Presentation: Assigned topic, Introduction only
Time for each presentation: 4 presentations of 30 seconds each (per student)

Seminar 6
Friday 20 April
Lecture: Retaining Audience Interest
Presentation: Complex topic (own research OK) explained in plain language
Time for each presentation: 5 minutes

Seminar 7
Friday 27 April
Lecture: Voice and Body Language
Presentation: Assigned topic, presentation without tools (talk only)
Time for each presentation: 6 minutes

Seminar 8
Friday 4 May
Lecture: Full presentations 1
Presentation: Present your research and yourself
Time for each presentation: 15 minutes

Seminar 9
Friday 18 May
Lecture: Full presentations 2 / Collaborating in presentations
Presentation: Present your research and yourself
Time for each presentation: 15 minutes

Seminar 10
Friday 25 May
Lecture: Wrap-up and Q&A
Presentation: Assigned topic, group presentation
Time for each presentation: 20 minutes

Course material
Handouts, articles and other help materials.

Estimated workload
Participants are expected to work 10 hours a week over a 10-week period - 3 hours/week of seminars, 6-7 hours/week of preparation, for a total of 100 hours.
(100/40*1.5 = approx. 4 credits)
The students give a total of 9 presentations, 8 individual and 1 group presentation.
Each presentation is expected to incorporate the techniques taught during the previous lecture(s), in handouts and online materials.
Students are expected to participate actively in every seminar, both in presenting and in giving feedback on the presentations of other students.
Key to success in the course is the ability to give and receive structured feedback, as taught in the second seminar. Students will have to learn to overcome any possible nervousness to feedback, and to act on it in order to improve their future presentations.
Please note that feedback includes both positive and negative audience reactions, and students are expected to verbalize both when giving feedback.

Contact person and course leader
Filip Wiltgren, Communication Officer, IFM, LiU
E-mail: Filip.Wiltgren@liu.se

Examiner, Examination and Criteria for passing the course
Examiner will be Senior Lecturer Fredrik Karlsson, IFM, LiU
Per person, a minimum of eight presentations of good quality.
Active participation during classes. Give feedback to the other participants.
Good attendance
Discussions and continuous evaluation of performance.

Registration

E-mail to fredrik.k.karlsson@liu.se (This is too late for this year)

Seats will be distributed on first come, first serve basis.

There will be a maximum of 12 participants. Members of Agora Materiae and Forum Scientium have priority.