

Course Number: COMM 2110: Summer 2026

Course Title: Presenting in the Digital World

Credits: 3

Format: Online (Eastern Standard Time Applies)

Prerequisites: COMM 1000

Professor: Rory McGloin, Ph.D.

Email: rory.mcgloin@uconn.edu

Office Hours: Virtual, via Microsoft Teams, by appointment.

Instructor Availability: The primary channel for course related correspondence and feedback is through UConn email. Our course digital norm will be to allow for 24 hours for a response during the week and up to 72 hours over weekends or holidays. Students are expected to only use their UConn email for course related correspondence.

Presenting in the Digital World

Course Description: Effective presentation skills have long been in high-demand amongst employers. However, many of today's presentations and communication events take place through digitally mediated channels. The purpose of this course is to provide students with a set of fundamental skills for delivering effective digital presentations and conducting effective digital meetings. The course will provide students with foundations of best practices for delivering different types of online and/or digital presentations with a focus on skills that can be applied in a variety of communication contexts. As a result of satisfactory completion of this course, students will become more competent and confident in their ability to present via digitally mediated channels.

Course Objectives: By the end of the course, students should be able to:

1. Understand the unique technological affordances associated with digitally mediated communication channels.
2. Compose an engaging self-recorded video presentation.
3. Produce an effective webinar.
4. Produce an effective video tutorial.
5. Access and utilize contemporary digital video and meeting software with proficiency.

Required Course Materials

- **Virtual Presenting: A Guide to formats, production, and authentic delivery.** James Cohen and Michael Sorrentino. Routledge. ISBN 978-1-03-225777-8

All additional materials for the course are either provided to students directly via a course folder in the LMS or are available for students to access via provided links to the Internet.

Hardware and Technical Requirements

There are multiple hardware and software requirements for the course (listed below). The following materials should be obtained/accessed/downloaded the week before the first day of class to ensure all technical requirements can be met appropriately. **Please note:** This course has NOT been designed for use with mobile devices, instead it is recommended that students use a laptop or desktop computing device to engage with course materials.

- € A reliable desktop or laptop computer.
 - Preferred computing hardware should include contemporary operating systems, graphics cards, and at least 20 GB of flash storage.
- € Dedicated access to high-speed internet.
 - Preferred connections are hard-wired and offer upload speeds of at least 3 Mbps (10 Mbps or higher is recommended).
 - Please note: for high quality video uploading, which is a requirement in this course, it is strongly recommended that you have a secure and consistent internet connection with upload speeds at or above 10 Mbps for an efficient uploading process.
 - It is the student's responsibility to ensure video uploads are completed before an assignment is due regardless of internet connection and/or uploading bandwidth.
- € Contemporary digital hardware for recording videos with audio.
 - Preferred hardware includes but not limited to: built-in laptop HD cameras and microphones. External USB style plug-in microphones are recommended to improve audio quality, but not required.
 - Note: Smartphones with recording capabilities may be used but are

not recommended due to certain software limitations associated with our courses submission procedures as well as the post-production editing of final videos. Students that feel comfortable producing and editing videos from their smartphone may do so, but should plan ahead accordingly.

Software and Applications Requirements (with Accessibility and Privacy Information)

- € Software for recording screen-casts/captures.
 - Software may differ depending on the operating system.
 - Options include programs such as Quicktime for Mac OS or Game DVR for Microsoft systems. Zoom is also a great option for both systems and can conduct screen recordings with ease.
- € HuskyCT/Blackboard
- € Adobe Acrobat Reader (Adobe Reader Accessibility Statement, Adobe Reader Privacy Policy)
- € Microsoft Office
 - Microsoft Word
 - Microsoft Teams
- € Account activation and accessibility for the following software applications:
 - YouTube
 - Youtube will be a platform used for hosting video assignments (for submission purposes). Students have the choice to release their videos as unlisted or public.
 - Students will need to create a personal Google/YouTube account.
 - Zoom account
 - Students will need to create a personal ZOOM account as the software is not sponsored by the University.

Minimum Technical Skills

To be successful in this course, you will need the following technical skills:

- Ability to utilize electronic mail with attachments.
- Save files in commonly used word processing program formats.
- Copy and paste text, graphics or hyperlinks.
- Work within two or more browser windows simultaneously.
- Open and access PDF files.
- Record and save video files in commonly used formats (i.e. mp4, .mov).
- Access and view video files on the internet.

- Utilize video communication software (i.e. Zoom, Microsoft Teams)
- Open and utilize screen recording software to capture on-screen content.
- Upload video files to YouTube using a personal YouTube account.
- Access a computer's settings to adjust hardware settings related to video recording, audio recording, and accessibility functions as needed.

Generally, University students are expected to demonstrate competency in Computer Technology. Explore the [Computer Technology Competencies](#) page for more information.

Course Assignments

Quizzes. 100 points total.

The course will have three quizzes throughout the semester. Each quiz will be worth 100 points total. These quizzes are designed to help students develop a deeper understanding of each module's core concepts. The quizzes will evaluate student's comprehension of the module readings and/or video presentations and supplemental learning materials.

Quizzes must be completed in one sitting and quizzes cannot be restarted. You cannot go back and change answers to previous questions. You may use any course related materials to help answer questions. The quiz will have a 60-minute time limit and the quiz will be closed at the end of the time limit. All grades are recorded in the HuskyCT gradebook. It is the student's responsibility to ensure they maintain a consistent internet connection to avoid technical issues. If you experience technical difficulties or interruptions, take a screenshot and/or take note of any error messages you receive while taking this quiz and report it immediately to the instructor.

Major Assignments. 600 points total.

Details of each assignment are outlined in detail towards the end of this syllabus. Please refer to these assignment instructions and requirements to guide the completion and submission of each assignment.

Course Policies

Assignment Submission, Due Dates, and Late Submission Policies.

Each assignment has its own set of instructions and evaluation criteria listed in the Assignment Description section below. Students should refer to the Course Calendar (see below) for details on the due dates for each of these assignments.

All course due dates are identified in the course calendar. Deadlines are based on Eastern Standard Time; if you are in a different time zone, please adjust your submission times accordingly.

If an assignment is turned in late, but within 24 hours of the deadline it will receive a 25-point penalty deduction to the final evaluated score. If the assignment is turned in late, but within 24-48 hours of the deadline it will receive a 50-point penalty deduction to the final evaluated score. Any assignments not submit within 48 hours of the due date will receive an automatic 0.

In case of an emergency* please email the instructor immediately. It is vital to communicate all issues in a proactive manner.

**Emergencies:* In the event of a death in the family, hospitalization, or other significant and extenuating circumstance, you should obtain verifiable documentation (e.g., dated funeral program, hospitalization record, court order, etc.) to petition to be able to make up an assignment. In addition, you will be expected to contact Professor McGloin immediately. Exceptions to the late work policy are not guaranteed and will be handled on a case-by-case basis. If you have a condition that may require special assistance due to medical consideration, please contact CSD (the Center for Students with Disabilities) to make the appropriate accommodations.

In the event that an exemption due to an emergency is made, Professor McGloin will notify you via email. All make-up assignments must be completed within **ONE WEEK** of the original due date. Work that is not made up within one week will be recorded as a permanent zero for that assignment or exam. All absences, make-ups, and special accommodations must go through Professor McGloin.

Office Hours:

Professor McGloin will be available to meet with students by appointment throughout the semester. Office hour appointments will take place using the Microsoft Teams program. Please send Professor McGloin an email to schedule an office hours appointment. To maximize meeting time, please include any and all relevant details regarding the nature of the meeting request and/or any materials/agenda items to be discussed during the meeting.

If a student makes an appointment to meet with Professor McGloin about a particular issue and does not show up for the appointment without any advance notification, that student may sacrifice their opportunity to make future appointments.

Email Correspondence

All student emails should come from their @uconn.edu address. Student emails that are sent from third-party email addresses, such as @gmail, @yahoo, etc., are not verified by the university and will not be responded to.

Feedback and Grades

All grades will be posted on HuskyCT. If you have questions about your grade or about the course content, please contact Professor McGloin via email. The deadline for any grade inquiry on posted grades is one week from the date of the grade posting. Grade inquiries WILL NOT be considered the week before final grades are due unless the dispute concerns an assignment or grade that was posted within the previous 7 days. There are no exceptions to this policy.

All grades are final after they have been posted for a period of 7 days. This policy applies to all assignments. It is the student's responsibility to check and confirm the accuracy of all posted grades in a timely fashion.

Course Behavior

All students should strive to display course leadership. Classroom leadership involves having an overall positive attitude towards the education process, respecting your professors, guests and any teaching assistants involved in the course. Additionally, there is an expectation that students are capable of demonstrating a level of maturity that allows them to respect alternative points of view, provide relevant supporting examples, and participate in an appropriately enthusiastic manner during in course activities and discussions.

Students who embody a consistently negative attitude, complain, make excuses, and generally serve as a classroom distraction are considered to have poor classroom leadership skills. This is not an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the classroom environment. Such behaviors are noticed both by your professors and by other students and make it difficult for everyone to perform their duties at the highest level. Also, please note that all communication that is course-related reflects you and your ability to communicate competently. This means that email messages and other forms of communication with your instructors and fellow classmates must be respectful, appropriate, and well-formulated.

Religious Holidays

The following is the university's official policy for missing work due to religious holidays: "Students anticipating such a conflict should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work."

Copyright Policies

All course lectures, notes, handouts, and displays are protected by state common law and federal copyright law. They are Professor McGloin's own original expression and I've recorded them prior or during my lecture in order to ensure that I obtain copyright protection.

You may not share copies of notes, slides, study guides, or other course material, or make commercial use of them without prior written permission from Professor McGloin. This includes (but is not limited to) posting notes and study guides online or selling them through online note-sharing websites such as notehall.com.

Students with Disabilities

If you are a student with a disability and would like to discuss special academic accommodations, please contact Professor McGloin and your discussion section instructor during the first week of the semester. Also, please contact the Center for Students with Disabilities. We cannot make any special accommodation if you have not met with CSD.

Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can flourish only when each member of our community is assured an atmosphere of mutual respect. All members of the university community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate amorous relationships can undermine the university's mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the university prohibits discrimination and discriminatory harassment, as well as inappropriate amorous relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the university. Additionally, to protect the campus community, all non-confidential university employees (including faculty) are required to report sexual assaults, intimate partner violence, and/or stalking involving a student that they witness or are told about to the Office of Institutional Equity. The university takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with university officials who can help.

More information is available at equity.uconn.edu and titleix.uconn.edu.

A Note to All Students

If you are having any issues or concerns about the course, your performance, or your ability to perform effectively, please let your professor know AS SOON as ANY concerns arise. **Do not wait until the end of the semester!**

Course Grading Scale. Out of 1000 total course points

Grade	Total Course Points	Letter Grade	GPA
93-100	930-1000	A	4.0
90-92	900-929	A-	3.7
87-89	870-899	B+	3.3
83-86	830-869	B	3.0
80-82	800-829	B-	2.7
77-79	770-799	C+	2.3
73-76	730-769	C	2.0
70-72	700-729	C-	1.7
67-69	670-699	D+	1.3
63-66	630-669	D	1.0
60-62	600-629	D-	0.7
<60	599 or less	F	0.0

Course Calendar and Key Dates

Course Dates May 11- May 29

Module 1. May 11 – May 17

- Module 1 reading list to be completed prior to taking the Module 1 Quiz.
- Quiz 1 to be completed by May 13 11:59 p.m. EST
- Assignment 1 to be submit by May 17 11:59 p.m. EST

Module 2. May 18 – May 24

- Module 2 reading list to be completed prior to taking the Module 2 Quiz.
- Quiz 2 to be completed by May 20 11:59 p.m. EST
- Assignment 2 to be submit by May 24 11:59 p.m. EST

Module 3. May 25 – May 29

- Module 3 reading list to be completed prior to taking the Module 3 Quiz.
- Quiz 3 to be completed by May 27 11:59 p.m. EST
- Assignment 3 to be submit by May 29 11:59 p.m. EST