

Dr. Carrie Lane  
Office: UH-413  
Email: [clane@fullerton.edu](mailto:clane@fullerton.edu)  
Tel: 657-278-7359

Office Hours:  
MW 9:00-10:00am  
M 2:30-3:30pm  
& by appointment

## HONR 101B Spring 2016 Course Syllabus

---

### **Course Description:**

This second-semester seminar for first-year Honors Program students emphasizes oral communication skills. This course prepares students for a variety of academic and other situations in which formal presentations are required. Students will research, outline, and deliver speeches, as well as act as critics of their own and fellow students' work. The course aims to reduce students' anxiety in public presentations, emphasize speech preparation, enhance public speaking skills, and make students better able to evaluate their own performances and those of others.

Speaking clearly and comfortably in public is a valuable and often essential skill to possess. Although some of you might find the emphasis on performance frightening or frustrating, the rewards for acquiring public speaking skills are many. Through feedback from me and your classmates, you will gain insight into the tactics that work for and against you as a speaker.

### **Learning Goals:**

This course aims to improve student abilities to: (1) express themselves through oral communication; and (2) think rigorously and critically. In doing these two things, students should be able to do the following:

1. Develop and present clearly spoken messages in English;
2. Practice effective listening and speaking skills;
3. Present oral messages clearly and effectively using relevant, critical, and sufficient supporting evidence;
4. Understand the influence of culture and context in the process of oral communication;
5. Understand and value differences in various communication styles;
6. Select and use effectively appropriate techniques and materials to support ideas and to motivate and persuade others.

## Required Course Materials:

- J. Dan Rothwell, *Practically Speaking* (Oxford University Press 2014)
- Other required readings and videos are available on Titanium course website

## Speech Schedule and Details:

Students will each deliver five speeches over the course of the semester. All speeches will be graded on both content and delivery. All speeches will be timed. In order to receive full credit your speech must fall within the timeframe for the assignment. For example, a speech of 3-4 minutes means your speech should be longer than three minutes but not over four minutes. I will keep time during your speech and notify you of minutes remaining.

Each student will also be responsible for regular class participation and for completing multiple peer evaluations. Peer evaluations will be assigned individually and conducted throughout the semester. Peer evaluations will be due within 48 hours after the speech was delivered.

### For each speech you will be required to provide:

- 1) **Speaking outline or notes** (for all speeches except impromptu, handed in on day of speech);
- 2) **Bibliography** (for informative and persuasive speeches, handed in on day of speech); and
- 3) **Self-evaluation** (1 page; due within 24 hours of when speech was delivered).

### **Week 2 – Introductory Object Speech (3-4 min.):**

For this speech of introduction you will select and discuss an important object that best represents “you,” for example, a significant element of your background, personality, and/or goals. Your job is to explain how this particular object relates to your life. The speech is to be delivered extemporaneously (carefully prepared but delivered without notes). Your goal is to work to develop eye contact with your audience. Given the time limits for this speech, you will need to limit your description of the object. If you cannot bring the object to class, please bring a photo or representation of the object.

### **Week 5 – Impromptu Speech (2-3 min.):**

This speech is designed to help you overcome anxiety around speaking spontaneously (without preparation). You will draw three topics and select one of them on which to speak (the other two will be returned to the container). You will have three minutes to prepare your speech. You may use blank paper to organize your speech during the preparation time but no notes may be used when giving the speech. Impromptu speeches can be stressful, but trust me—once you can do this, you can do anything. Obviously, no visual aids are required for this speech.

### **Week 8 – Informative Speech (4-5 min.):**

The purpose of this speech is to effectively research, organize, and deliver an informative speech to your audience. Select an original concept, policy, idea, person, location, or event that interests you and inform your audience about it. All topics must be approved by your instructor. (How-to speeches are not acceptable.) Informative speeches serve a teaching function; for this speech you are acting as a teacher relating information to your audience in an objective manner. This speech cannot be a remake of a 101A presentation. Outside research is required; you must use a minimum of three sources for this speech. A visual aid is required for this speech. For this and all other speeches for this class, Wikipedia, Dictionary.com, or similar general websites **do not** count as legitimate sources.

### **Week 11 – Persuasive Speech (5-6 min.):**

Persuasive speeches are designed to persuade the audience on a question of fact. In a persuasive speech you are acting as an advocate to bring about changes in the attitudes, beliefs, or behaviors of your target audience. Your speech should establish that there is a problem and offer your audience a course of action they can take to alter or resolve the issue. Your topic must lend itself to some degree of controversy—persuading your audience that they need to breathe in and out, for instance, is hardly a challenge. You are encouraged to use persuasive techniques such as emotional appeal, argument repetition, and credible evidence. All topics must be approved by your instructor. This speech cannot be a remake of one of your 101A presentations. Outside research is required. A visual aid is required for this speech.

### **Week 14 – Special Occasion Speech (3-4 min.):**

This speech is designed to celebrate someone or something. You may choose to do a speech of tribute, a eulogy, or a toast. Or you may wish to respond to a hypothetical situation where you present or accept an award. Feel free to be creative with this speech and, if you like, to have a little fun. Incorporate stories or anecdotes to engage the audience’s emotions—make ‘em laugh, make ‘em cry, make ‘em feel something. No visual aids are required for this speech.

### **Grading Standards and Criteria:**

|                                   |     |
|-----------------------------------|-----|
| Introductory Speech               | 5%  |
| Impromptu Speech                  | 10% |
| Informative Speech                | 20% |
| Persuasive Speech                 | 20% |
| Special Occasion Speech           | 15% |
| Peer Evaluations                  | 10% |
| Participation & Class Preparation | 20% |

|              |           |           |           |             |
|--------------|-----------|-----------|-----------|-------------|
| A+ Over 100% | B+ 88-89% | C+ 78-79% | D+ 68-69% | F Under 59% |
| A 92-100%    | B 82-87%  | C 72-77%  | D 62-67%  |             |
| A- 90-91%    | B- 80-81% | C- 70-71% | D- 60-61% |             |

There is no final exam for this course. No extra credit assignments are currently scheduled. If any are added later in the semester they will be equally available to all students. All grades will be posted in Titanium's Gradebook as soon as they are available. I will use the +/- grading system in this course.

Academic dishonesty of any type will result in disciplinary action being taken against the student immediately. This includes cheating, helping others cheat, plagiarism, or other dishonest practices. Please refer to University Policy Statement below.

### Attendance Policy:

- You are expected to attend each and every class. Attendance will be taken daily.
- You may miss three (3) class meetings without major penalty, although there is of course a natural correlation between your attendance and your in-class participation grade.
- Excessive absences will result in lowering your course grade by one letter grade (4 absences reduces your final grade by 10%, 5 absences by 20%, etc.).
- If you must miss a class because of a documented emergency or university-sponsored event, you will not be penalized. You must notify me of the reason for your absence as soon as possible; in some cases supporting documentation may be required.

### Classroom Policies:

For this class to work as it should, all students must be prepared, engaged, and supportive of one another's contributions. Most class hours will be committed to discussing readings, preparing and planning for presentations, and delivering and evaluating oral presentations. **For every week during which reading is assigned, students are expected to come to class with at least three questions or comments concerning that week's reading.**

On speech delivery days, I expect you will pay full and engaged attention to your classmates' presentations, just as you would hope others would do during your own speeches. This is a matter of courtesy and respect, as well as a crucial way to build and maintain a supportive classroom community.

On days committed to speech research or preparation, I expect you will use all in-class time for assignments related to this course—that means no emailing, no Facebooking, no texting, no handling tasks related to other courses or responsibilities.

**Additional tips and warnings:**

- Get to class on time. I make most important announcements in the first 5 minutes.
- If you need to arrive late or leave early, please notify me in advance.
- Cellphones must be off (not on vibrate) and stowed away (not on your desk).
- Students are expected to conduct themselves in a professional manner. Talking during lecture or presentation from another student, sleeping, reading non-class related materials, texting, emailing, etc., are unacceptable behaviors and will result in my asking you to leave the classroom. In short, anything which distracts me or your fellow students is unacceptable. When someone has the floor, whether a fellow student, a guest, or myself, they deserve your undivided attention.
- You may not take notes on computers or audio record lectures unless I give permission that day or if you are specifically authorized to do so by Disabled Student Services.
- Don't be shy with questions—I'm always happy answer your questions, big or small. That said, always check the syllabus, website, and/or assignment sheet before contacting me, in case the answer to your question is already there (e.g., What do we have to read this week?).

**Computer Requirements:**

To complete this course you must have regular access to a computer with a reasonably fast, reliable Internet connection. You should be comfortable navigating the Internet, downloading files, and sending emails with attachments. Make sure the email address Titanium has for you is one you check regularly, or you'll miss critical communications and updates.

If you are not familiar with Titanium, you will need to review CSUF's Titanium support page for students: <http://oasis.fullerton.edu/resources.aspx>. This is also a good first place to check if you have technical questions or problems when accessing or submitting course material. If you are still unable to fix the problem, please contact the University's IT Help Desk via phone at 657-278-7777. If they are unable to help you, or if the technical error continues and interferes with your ability to complete course assignments, email me at [clane@fullerton.edu](mailto:clane@fullerton.edu).

**Additional Resources:**

The following links provide important information to you, as a student, concerning your rights and responsibilities, as well as emergency preparedness. Please review these carefully.

[University Policy on Academic Dishonesty](#)

[Disabled Student Services](#)

[Emergency Policies](#)

---

## Reading Assignments and Class Schedule

\*Weeks during which you'll be delivering speeches are in **bold**.

| <b>Date</b>                                | <b>Topic</b>                        | <b>Reading</b>      |
|--|-------------------------------------|---------------------|
| January 25 & 27                            | Introduction                        |                     |
| February 1 & 3                             | <b>Introductory Object Speeches</b> | Rothwell, Ch. 1-3   |
| February 8 & 10                            | Confidence and Anxiety              | Rothwell, Ch. 4-6   |
| February 17 ( <i>no class 2/15</i> )       | Context and Audience                | Rothwell, Ch. 7-9   |
| February 22 & 24                           | <b>Impromptu Speeches</b>           | Rothwell, Ch. 10-12 |
| February 29 & March 2                      | Research and Organization           | Rothwell, Ch. 13-14 |
| March 7 & 9                                | In-Class Preparation                |                     |
| March 14 & 16                              | <b>Informative Speeches</b>         |                     |
| March 21 & 23                              | Argument and Persuasion             | Rothwell, Ch. 15-16 |
| <b>* * * S p r i n g   B r e a k * * *</b> |                                     |                     |
| April 4 & 6                                | In-Class Preparation                |                     |
| April 11 & 13                              | <b>Persuasive Speeches</b>          |                     |
| April 18 & 20                              | Humor and Emotion                   | Rothwell, Ch. 17    |
| April 25 & 27                              | In-Class Preparation                |                     |
| May 2 & 4                                  | <b>Special Occasion Speeches</b>    |                     |
| May 9 & 11                                 | Conclusion and <b>Jokes</b>         |                     |