Instructor Information

Instructor: Darin T. Archer
Office: By Appointment / Telephone Appointment
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Phone: Blackboard E-mail / I will call you back
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*All emails will receive a response within two business days.

Chair: Logan Oliver 501-812-2378 loliver@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*If your emails do not receive a response within two business days, the appropriate chain of command is above.

Course Information

SPCH 1300 Online Class

Catalog Description
3 Credit Hours (3 hours lecture per week)

This course is a study of the theory and practice of communication in interpersonal, small group and public speaking. It emphasizes proficiency in research methods, speech organization and delivery, and critical thinking/listening applications.

Course Materials


Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
Department / Program Learning Outcomes

The Communication discipline focus on real life application that result in students learning:

- To be a more effective, civil communicator in a variety of contexts
- To be a able to research and develop a professional speech
- To be able to create and demonstrate a quality visual aid

Student Learning / Course Outcomes

ACTS #SPCH 1003

Upon the successful completion of this course, students will demonstrate the following:

1. Apply communication theory, critical thinking skills, and listening skills to effectively communicate in a variety of situations.
2. Demonstrate research and organizational skills in the development of a full-sentence outline with citations.
3. Demonstrate effective verbal and non-verbal presentation skills.
4. Analyze an interpersonal communication scenarios by how communication style affects decision making and interpersonal competence.

Content

Speech Communication focuses specifically on four of the institutional learning outcomes: communication, critical thinking, information literacy, professionalism, and technology literacy. This course introduces students to speech communication as an academic discipline. Students practice drafting and outlining speeches in full-sentences using citations. Critically analyzing their personal speeches according to six different areas: purpose, audience, organization, self, delivery, and future presentations. The class requires students to analyze audiences’ knowledge of topics for informative speeches. The class will focus on using library databases and catalog to collect sources and scrutinize sources for quality information to organize in speeches. Students will construct an electronic visual aid to supplement an informative speech. The students will read and watch a variety of speech communication related materials to help solidify theory and presentation skills such as listening, verbal communication and nonverbal communication. Students will use conflict theory to examine an interpersonal relationship and outline 4 areas: brief history of relationship, brief explanation of conflict styles, explanation of
conflict, and communication effectiveness. Students will complete three chapter exams, a comprehensive final, conduct a minimum of two formal speeches, and write two papers.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class.

Departmental Attendance Policy

Attendance Policy (Very Important – Read Carefully)

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Attendance records are kept via computer for on-line classes.

- In an online class, eligibility for financial aid is based on student participation. Logging in to the course does not constitute participation. Examples of participation include, but are not limited to, posting to the discussion board, submitting an assignment, taking an assessment, or emailing the instructor about the course. Students who do not participate will not be able to collect financial aid for an online class.

- UAPT’s administrative drop policy states that students may be dropped from an online class for seven days of consecutive nonattendance. Nonattendance means not logging on and not producing a course artifact (posting to the discussion board, submitting an assignment, etc.).

- Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.
Excessive Absences: Failing to log in to the course for (7 consecutive days) will result in your being locked out and dropped from the course. No exceptions. You need to keep track of when you last logged on. It is your responsibility.

NOTE: Please understand that on-line courses take a lot of personal initiative and self-motivation. You must read the material and take personal notes on the text. Participate in all the posted discussions (this is for your benefit and your grade). I will check in on discussion topics and give additional comments as the semester progresses.

ADMINISTRATIVE DROP POLICY: UAPT policy states if an on-line student is absent two consecutive weeks (a total of 7 consecutive days for “on-line students”), the instructor has the option of dropping that student from class. AGAIN, If you do not log on for 7 consecutive days, and you do not bother to notify me, I will lock you out of the class and drop you. There will be no exceptions to this rule.

PLEASE NOTE: In order to be counted as having logged on, you must log-in to the course’s “Home Page”. BLACKBOARD will not "see" you if all you do is go to the discussion board, take quizzes, etc. My suggestion is always go to the homepage first, after logging on. From there, you can go anywhere in the course using the course menu.

PARTICIPATION: I will constantly monitor your participation and this will be defined as how often you respond to any quizzes or assignments I present for completion.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars, as determined by the instructor, are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

PARTICIPATION: I will constantly monitor your participation and this will be defined as how often you respond to any quizzes or assignments I present for completion.

LOGGING ON: An on-line course requires the student to spend more time with it than with a traditional class. You should, at a minimum, log on at least three days throughout the week, although twice that much is needed. Log on at least three times a week; I suggest you spread your times out (Monday, Weds, Friday or Tuesday, Thursday, Saturday, for example). You “will” miss assignments / quizzes if you only log in once a week for two hours, for example. In addition to your weekly assignments, I may give you assignments or quizzes throughout the week and you are responsible for logging on and completing them. Note: Assignments may only be on the homepage for a short time frame. It is your responsibility to know what is assigned.

Note: Again, you will need to log on throughout the week, but given the nature of Internet courses, you will need to log on more than 3 times week working on assignments, responding to discussion messages, and reading both the text and notes I may post.
Online Classroom Policies

The UAPT Student Handbook rules and regulations will be enforced in this class at all times. Professional behavior is required, and intelligent participation is expected. Please consult the following website for more information: [http://www.pulaskitech.edu/admission/web_catalog/](http://www.pulaskitech.edu/admission/web_catalog/).

1. Keep the language and tone of all communication civil. No vulgar language or demeaning comments will be tolerated. Should you communicate in this way, I will warn you through private e-mail. If you post an inappropriate message on the discussion board, for all the class to read, I will respond publicly. I may also take action by locking you out of the course and seeking disciplinary action.

2. If you need to discuss something private with me, please send me a private e-mail. DO NOT post private messages on the discussion board. If you post the message it is no longer private. Use BLACKBOARD e-mail only. My course e-mail system can be found under the e-mail tool on the home page menu bar. You need to e-mail me through BLACKBOARD only.

3. When communicating, do not YELL. Using all capital letters signifies you are indeed yelling.

4. I will respond to your e-mails as quickly as I can. Please also understand that I am not on the Internet 24-7, and I may not be as prompt as you think I should be. I try to check e-mail about twice a day.

5. The course’s discussion board is to be used ONLY for responding to course questions or materials. Do not use it as a chat room or as an e-mail tool. Discuss only questions related to the course. Use your Chat Room Tool or Student Lounge Tool for “everyday”, non-class discussion.

6. When using the course’s e-mail, use the “respond to” function ONLY if you are responding directly to an e-mail I have sent. Use the “compose” function for any new subjects.

Student Recording/Presentational Guidelines

Recording Guidelines for Online Students

If you do not come to campus to deliver your introduction or informative speeches on the scheduled dates, you are responsible for recording your presentation. The guidelines for your recorded presentation are as follows:

- Your presentation may be recorded and submitted through Blackboard.
- Your recorded presentation must be saved as a .mp3, .mp4, or uploaded to YouTube (this is the best option) and send the link. If using YouTube do not make private.
- You must have at least 2 or more audience members over the age of 18 and scan your audience at the beginning of your speech and then turn camera on you.
- You must present in an appropriate environment. Do not film yourself sitting down or at a kitchen table, or in your garage. You may choose to record at your place of employment in a conference room, a church, or a classroom. Most of your local libraries have an acceptable room available for use. The UA - Pulaski Tech libraries and the CHARTS Collaboration Center have an acceptable room and recording equipment available.
- Your camera volume must be turned high enough for your presentation to be easily heard.
You should keep background noise to a minimum. For example, noises such as children playing in the next room will be heard on your recording. Anything that adult audience members say or do will also be included in the recording.

You should review your recording device prior to submitting your speech to ensure that your presentation is viewable and meets all submission guidelines.

Your audience members must pay attention to your entire speech.

You must face your audience during your presentation. A suggested audience arrangement is: You facing the audience, audience sitting in chairs, camera and camera operator in the back of the room.

Your recorded presentation must be one take. If it appears that your video has been edited, points will be deducted.

If you have a special situation, please let me know and we can work out a plan together to ensure you success in this class.

**Presentation Guidelines**

- You must stand up when delivering your speech.
- For Informative Speech only - You must use and reference a **PowerPoint during your Informative Speech (but not for your Introduction Speech)**, and your PowerPoint must be easily seen in your recording. You must see you and PowerPoint in same screen shot.
- For Informative Speech we must see you and PowerPoint all in the same frame. PowerPoint cannot be shown on a small laptop beside you.
- You are strongly encouraged to use a podium, lectern, or music stand for your notes/presentational outline.
- You should dress professionally for your speech Informative Speech. (see grading rubric for this assignment).

**Guideline Exceptions:** The only exceptions to any of the above guidelines will be made on a case-by-case basis to students who have documented disabilities and who have provided the instructor with the letter of approved accommodations from the UA-PTC Coordinator of Disability Services.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100% A
- 80 to 89% B
- 70 to 79% C
- 60 to 69% D
- 0 to 59% F

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<thead>
<tr>
<th>COURSE REQUIREMENT</th>
<th>ESTIMATED % OF FINAL GRADE</th>
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<tbody>
<tr>
<td>Speeches (300 Points)</td>
<td>30%</td>
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</table>
Course Requirements – Major Assignments

Readings

The assigned readings are the foundation for our class discussions, assignments, and exams. The assigned readings outlined for each chapter will be provided in each learning module. It is expected that students will complete readings before the assigned date. You are strongly encouraged to bring your text to class for reference. While not always discussed in class, all assigned readings represent testable material.

Exams = 325 Points (3 Module Exams 75 points each, Comprehensive Final 100 points)

Three module exams (75 points each) will be given during the semester and a comprehensive final (100 points). The exams will consist of multiple-choice questions, and a study guide is provided for each exam on Blackboard Course Shell. You are responsible for all the material presented in class discussions and your required readings for each exam.

Speeches = 485 Points

You will deliver two in-class speeches this semester: an Introduction speech (100 points) and a 4-6 minutes Informative speech (200 points and 185 points prep assignments). Each speech will be given on a topic of your choosing (and instructor approval). Your grade on your presentations will be based, in part, on the materials you prepare for the presentation (e.g., outline and PowerPoint). The remainder of your grade will be based on meeting the requirements for oral delivery. Instructions for completing each speech are included in Blackboard and will be discussed later in the semester.

Please note the following important information regarding your speeches:

- Failure to deliver both speeches will result in an “F” for that speech.
- In order to pass the speeches, you must either record and submit both speeches electronically via Blackboard or present them on campus at a date and time assigned by this instructor.
- The Recording Guidelines and Agreement form must be completed when assigned.
  - The Recording Guidelines and Agreement must be carefully read and followed.
  - Not following the requirements will result in a zero on the entire speech assignment.

<table>
<thead>
<tr>
<th>Participation (200 Points)</th>
<th>20%</th>
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<tbody>
<tr>
<td>Speech Prep Work (150 Points)</td>
<td>15%</td>
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<tr>
<td>Papers (150 points)</td>
<td>15%</td>
</tr>
<tr>
<td>Exams (125 Points)</td>
<td>12.5%</td>
</tr>
<tr>
<td>Library Assignments (75 Points)</td>
<td>7.5%</td>
</tr>
</tbody>
</table>
**MISSED SPEECHES.**

Speeches cannot be made up unless you provide written, legitimate documentation (i.e. medical, family death, etc) that explains why you were unable to “video” or “deliver” your speech. **You are solely responsible for arranging for a make-up video if approved.**

**Note:** It is very doubtful that I will allow you to make up a speech. You need to have very credible and valid documentation in order for you to make up a speech. You need to notify me of emergencies before the speech date. If you cannot, I need to know within 24 hours why you missed the speech accompanied with documentation. I will not allow make-ups if I am not notified within 24 hours before missing a speech. **Please note:** The only way I will allow an “approved” make-up speech is by the video option (See Videotaping Guide).

**Speech Self-Assessment Paper = 25 Points**

You will complete a self-assessment paper for your introduction speech. A template for you to use is in our class Blackboard shell.

**Conflict Management Analysis = 50 Points**

You will prepare a conflict management analysis regarding an interpersonal relationship. A template for you to use is in our class Blackboard shell.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.
Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment</th>
<th>Points</th>
<th>Due Date</th>
<th>Learning Outcomes</th>
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</table>

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<table>
<thead>
<tr>
<th>Start Here Materials</th>
<th>Course Agreement Form</th>
<th>10</th>
<th>Wk 1</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Introduction Assignments</td>
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<table>
<thead>
<tr>
<th>1 Understanding Communication</th>
<th>Read Chapters 1-4</th>
<th>Wk 1-4</th>
<th>LO1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participation (instructor will outline)</td>
<td>50</td>
<td>LO1</td>
</tr>
<tr>
<td></td>
<td>LibGuide Scavenger Hunt</td>
<td>25</td>
<td>LO2</td>
</tr>
<tr>
<td></td>
<td>Major Presentation: Introduction Speech</td>
<td>100</td>
<td>LO3</td>
</tr>
<tr>
<td></td>
<td>Introduction Speech Self-Assessment Paper</td>
<td>50</td>
<td>LO1,3</td>
</tr>
<tr>
<td></td>
<td>Exam 1</td>
<td>25</td>
<td>LO1</td>
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<table>
<thead>
<tr>
<th>2 Fundamental Communication</th>
<th>Read Chapters 5-7</th>
<th>Wk 5-7</th>
<th>LO1,2</th>
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<tbody>
<tr>
<td></td>
<td>Participation (instructor will outline)</td>
<td>50</td>
<td>LO1,2</td>
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<tr>
<td></td>
<td>Research Warm-Up</td>
<td>25</td>
<td>LO2</td>
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<tr>
<td></td>
<td>Informative Speech – Topic Selection and Thesis Statement</td>
<td>15</td>
<td>LO2,3</td>
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<td></td>
<td>Exam 2</td>
<td>25</td>
<td>LO1,2</td>
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<tr>
<th>3 Informative Speech</th>
<th>Read Chapters 8-12</th>
<th>Wk 8-13</th>
<th>LO1-3</th>
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<tbody>
<tr>
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<td>Participation (instructor will outline)</td>
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<td>LO1-3</td>
</tr>
<tr>
<td></td>
<td>Informative Speech – Sources</td>
<td>25</td>
<td>LO2</td>
</tr>
<tr>
<td></td>
<td>Informative Speech – Full-Sentence Outline Draft</td>
<td>35</td>
<td>LO2</td>
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<tr>
<td></td>
<td>Informative Speech – Full-Sentence Outline Final</td>
<td>65</td>
<td>LO2</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Weight</td>
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<tr>
<td>Informative Speech – Electronic Visual Aid</td>
<td>25</td>
<td>LO3</td>
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<tr>
<td>Student Speech Critiques</td>
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<tr>
<td>Major Presentation – Informative Speech</td>
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<tr>
<td>4 Relationship Communication</td>
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<tr>
<td>Read Chapters 13-16</td>
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<td>Wk 14-16, LO1,2,4</td>
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<tr>
<td>Participation (instructor will outline)</td>
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<tr>
<td>Conflict Management Analysis Paper</td>
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<td>Reflection Paper</td>
<td>25</td>
<td>LO1-4</td>
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<tr>
<td>Exam</td>
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<tr>
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<tr>
<td>Final Exam</td>
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<td>Finals Wk, LO1-4</td>
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**Final Exam Schedule:** See Class Schedule in Blackboard.

Disclaimer: This schedule is a generic guide for the semester. The instructor has provided the semester schedule under the Class Schedule tab in the Blackboard menu.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for [insert instructor's name and course name here] Speech Communication class at UA-Pulaski Tech, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

________________________________________
Semester
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Date
________________________________________
Print name
________________________________________
Signature
________________________________________
UA-PTC Email address
________________________________________
Telephone