Instructor Information

Instructor: Janine Armstrong  
Office: FAHSS Division office  
Mailbox: FAHSS Division mailbox  
Hours: By appointment only  
Phone: FAHSS Division Office: 501-812-2338 (Only call this number if you need to reach me immediately. The office worker will pass on your message.)  
Email: jeearmstrong@uaptc.edu

*All emails and telephone calls 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 and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

This course is an online only course facilitated through Blackboard.

Catalog Description

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
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: [https://uaptc.edu/sla](https://uaptc.edu/sla)

**Department / Program Learning Outcomes**

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

- To be a more effective, civil communicator in a variety of contexts
- To be 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 scenario 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 of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

In an online class, attendance 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 counted absent in an online class. Attendance will be kept via online records. Students can ask the instructor to review their attendance dates.

If a student will be absent for some time due to unforeseen, extenuating circumstances, it is the responsibility of the student to inform the instructor as soon as possible to create a plan for academic success. Late participation will still be counted as an absence.

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:

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.

To ensure a beneficial and supportive learning environment, please observe the following:

- **Racist, sexist, heterosexist (homophobic, biphobic, etc.), discriminatory, hostile, crude or vulgar language, and harassing behavior of any type will not be tolerated and could result in your removal from the classroom.**

- Be respectful of your classmates and instructor. If you have any issues with a classmate, ask the instructor to get involved. If you have any issues with the instructor, set up a time to meet outside of class to discuss the issue(s). At no point should a student state rude, condescending remarks towards a classmates or the instructor. This includes remarks about the person or their ability.

- Everyone has a right to personal privacy. However, due to the nature of this course, students may at times self-disclose personal information about themselves as they encounter course materials and experiences. Consequently, any personal disclosures willingly made by students during the course (for example: in discussion postings) should be treated with respect and in confidence.

- Do not enter the classroom while a speech is in progress or you will lose points on your speech.

- Do not ask questions or make comments while classmates are delivering a speech.

- Check your PTC email and Course Messages in Blackboard regularly. I strongly recommend checking it daily.

### 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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>
Course Requirements – Major Assignments

Attendance (10% of grade)
Attendance will be measured weekly (occasionally bi-weekly) by participation. A total of 100 points is available for attendance. With every absence, 5 points will be deducted.

Welcome Week Assignments (6.5% of grade)
These assignments will help orient you to the course.

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.

Chapter Quizzes and Module Discussions (20% of grade)
Throughout the semester you will complete chapter quizzes (10 points each) and module discussions (20 points each) based on your readings. These assignments can be accessed through Blackboard.

Exams (12.5% of grade)
A comprehensive final (125 points) will be given at the end of the semester. The exam will consist of multiple-choice questions, and a study guide will be provided on Blackboard. You are responsible for all the material presented in class discussions and your required readings for the exam.

Speeches and Speech Prep (43.5% of grade)
You will deliver two in-class speeches this semester: an Introduction speech (100 points) and a 4-6 minutes Informative speech (200 points). Additional points will be based on prep assignments. Each speech will be given on a topic of your choosing (and instructor approval for the Informative Speech). 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.

Speech Self-Assessment Paper (2.5% of grade)
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 (5% of grade)
You will prepare a conflict management analysis regarding an interpersonal relationship. A template for you to use is in our class Blackboard shell.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.
In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Late Work & Make-up Policy**
Late work will not be accepted unless there are extenuating circumstances. All assignments and due dates are posted in the course schedule. You may submit your assignment on or before the due date. It is your responsibility to keep up with the due dates of all of your assignments.

If there are extenuating circumstances with turning in an assignment on time, you must notify me as soon as possible. If requesting an extension, give me notice 24 hours prior to the due date. Giving extensions are at the discretion of the instructor. If you fall behind at any time in the semester, please contact me as early as possible so that I can help you decide how to proceed.

**Speech Make-Up Policy**
Speech dates will be assigned. If you cannot give your speech by the assigned date due to a reasonable excuse (for example: doctor’s appointment, scheduled surgery, scheduled court appearance), tell me as soon as possible so that I can make arrangements for you. Not informing prior can result in reduced points or a zero for the speech.

In case of an emergency that prevents you from giving your speech, you must contact me via email as soon as possible. You will be required to provide me with proper documentation for missing the speech. Proper documentation is official documentation from a doctor, hospital, funeral home, or officer of the court (accident reports/traffic citations), which verifies the reason for your absence.

Speeches must be made up as soon as possible. Proceeding with other course work after without a documented reason for your missing your speech will result in a zero grade for the speech.

**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 catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue 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.

Plagiarism is submit someone else’s work as your own purposely and accidentally (not giving proper credit to the original source. Plagiarism found to be purposely submitted as one’s own will result in meeting with instructor and academic discipline set by department/division.
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

## UNIVERSITY OF ARKANSAS - PULASKI TECHNICAL COLLEGE

**SPCH 1300 SPEECH COMMUNICATION**

**Fall 2018 CLASS SCHEDULE**

(Instructor reserves the right to change schedule as needed.)

<table>
<thead>
<tr>
<th>DATES</th>
<th>MODULE REQUIREMENTS</th>
<th>ASSIGNMENTS TO BE COMPLETED (DATE DUE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15-19</td>
<td>Welcome Packet</td>
<td>Course Agreement: 10 points, 8/19&lt;br&gt;Syllabus Quiz: 10 points, 8/19&lt;br&gt;Recording Guidelines Agreement: 5 points, 8/19&lt;br&gt;Pre-Speech Apprehension Survey: 5 points, 8/19&lt;br&gt;Introductions: 10 points, 8/19&lt;br&gt;LibGuide Scavenger Hunt: 20 points, 8/19</td>
</tr>
<tr>
<td>August 20-September 16</td>
<td>Understanding the Fundamentals of Communication Module: CH 1-7</td>
<td>Chapter 1 Quiz: 10 points, 8/26&lt;br&gt;Chapter 2 Quiz: 10 points, 8/26&lt;br&gt;Chapter 3 Quiz: 10 points 8/26&lt;br&gt;Chapter 4 Quiz: 10 points 8/26&lt;br&gt;Introduction Speech: 100 points, 9/2*</td>
</tr>
</tbody>
</table>

*Live Presentation of Introduction Speeches: To be determined
**Electronic Submission of Introduction Speeches: Submit electronically by Sunday, September 2, by 11:59 p.m.
<table>
<thead>
<tr>
<th>Chapter 5 Quiz: 10 points 9/9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 6 Quiz: 10 points 9/9</td>
</tr>
<tr>
<td>Chapter 7 Quiz: 10 points 9/9</td>
</tr>
<tr>
<td>Introduction Self-Assessment: 25 points, 9/16</td>
</tr>
<tr>
<td>Module Discussion Board: 20 points, 9/16</td>
</tr>
</tbody>
</table>

**Module Total Points: 215**

<table>
<thead>
<tr>
<th>September 17-October 7</th>
<th>Research Module:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CH 9</td>
</tr>
<tr>
<td>Chapter 9 Quiz: 10 points, 9/23</td>
<td></td>
</tr>
<tr>
<td>Informative Speech Topic Selection: 10 points, 9/23</td>
<td></td>
</tr>
<tr>
<td>Works Cited (APA Citations of Sources): 25 points, 10/7</td>
<td></td>
</tr>
<tr>
<td>Thesis Statement: 10 points, 10/7</td>
<td></td>
</tr>
</tbody>
</table>

**Module Total Points: 55**

<table>
<thead>
<tr>
<th>October 8-November 11</th>
<th>Informative Speech Module:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CH 8, 10-12</td>
</tr>
<tr>
<td>Chapter 8 Quiz: 10 points, 10/14</td>
<td></td>
</tr>
<tr>
<td>Chapter 10 Quiz: 10 points, 10/14</td>
<td></td>
</tr>
<tr>
<td>Chapter 11 Quiz: 10 points, 10/14</td>
<td></td>
</tr>
<tr>
<td>Chapter 12 Quiz: 10 points, 10/14</td>
<td></td>
</tr>
<tr>
<td>Rough Draft of Full Sentence Outline: 35 points, 10/21</td>
<td></td>
</tr>
<tr>
<td>Final Draft of Full Sentence Outline: 25 points, 10/28</td>
<td></td>
</tr>
<tr>
<td>Rough Draft of PowerPoint: 10 points, 11/4</td>
<td></td>
</tr>
<tr>
<td>Contest Critiques: 15 points, 11/4</td>
<td></td>
</tr>
<tr>
<td>Informative Speech with Speaking Outline and Revised PowerPoint: 200 points, 11/11*</td>
<td></td>
</tr>
<tr>
<td>November 12-December 7</td>
<td>Relationship Communication Module: CH 13-16</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td><strong>Module Total Points:</strong> 320</td>
<td></td>
</tr>
<tr>
<td>December 10-12</td>
<td>Final Exam</td>
</tr>
<tr>
<td>Final Exam: 125 points, 12/10-12</td>
<td></td>
</tr>
<tr>
<td><strong>Module Total Points:</strong> 125</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attendance: 100 points</td>
</tr>
<tr>
<td></td>
<td><strong>Total Points for the Course:</strong> 1000</td>
</tr>
</tbody>
</table>

*Final Exam Schedule:* December 10-12 via Blackboard

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Ms. Janine Armstrong’s Speech Communication class at Pulaski Technical College, 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

Date

Print name

Signature

UA-UA-PTC Email address

Telephone