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: jearmstrong@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

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

Department / Program Learning Outcomes

The Communication department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:
1. Critical and creative thought
2. Effective argumentation with a focus on tone, purpose and audience
3. Academic Integrity
4. Independent thinking and learning
5. Written communication on a collegiate level
6. Exposure to various cultures and subcultures
7. The influence of culture on individuals and their work
8. Collaborative study and writing

Student Learning / Course Outcomes

ACTS

The student will:
1. Appropriately use practical interpersonal communication skills in a variety of settings, including the workplace, romantic relationships, friendships, community, and family.
2. Function effectively in speaker and listener roles, including sending and receiving directions and information; expressing and responding to statement of attitude or emotion; and negotiating understanding with others.
3. Explain various influences of culture, gender, and technology on interpersonal communication.
4. Explain dimensions of power as they effect interpersonal communication, especially in relationships at work and home, as well as in leadership roles.
5. Recognize effective strategies for dealing with interpersonal conflict.

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 classmate 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.

Grading Policy

Letter grades will be based on the following scale:

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

<table>
<thead>
<tr>
<th>COURSE REQUIREMENT</th>
<th>ESTIMATED % OF FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (155 Points)</td>
<td>22%</td>
</tr>
<tr>
<td>Discussion Postings (170 Points)</td>
<td>24%</td>
</tr>
<tr>
<td>Reflection Papers (75 points)</td>
<td>11%</td>
</tr>
<tr>
<td>Midterm &amp; Relationship Analysis (175 Points)</td>
<td>25%</td>
</tr>
<tr>
<td>My “Aha” Moment (25 Points)</td>
<td>4%</td>
</tr>
<tr>
<td>Final Exam (100 Points)</td>
<td>14%</td>
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</tbody>
</table>
Course Requirements – Major Assignments

Readings
The assigned readings are the foundation for our discussion postings and assignments. The assigned readings will be provided in each weekly guide.

Quizzes – Introductory quizzes will be given during the first week to ensure that you are familiar with the course and writing expectations. This will ensure that you are successful in the course. Additionally, you will complete quizzes (10 points each) on assigned chapters. The quizzes will consist of multiple-choice and true/false questions.

Discussion Postings
You will participate in graded discussion postings throughout the semester at assigned times. Specific instructions will be provided for each discussion.

Reflection Journals – You will submit journals regarding your interpersonal experiences and/or your reflections of the class discussions and exercises. Each entry (2 – 4 paragraphs) must reference something specific from the book to supplement/guide your writing.

Relationship Analysis – You will analyze a current or past interpersonal relationship through the lens of an interpersonal theory. This paper will be broken into two halves with the first due at midterm.

My “Aha Moment” – You will select a specific concept or theory that had the biggest impact on the way you view interpersonal communication and share your “aha” moment at the end of the semester.

Exams – There will be 1 exam for this course, the comprehensive final. The exam will consist of multiple-choice questions. A study guide will be provided for the exam. All of the material presented online and your required readings represent testable material.

Writing Expectations
To write effectively should be a given in college. Thus, your written work will be evaluated on both content and mechanics (spelling, grammar, and punctuation), and you are expected to proofread your writing and before you turn in an assignment. You present yourself as an educated person and competent communicator when you show control of the mechanics of writing. Mistakes in spelling, grammar, and punctuation will not significantly affect your grade as long as the mistakes are few and minor. However, because major and consistent mistakes affect the meaning of an assignment and detract from your presentation of yourself as a competent communicator, they will lower your grade.

If you have not had or are not presently taking English Composition I, it highly recommended that you seek the assistance of the PTC Tutoring Labs when preparing written assignments for this class.

* 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.

**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](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.
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<thead>
<tr>
<th>Week</th>
<th>(Monday – Sunday)</th>
<th>Chapter Content/Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>August 15 – 26</td>
<td>Getting Started Assignments: Course Agreement [10 pts]</td>
<td>Sunday, August 20</td>
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<td></td>
<td></td>
<td>Syllabus Quiz [10 pts]</td>
<td>Sunday, August 26</td>
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<td></td>
<td></td>
<td>Introductions [10 pts]</td>
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<td></td>
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<td>Grammar and Writing Quiz [25 pts]</td>
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<td>2</td>
<td>August 27 – September 2</td>
<td>CH 1: Introducing Interpersonal Communication Quiz: CH 1 [10 pts]</td>
<td>Sunday, September 2</td>
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<td></td>
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<td>Discussion: CH 1 [20 pts]</td>
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<tr>
<td>3</td>
<td>September 3 – 9</td>
<td>CH 2: Considering Self Quiz: CH 2 [10 pts]</td>
<td>Sunday, September 9</td>
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<td>Reflection Paper [25 pts]</td>
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<td>4</td>
<td>September 10 – 16</td>
<td>CH 3: Perceiving Others Quiz: CH 3 [10 pts]</td>
<td>Sunday, September 16</td>
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<td></td>
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<td>Discussion: CH 3 [20 pts]</td>
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<td>5</td>
<td>September 17 – 23</td>
<td>CH 4: Experiencing and Expressing Emotions Quiz: CH 4 [10 pts]</td>
<td>Sunday, September 23</td>
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<td>Reflection Paper: CH 4 [25 pts]</td>
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<td>Discussion: CH 5 [20 pts]</td>
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<td>7</td>
<td>October 1 – 7</td>
<td>Midterm Test [75 pts]</td>
<td>Sunday, October 7</td>
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<td>8</td>
<td>October 8 – 14</td>
<td>CH 6: Listening Actively Quiz: CH 6 [10 pts]</td>
<td>Sunday, October 14</td>
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<td>Discussion: CH 6 [20 pts]</td>
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<td>9</td>
<td>October 15 – 21</td>
<td>CH 7: Communicating Verbally Quiz: CH 7 [10 pts]</td>
<td>Sunday, October 21</td>
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<td>Discussion: CH 7 [20 pts]</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Topic</td>
<td>Assignments</td>
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<td>10</td>
<td>October 22 – 28</td>
<td>CH 8: Communicating Nonverbally</td>
<td>Quiz: CH 8 [10 pts]</td>
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<td>Discussion: CH 8 [20 pts]</td>
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<td>11</td>
<td>October 29 – November 4</td>
<td>CH 9: Managing Conflict and Power</td>
<td>Quiz: CH 9 [10 pts]</td>
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<td>Discussion: CH 9 [20 pts]</td>
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<td>12</td>
<td>November 5 – 11</td>
<td>CH 10: Relationships with Romantic Partners</td>
<td>Quiz: CH 10 [10 pts]</td>
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<td>Discussion: CH 10 [20 pts]</td>
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<td>13</td>
<td>November 12 – 18</td>
<td>CH 11: Relationships with Family Members</td>
<td>Quiz: CH 11 [10 pts]</td>
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<td>Reflection Paper: CH 10 [25 pts]</td>
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<td>14</td>
<td>November 19 – 25</td>
<td>Fall Break — no class</td>
<td></td>
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<td>15</td>
<td>November 26 – December 2</td>
<td>Relationship Analysis Paper [100 pts]</td>
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<td>16</td>
<td>December 3 – 9</td>
<td>My “Aha” Moment [25 pts]</td>
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*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