Instructor Information

Instructor: Dr. Don Spitler  
PhD – Religious Studies  
MA – Communication  
Office: CHARTS 448  
Mailbox: CHARTS 410, North Little Rock Campus  
Hours: M – 11:00 AM – 12:00 PM  
T – 11:30 AM – 1:00 PM  
W – 11:00 AM – 12:00 PM  
R – 11:30 AM – 1:00 PM  
F – By appointment  
Phone: 501-812-2246  
Email: dspitler@uaptc.edu  

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

Chair: Logan Oliver  
Phone: 501-812-2378  
Email: loliver@uaptc.edu  

Dean: Dr. Christy Oberste  
Phone: 501-812-2869  
Email: 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

On Campus;  
MW 8:00 AM – 9:15 AM  
MW 9:25 AM – 10:40 AM  
MW 12:15 PM – 1:30 PM  
TR  1:40 PM – 2:55 PM  

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

Required textbook:  
Blackboard. You are required to have regular, weekly access to the Blackboard learning system, since exams will be taken in Blackboard, the grading rubrics for assignments are found in Blackboard, and the official gradebook for the course will be in Blackboard.

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 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. 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

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

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. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.
Any student who does not attend class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

Regular attendance is mandatory. With regard to attendance, please note the following:

- Unless you have died or there is an emergency in your immediate family, you are expected to attend each class, to be on time, and to remain in class until you are dismissed.
- Roll will be taken at the beginning of each class period, and I will assume you will be absent if you are not there when I call roll. You are also absent if you leave class immediately after I call roll. If you come in late, it is your responsibility to notify me before you leave class that you have come in.
- You may miss, for the entire semester, no more than five times. Any more than five will require official documentation.
- An absence is an absence regardless of the reason, and all absences will count. This means that I make no distinction between “excused” or “unexcused” absences. Both are considered absences.
  - If you **miss a class period**: You should be prepared to actively participate upon your return. You should also make every effort to understand the material covered in class during your absence, as you will be responsible for it on exams and/or as part of your assignments.
  - It is your responsibility to request any handouts/assignments that might have been issued while you were out. (You may want to consider making arrangements with another classmate to get notes, missed handouts, etc.)

**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](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.

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

- No whining allowed! In other words, do not complain about assignments or any other course requirements --- this is college.
- Act in a professional manner at all times. Racism, sexism, crude or vulgar language, and harassing behavior of any type will not be tolerated and could result in your removal from the classroom.
Avoid all use of profanity, as it will **NOT** be tolerated. Use of profanity in either of your two speeches **WILL** result in your receiving a **ZERO** for the speech.

- Be respectful of your classmates, and do not talk while they are talking.
- Do not carry on private conversations during lectures or class discussions.
- No texting during class; texting will constitute an absence.
- Do not sleep in class or work on assignments from other courses. Students who violate this rule will be asked to leave class and will be counted absent.
- Leaving the classroom while class is in process is unacceptable and should only happen in the case of extreme emergency.
- Do not enter the classroom while a speech is in progress.
- Do not ask questions or make comments while classmates are delivering a speech.
- No children or visitors are allowed in class.
- Food and drinks may be brought to class, but please note that you are responsible for any spills and for disposing of your containers.

**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**

**Unit Exams = 325 Points**

Four exams will be given: three during the semester, each worth 75 points, and a comprehensive final, worth 100 points. The exams will consist of multiple-choice questions, and the chapter quizzes will help you prepare for the exams. You are responsible for all the material presented in class discussions and your required readings for each exam. Unit exams are timed and can be taken only once.

**Presentations = 350 Points**

You will have three opportunities to present public presentations: two in-class speeches (an introduction speech, worth 100 points and an informative speech, worth 200 points) and a group presentation, worth 50 points.

**Informative Speech Preparation Assignments = 145 Points**

With the informative speech, you will also complete nine preparation assignments designed to help you understand the process of organizing a speech. The preparation assignments total 145 points.
Papers = 100 Points
You will complete a total of three papers during the term. The first will be a self-evaluation of your introduction speech, worth 25 points. The second paper, due later in the semester, is an analysis paper regarding conflict in an interpersonal relationship. It will be worth 50 points.

[PLEASE NOTE: the conflict analysis paper IS NOT related to your informative speech. Instructions for completing each assignment will be provided later.]

A final paper you will be asked to write is a reflective paper, worth 25 points. In this paper, you will get a chance to reflect on what you have learned about communication during the semester.

Course Agreement = 5 Points

Rough Percentage of Final Grade

<table>
<thead>
<tr>
<th>COURSE REQUIREMENT</th>
<th>ROUGH % OF FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentations (350 Points)</td>
<td>35.0%</td>
</tr>
<tr>
<td>Informative Speech Preparation Assignments</td>
<td>14.5%</td>
</tr>
<tr>
<td>Module Exams (325 Points)</td>
<td>32.5%</td>
</tr>
<tr>
<td>Speech Self-Evaluation Paper (25 Points)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Conflict Management Analysis (50 Points)</td>
<td>5.0%</td>
</tr>
<tr>
<td>Reflective Paper (25 Points)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Course Agreement (5 Points)</td>
<td>0.5%</td>
</tr>
<tr>
<td>Attendance/Participation (75 Points)</td>
<td>7.5%</td>
</tr>
</tbody>
</table>

* 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.

Make-Up Policy
- There is no make-up for in-class activities, quizzes, presentations and exercises that are missed.
- Assignments must be turned in ON TIME for credit.
- There is no make-up for missed exams. Anyone missing an exam will be required to count the score made on the next exam taken as the score for the missing exam. Only one make-up exam score may be replaced in this way; any other exams missed will be given a zero grade.
- PLEASE take ALL exams; people have failed the course because they did not take the exams. If you are having difficulty working with Blackboard, then please see me.
- Under normal circumstances, speeches cannot be made up. However, in very rare exceptions, speeches missed may be made up if the absence is due to a something beyond your control, i.e., death in immediate family, serious personal/family medical emergency, or traffic incident.
- Speeches may only be made up if you contact me via email or phone AND provide me with proper documentation within 24-hours of the absence. Proper
documentation is official documentation from a doctor, hospital, funeral home (not an obituary from the newspaper), or officer of the court (accident reports/traffic citations) which verifies the reason for your absence.

- If official documentation and instructor notification is not provided within 24-hours of the absence, you will not be allowed to make-up the speech.
- You are expected to participate in your group project, from the planning to the presentation. Missing on the day your group presentation will result in your receiving a zero for the assignment, since your group expects you to help present the group’s project.

**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](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>
</tr>
</thead>
<tbody>
<tr>
<td>Start Here Materials</td>
<td>Course Agreement Form</td>
<td>5</td>
<td>Wk 1</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Understanding Communication</td>
<td>Read Chapters 1-4</td>
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<td>Wk 1-4</td>
<td>LO1</td>
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<tr>
<td></td>
<td>Major Presentation: Introduction Speech</td>
<td>100</td>
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<td>LO2</td>
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<td>Introduction Speech Self-Assessment Paper</td>
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<td>LO3, LO1,3</td>
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<td>Exam 1</td>
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<td></td>
<td>LO1</td>
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<td>2 Fundamental Communication</td>
<td>Read Chapters 5-7</td>
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<td>Wk 5-7</td>
<td>LO1,2</td>
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<td>Informative Speech – Topic Selection- #1</td>
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<td>LO2,3</td>
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<td>Informative Speech – Sources (Research) #2</td>
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<td>LO2</td>
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<td></td>
<td>Major Presentation: Group Project</td>
<td>50</td>
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<td>LO3, LO1,2</td>
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<td>Exam 2</td>
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<td>3 Relationship Communication</td>
<td>Read Chapters 13-16</td>
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<td>Wk 8-13</td>
<td>LO1,2,4</td>
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<td>Conflict Management Analysis Paper</td>
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<td>LO4</td>
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<td></td>
<td>Student Speech Critiques - #3</td>
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<td>LO3</td>
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<tr>
<td>Date</td>
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<td>Wk 14-16</td>
<td>Major Presentation – Informative Speech</td>
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<td>Wk 14-16</td>
<td>Informative Speech – Full-Sentence Outline</td>
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<td>Wk 14-16</td>
<td>Informative Speech – Electronic Visual Aid</td>
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<td>Wk 14-16</td>
<td>Informative Speech – Transitions</td>
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<td>Informative Speech – Introduction/Conclusion</td>
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<td>Wk 14-16</td>
<td>Informative Speech – Body of Speech</td>
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<td>Wk 14-16</td>
<td>Informative Speech – Main Points/Thesis</td>
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<td>Read Chapters 8-12</td>
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<td>Wk 14-16</td>
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<td>Wk 14-16</td>
<td>Reflective Paper</td>
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<td>Wk 14-16</td>
<td>Final Exam</td>
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</table>

**Final Exam Schedule:** Final exam administered in Blackboard; opens: Saturday, May 4 at 2 AM and closes Friday, May 11 at 11:59 PM.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
## Spring 2019 – Grade Tracker

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Assignment Description</th>
<th>Points Possible</th>
<th>Points Earned</th>
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</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td>Attendance/Participation</td>
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<td>Prep Assignment #1 – Topic/Thesis/Main Points</td>
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<td>Prep Assignment #2 – Research</td>
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<td>Prep Assignment #3 – PTC Speech Contest Critique</td>
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<td>Prep Assignment #4 – Main Points/Thesis</td>
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<td>Prep Assignment #5 – Body of Speech</td>
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<td>Prep Assignment #6 – Introduction and Conclusion</td>
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<td>Prep Assignment #7 – Transitions</td>
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<td>Prep Assignment #8 – Full-Sentence Outline</td>
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<td>Prep Assignment #9 – Power Point for Speech</td>
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<td>Paper - Conflict Management Analysis</td>
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<td>Paper – Reflection Paper</td>
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<td>Major Presentation - Introduction Speech</td>
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<td>Major Presentation - Informative Speech</td>
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<td>Major Presentation – Group Speech</td>
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<td>Exam – Module 1</td>
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<td>Exam – Module 2</td>
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<td>Exam – Module 3</td>
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<tr>
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<td>Comprehensive Final Exam</td>
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</table>
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Don Spitler’s Speech Communication class at UA - 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-PTC Email address

__________________________
Telephone