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School of Arts & Sciences

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## HUMAN COMMUNICATION 15 Weeks Face-to-Face

The University System of Georgia (USG) institutions require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible.

**Semester:** Fall 2025

**Instructor:** Professor Benson

**Course Number:** COMM 1100

**Course Registration Number:** 80160

**Course Start Date:** Aug 18, 2025

**Campus/Location:** Main/Academic Bldg. 500

**Room Number:** 244

**Mtg Day/Time:** M/W: 11a-12:20p

**Final Assessment Date:** Dec 9 - 11

**Instructor Contact Information:**

**Office location:** Academic Building 500, Room 232

**Office telephone:** (404) 756-4692

**Online Office Hours:** Friday 8 a.m. - 12 p.m.

**Face-to-Face Hours:** M/W – 8a-9a & 12:30p-2:30 p

**Email address:** [sbenson@atlm.edu](mailto:sbenson@atlm.edu)

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**Credit Hours:** 3

**Prerequisite(s):** None

**Co-requisite(s):** None

**Course Description:**

This course consists of a broad approach to oral communication skills, including intrapersonal, interpersonal, small group, and public speaking. Emphasis is placed on developing speech communication skills pertinent to survival in today's success-oriented society with emphasis on a diversity of contemporary speaker-listener situations. No prerequisite.

## **Required Textbooks and Additional Materials**

Choices and Connections: An Introduction to Communication, 4<sup>th</sup> Edition, Steven McCornack and Joseph Ortiz, ISBN: 978-1-319-44854-7

## **Important Dates:**

No Shows: Aug 27

Midterm: Oct 4-9

Last Day to Withdraw: Oct 20

Holidays: 9/1 & 11/27-11/28

Registration Opens: Oct 1

Last Day of Class: Dec 6

Final Exam: May 9-11 (Virtual/Online)

## ATLM General Education Learning Outcomes:

Identify at least one mode of communication (oral or written) and utilize appropriate guidelines and conventions in expressing ideas and/or opinions.

## **AMSC ADA Statement**

Atlanta Metropolitan State College is committed to providing support for all students and making their college experiences an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, **The Office of Disability Services, located in the CAAS (Student Success) Building**, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodations to students who meet the requirements.

Accommodations cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible all college representatives shall observe confidentiality.

## **Office of Disability Services**

The Office of Disability Services operates under the Americans Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not.

The amended ADA, otherwise known as ADAAA defines “disability” as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Ms. Tammy Young, the Coordinator of Disability Services at 404-756-4783.

## **Course Delivery Method**

This is a face-to-face course. The instructional techniques and methods that will be utilized during the class period will be comprised of lectures, oral presentations, discussions, practice exercises, PowerPoints, online assignments, group activities, and quizzes/exams.

## **Class Policies:**

## 1. Withdrawal

The last day to withdraw from the course is October 20. Withdrawal measures are solely acted upon you, the student, by following proper withdrawal procedures. Failure to withdraw will account for a grade earned during the course.

## 2. Attendance Policy

All students are expected to have regular and prompt attendance at all classes. **Each student is responsible for his/her attendance.** You are expected to complete all assignments by the due date. Late assignments will not be accepted. Please practice time management to ensure that your assignments are completed by the due date and time. Ten points will be deducted from overall grade for each occurrence over three absences. Three late arrivals equal one absence. An excused absence from class does not mean that you do not have to make up the work. Students are responsible for all material covered and any announcements made in class.

Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students **must** periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing re-instatement in this course) following those outlined in the AMSC catalog.

### **Long-term emergency closure of the college**

In the event of an emergency that forces the college to close for an extended period, students **must** contact the instructor of this class within 48 hours using the contact information (e.g., e-mail address, Desire 2 Learn, or telephone number) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates.

**The student is responsible for submitting valid, accurate contact information, including an active AMSC e-mail address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student e-mail address in the Academic Support Center on the third floor of the Library Building.**

If the instructor for the course cannot be reached within the specified period of time (within 72 hours), the chair of the division responsible for the course can be reached at the email address posted on the college's website.

## 3. Class Cancellation

In the event a class is canceled, a notification will be posted outside the classroom door. Any follow-up information, assignments, or messages will be posted on Georgia View Vista or sent via email.

## 4. Course Abandonment

If you do not attend classes or complete assignments in courses for which you have registered, and you have not officially withdrawn from them, you have abandoned the courses. Failure to withdraw from classes that you do not attend means that you will earn a grade of 'F' in the courses. It is the responsibility of the student to initiate the withdrawal process.

## **5. Academic Honesty**

Cheating is against Atlanta Metropolitan State College's policy. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting the work of others as yours. Violation of the cheating policy may result in the student receiving a lowered grade on a portion of the course or a grade of 'F' on the assignment in question. The student through the appeals process of the college may appeal a grade assigned to a student because of an alleged violation of the cheating policy.

## **6. Assessment Methods**

- Quizzes/Exams will be given to measure the comprehension of assigned reading material.
- Papers are assigned to assess written communication skills.
- Video lessons and PowerPoint lectures are implemented to strengthen student's speaking comprehension, articulation, and writing skills.

## **7. Final Grade: Grade Distribution**

Class Activities	40 Pts
Speeches	150 Pts
Video Lessons	390 Pts
Quizzes/Exams	160 Pts.
Reflection Paper	50 Pts.
PowerPoint Lecture Responses	240 Pts.
Extra (Intro, SQ, Reg)	25 Pts.

A= 900-1000   B= 800-899   C= 700-799   D= 600-699   F= 599 and below

## **8. Assignments:**

All assignments will be completed online. Assignments are located under the following links: Discussions and Quizzes. Do not look for assignments or post your work under other links that are not specified in the instructions. The professor will not accept any work via email. Make sure

that you post your assignments by the due date and time. Each module and respective assignments will be released on Monday and close on Sunday.

Make up exams are given at the instructor's discretion and only with documentation. Assignments and dates are located in the syllabus and are subject to change.

Plagiarism will not be tolerated, and student(s) will receive a zero for the assignment plagiarized on the first occurrence. If this behavior shall happen another time, further action will be taken to remove student(s) from the course permanently for the duration of the semester.

Problems related to the grading policy for this course or other course management concerns should be first brought to the attention of the professor for the course. However, a resolution of unsettled problems or concerns may be pursued by the grievance procedures outlined in the AMSC Student Handbook and the Academic Catalog.

#### 10. **BrightSpace**

Atlanta Metropolitan State College uses **Brightspace (D2L)** learning environment for both fully online and face to face classes. You can access your class from the Brightspace (D2L) link on AMSC Homepage ([www.atlm.edu](http://www.atlm.edu)). Your Username for Brightspace (D2L) is the first part of your email address that comes before the@ sign. For example, if your email address is [jdoe@atlm.edu](mailto:jdoe@atlm.edu), your username is jdoe. Your password is your Banner Student Portal password (6 digit birth date MMDDYY) unless you changed it.

If your password does not work or if you have forgotten your password, click on the **Forgot Password link** on the login page and provide your D2L Username. Your password reset link will be sent immediately to your AMSC ([ginger@atlm.edu](mailto:ginger@atlm.edu)) email address. If you do not know your email address and password or if your password does not work, contact the **Center for Academic Success** at 404.756.4690 or [cas@atlm.edu](mailto:cas@atlm.edu). You can, also, call the D2L Helpdesk at 1.855.772.0423 or visit <https://d2lhelp.view.usg.edu>.

**Remember that it takes 24 hrs from the time you registered for your name to appear in D2L Classlist.** For all other D2L issues and concerns, contact Dr. Kokila Ravi 678.623.1141 or [kravi@atlm.edu](mailto:kravi@atlm.edu) OR Dr. Eze Nwaogu 404.756.4718 or [enwaogu@atlm.edu](mailto:enwaogu@atlm.edu). When you email, remember to include your D2L Username, CRN # of the course, and your AMSC ID (932 number).

#### **Core IMPACTS**

This is a Core IMPACTS course that is part of the Humanities area. Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content and support students' broad academic and career goals.

This course should direct students toward a broad-orienting question:

1) How do I interpret the human experience through creative, linguistic, and philosophical works?

Course content, activities, and exercises in this course should help students develop the following Career-Ready Competencies: 1) ethical reasoning, 2) information literacy, and 3) intercultural competence.

### **Course Learning Outcomes**

- Students will demonstrate their written communication skills.
- Students will exhibit their ability to present oral presentations, when applicable.
- Students will show their ability to communicate effectively in small group settings.
- Student will establish nonverbal communication skills.

### **Course Specific Learning Objectives:**

The catalog states that Human Communication is an introduction to Interpersonal Communication. This course will include practical experience in a variety of communication situations. The major objectives of this course are to:

1. Teach students to examine the variables of any communication setting
2. Make students aware of the impact of culture in non-verbal communication
3. Provide students with first hand experiences of working within a structured small group
4. Help students develop criteria to measure the effectiveness of small group presentations
5. Provide students with the opportunity to examine their communication style and its affect on other communication
6. Teach students to be more analytical in viewing communication situations

### **Miscellaneous**

#### **Additional Course Outcomes:**

1. Discussion of reading assignments with attention paid to case studies which encourages the exploration of the practical application of interpersonal communication theory
2. Students will understand the role of self-perception in the communication situation
3. Explain and analyze the impact of cultural influence on language
4. Students will be able to analyze their oral communication within small group settings and explain how they can become a more effective group contributor
5. Students will prepare and deliver an extended oral communication presentation to the class demonstrating fundamentals and guidelines learned during the course
6. Students will demonstrate flexibility in selecting language codes appropriate for given situations

Note: All assignments are due on Bright Space. You are required to submit assignments to specified location via Discussion Board and Quizzes every Sunday by 11:59 p.m. for assignment to be considered on time. Do not upload assignments to areas not specified in the instructions. The Professor will not search for assignments outside of the instructed designated location. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED. DO NOT EMAIL ASSIGNMENTS.** They will not be accepted. However, certain situations are excusable with proper documentation.

## **GRADE DISTRIBUTION**

Assignment Description	Possible Points	Points Earned
Video Lessons (13@30)	390	
Class Activities	40	
PPT Lecture Responses (8@30)	240	
Reflection Paper	50	
Quizzes (11@10)	110	
Speeches	150	
Final Exam	50	
Introductions	10	
Syllabus Quiz	5	
Registration	10	

## **HUMAN COMMUNICATION – 15 Weeks COURSE MODULES**

### **MODULE 1 – Aug 18**

- Syllabus Review
- Mandatory Introductions (Attendance Verification)
- Mandatory Syllabus Quiz

### **MODULE 2 – Aug 25**

- Read: Chapter 1- Introduction to Communication
- Quiz: Chapter 1
- Video Lesson #1 – Human Behavior
- PowerPoint Lecture #1 – Human Communication and Behavior

### **MODULE 3 – Sep 1**

- Read: Chapter 2 – Self & Perception
- Quiz: Chapter 2
- Video Lesson #2 – Perception and Self
- PowerPoint Lecture #2 – Perception, Self, and Others

### **MODULE 4 – Sep 8**

- Read: Chapter 7 – Active Listening
- Quiz: Chapter 7
- Video Lesson #3 – Listening
- PowerPoint Lecture #3 – Listening

## **MODULE 5 – Sep 15**

- Read: Chapter 5 – Verbal Communication
- Quiz: Chapter 5
- Video Lesson #4 – Verbal Communication
- PowerPoint Lecture #4 – Verbal Communication
- Activity: Recitation

## **MODULE 6 – Sep 22**

- Read: Chapter 6 – Nonverbal Communication
- Quiz: Chapter 6
- Video Lesson #5 – Nonverbal Communication
- PowerPoint Lecture #5 – Nonverbal Communication
- Activity: Lip Sync

## **MODULE 7 – Sep 29**

- Read: Chapter 13 – Preparing Your Speech
- Quiz: Chapter 13
- Speech due: Cultural Speech (Museum Visit)

## **MODULE 8 – Oct 6**

- Read: Chapter 14 – Composing Your Speech
- Quiz: Chapter 14

## **MODULE 9 – Oct 13**

- Read: Chapter 15 – Delivering Your Speech
- Quiz: Chapter 15
- Video Lesson #6 – Delivering Presentations
- PowerPoint Lecture #6 – Delivering Presentations

## **MODULE 10 – Oct 20**

- Read: Chapter 9 – Interpersonal Relationships
- Quiz: Chapter 9
- Video Lesson #7 – Relationships
- PowerPoint Lecture #7 – Relationships

## **MODULE 11 – Oct 27**

- Read: Chapter 11 – Small Group Communication
- Quiz: Chapter 11
- Video Lesson #8 – Group Communication
- PowerPoint Lecture #8 – Group Communication

## **MODULE 12 – Nov 3**

- Read: Chapter 16 – Informative Speaking
- Quiz: Chapter 16



- Video Lesson #9 – Informative Speaking

**MODULE 13 – Nov 10**

- Video Lesson #10 – Spoken Word
- Lecture: Cultural Communication
- Speech Preparation (Critical Analysis of Video)

**MODULE 14 – Nov 17**

- Video Lesson #11 – Word Meanings
- Reflection Paper due
- Speech due: Critical Analysis

**MODULE 15 – Nov 24**

- Video Lesson #12 – Etymology
- Lecture

**MODULE 16 – Dec 1**

- Prepare for the Final Exam

**MODULE 17 – Dec 9-11**

- **FINAL EXAM**

## VIDEO LESSONS

Located on Bright Space under Discussion Board

<u>Date</u>	<u>Video Lessons</u>
Module 2	Video: How to Introduce Yourself
Module 3	Video: Perception is the Root of All Evil
Module 4	Video: The Power of Listening
Module 5	Video: Communication in the 21 <sup>st</sup> Century: Is it What You Say or How You Say It?
Module 6	Video: The Secrets of Nonverbal Communication
Module 9	Video: Giving Presentations Worth Listening To
Module 10	Video: Give a Ted Talk Everywhere You Go
Module 11	Video: Revolt Summit
Module 12	Video: The Purpose of Informative Speaking is to Sell
Module 13	Video: Black Chakra
Module 14	Video: What is a Nigga?
Module 15	Video: Etymology

***Note: Assignments and due dates are subject to change at the discretion of the Professor.***