Course Syllabus

[ATLANTA METROPOLITAN STATE COLLEGE](#)

School of Arts and Sciences

Human Communications – COMM 1100 CRN: 80161 (Section 102)

TR 9:30 AM – 10:50 AM, Academic Building 500, Room 244
Main Campus Course

Fall 2025

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.

Please download this document as it may not display accurately in the web browser.

Instructor Information	**Name:** Lillian M. Spencer, M.A.M.C., J.D.
Office location:	Social Sciences Building 600, Room 134
Office telephone:	(770) 576-5637 (no calls before 7:00 a.m. or after 6:00 p.m.)
Email Address	Via D2L or lspencer@atlm.edu
Office Hours:	
• In Person:	Tuesday and Thursday: 1:30 to 3:30 p.m.
• Online	By appointment
• By Appointment	Office hour disclaimer: If you are not able to meet with the instructor during office hours, you may schedule an appointment based on instructor's availability.
Course Information	
Pre-requisites	None.
Credit Hours	3
Catalog 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.
Course Start and End Date	August 18, 2025 – December 3, 2025
Course Brightspace Access	Access the course Brightspace by visiting www.atlm.edu, then click Brightspace (D2L) tab located in the horizontal menu near the top of the page. Click on the red ATLM Login tab, use your AMSC student credentials to access your Brightspace homepage, and click on this course.
Course Textbook	Choices and Connections: An Introduction to Communication, 4th Edition, Steven McCornack and Joseph Ortiz, ISBN 978-1-319-48521-4 (Loose-leaf Edition), ISBN 978-1-319-48515-3 (epub).
Required Resources	• This course is a Day 1 Ready Inclusive Access course. This means that **access code has already been paid with your tuition**. Click on Textbook (Day One Access) tab (located in the horizontal menu near the top of the course page in Brightspace) to view the access code. • If you choose to option out of the Day 1 Ready Access Program for this course, please click on the Textbook (Day One Access) tab (located in the horizontal menu near the top of the course page in Brightspace), then click on the Opt Out option. This option will end after the add and drop period for the current semester.

Recommended Resources	Obtain and use a month-at-a-glance calendar to log all important quizzes and assignment due dates.
Core IMPACTS	**ARTS 1100 ART APPRECIATION** **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: • How do I interpret the human experience through creative, linguistic, and philosophical works? Completion of this course should enable students to meet the following Learning Outcome: • Students will effectively analyze and interpret the meaning, cultural significance, and ethical implications of literary/philosophical texts or of works in the visual/performing arts. Course content, activities and exercises in this course should help students develop the following Career-Ready Competencies: • Ethical Reasoning • Information Literacy • Intercultural Competence
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.
Program Learning objectives	Non-Applicable
Course Learning Objectives	The AMSC College 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 firsthand 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 effect on other communication 6. Teach students to be more analytical in viewing communication situations •
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
Chapters Covered	**See modules in course calendar below.**

	Holidays	**Attendance Verification (No Show Date)**	**Last Day to Reinstate**	**Midterm**	**Last day to Withdraw Without Penalty**	**Last day of Class**	**Final Exam**
	September 1, 2025 (Labor Day) November 27-28, 2025 (Thanksgiving)	August 27, 2025	September 2, 2025	October 4 - 9, 2025	October 20, 2025	December 4, 2025	December 11, 2025

Course Delivery Method	Face to Face
Email Preference	*Outlook or D2L email for course related correspondence.*
Online Courses	**N/A**
On Campus Courses	Please use the internal Brightspace course e-mail for general correspondence. Brightspace is a closed system and cannot send a message or receive messages outside of Brightspace. I will receive messages directly to my mobile device if you use your AMSC student email (????@ginger.atlm.edu) and send the message to my @atlm.edu address listed above.
Email Response Time	Unless you are notified otherwise, I will strive to respond to all student questions and emails within 24 hours during the week and within 48 hours during the weekend.
Attendance:	Attendance is required at Atlanta Metropolitan State College. Students may view their attendance record by going to the Brightspace course page and clicking on "Attendance" from the "Assessments" menu at the top. It is the responsibility of each student to ensure that his or her recorded attendance is accurate. Any errors need to be brought to the attention of the instructor as soon as they are discovered.
Online Attendance and Participation Policy	Being "Present" in class is determined by the student's active attendance and participation in an "academically related activity" which includes actual presence in a virtual class, submission of an assignment, group projects, completion of an exam or quiz and discussion forum posting.
Conduct:	Refer to AMSC College Catalog, page 41.
Late Policy:	Late assessments (quizzes, assignments, projects, or examinations) will only be accepted with instructor approved documentation of extenuating circumstances. Unapproved documentation will result in a zero for the assessment.
Artificial Intelligence (AI) Resources	Students must indicate an AI resource in case of which it is applied or used for the assignments.
Enrollment Status:	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 making 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.
Attendance Verification (No Show)/Reinstatement	Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened. The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as non-attending a course must seek the approval of the instructor in order to be reinstated. Once approved, the student will complete the Reinstatement form and submit it. The Office of Registrar will notify students when course reinstatement process has been completed during Reinstatement Period. The student can demonstrate compelling reason (s) that have prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class OR The instructor made an error, and the student was in attendance prior to being dropped.
Computer Hardware & Software Requirements:	One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technology requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.
Minimum Hardware Recommendations to take courses:	D2L System Requirement Internet Connection: · Ethernet Network Capability required · Wireless Network Capability required Operating System Requirements - PC: - Compatible Operating System: - Web Browser: Firefox, Chrome - Mac: - Compatible Operating System: - Web Browser: Firefox, Chrome, Safari Hardware requirements: Minimum Technical Specifications for Hardware: - A processor of 2GHz or faster 4GB RAM or greater 500 GB of Hard Drive space - Monitor and video card with a minimum resolution of 1024x768 - Keyboard and mouse Minimum Technical Specifications for Computer Peripherals: - Speakers - Headphones - Microphone - Webcam

	Software requirements:
	Browser Requirements/Supported Browsers
	Compatible Browsers:
	    • Apple Safari - https://support.apple.com/downloads/safari (Mac)
	    • Google Chrome - https://www.google.com/chrome/ (Mac or PC)
	    • Mozilla Firefox - https://www.mozilla.org/en-US/firefox/new/ (Mac or PC)
	Application Software
	    • Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC)
	    • Adobe Reader - https://get.adobe.com/reader/
	Plug-ins
	    • Java - https://www.java.com/en/download/
	    • Adobe Flash Player - https://get.adobe.com/flashplayer/
	    • Windows Media Player - https://www.microsoft.com/en-us/download/details.aspx?id=20426
	    • Apple QuickTime - https://support.apple.com/downloads/%2523quicktime
	    • Microsoft Silverlight - https://www.microsoft.com/getsilverlight/Get-Started/Install/Default
	
	Accessibility: Wi-Fi is also available for use in the campus parking lots.

Tutoring Services	Students improve their self-confidence and increase their chances of excelling in their courses when they utilize their college/university academic support services. The following tutoring services are available to AMSC students: ❖ The AMSC Writing Center is open year-round to support students, staff, and faculty at AMSC. It offers virtual and in-person tutoring for various writing projects, assists at any stage of the writing process, and increases improvement in structure, use of sources, style, grammar, and more. The Writing Center is located in Building 100, Room 211. Students can walk in during hours of operation or schedule an appointment at https://calendly.com/amscwritingcenter/30min ❖ Tutor.com is a virtual space for students to access writing tutors outside of AMSC faculty. Access tutor.com in Brightspace by logging into your course. Next, click the 'Free Tutoring' tab and choose Tutor.com from the dropdown options. Students are granted five (5) hours per semester, and registration is not required. Contact the Center for Student Success and Advising at (404) 756-5690 for assistance. **Students in this class are required to have all written assignments, except Discussion Posts, assessed either through the AMSC Writing Center or Tutor.com tutors BEFORE your written assignments are submitted to the designated assignment folder. Tutors will be asked to verify that you have used one or the other service for assessment of your written assignments.** ❖ TutorOcean is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at https://atlm.tutorocean.com .
Americans with Disabilities Act (ADA) Statement	Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services**,** located in the Student Services & Success Center, building 650-Suite

	252, 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 accommodation to students who meet the requirements.
	It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the course materials for this class, please notify the instructor immediately.
	Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.
Office of Counseling and Accessibility Services	The Office of Counseling and Accessibility Services operates under the Americans with 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 ADAAAA 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 Dr. Dorothy Williams, the Director of Counseling and Accessibility Services at 404-756-4016 or at
	https://www.atlm.edu/students/counseling-and-disability-services.aspx.
	The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. In order to receive accommodation, the student's illness or disability must be verified in writing by a physician, psychiatrist, or some other health care provider or specialist. Students who choose to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodation in a timely fashion.
Withdrawal	**Withdrawal from a course is solely the responsibility of the student.** Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course **MUST** submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar's Office before mid-term in order to receive a grade of **"W"** for the course.
	A student who withdraws after the Midterm date receives a "WF" unless the Vice President for Academic Affairs determines that it is a hardship case, then a "W" will be recorded. The possibility that a student may fail the course will not be considered a hardship
Incomplete Grade Policy	An incomplete may be awarded at the instructor's discretion for non-academic reasons which prevent the student from completing the course requirements. The student must be passing the course at the time that the Incomplete is awarded and must sign an "Awarding of Incomplete" agreement. Unless otherwise stated, the incomplete should be removed by the end of the following semester; otherwise, the instructor will change the grade to an "F" grade.
Time Commitment	To successfully complete this course requires discipline, devoted time and commitment. A student must arrange his / her schedule to allow for the required time for this course. Expect to spend a minimum of four (4) to six (6) hours per week to thoroughly read each chapter and complete the required chapter assignments. Additional time most likely will be required to complete quizzes and exams.

Student Expectations	Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success. • Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc. • Please speak with your instructor **in advance** if you have extenuating circumstances that prevent you from completing your assignments by the designated due dates. If a medical emergency occurs, you will need to provide a written medical / doctor's notice for the period in which you are unable to participate in class or complete any of the assignments (discussion, case studies, quizzes, exams, etc.). Without a medical / doctor's notice, all assignments missed will be scored as zero. • Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly. • Read, study, and complete all assignments by the due dates. • Monitor Brightspace D2L course calendar. • Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course. • Be courteous, polite and respectful to faculty, staff and fellow students. For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check **Brightspace D2L email** as well as **Ginger email daily** to stay abreast of what is going on in class.
Online Discussion Protocol	• The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings. • Be constructive and positive. You can challenge ideas and course content yet avoid becoming negative online. When you disagree respectfully and politely, you stimulate and encourage great discussion. • You are expected to conduct yourself in a mature, courteous, and mutually respectful manner. • Always sign your name. • Postings should be well written with proper punctuation, spelling and grammar. Avoid the use of all caps or multiple punctuation elements (!!!???). Postings should be a minimum of 3 – 4 sentences. • Check postings for responses from others and respond in kind. • Postings should be evenly distributed throughout the week. Avoid making only weekend postings. • Encourage further discussion by building on current threads. The instructor may not respond to every post but will be monitoring each discussion. A response may be made to contribute to a discussion, clarify a situation or redirect the conversation
Degree Relevance and Enrollment Status	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.
Abandoning a Course	Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of —F at the end of the course. It is the student's responsibility to initiate and complete the withdrawal process.

Academic Honesty	Only the epitome of professionalism is expected of each student. Cheating or the abetment of cheating is not tolerated**.** The Academics Standards section of the Atlanta Metropolitan State College Catalog (page 49), the Penalties for Academic Misconduct states: • In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty. Types of penalties may include, but are not limited to, the instructor assigning a grade of "F" for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of "F" for the course. • In cases where a student is guilty of cheating or exhibiting academic misconduct during an institutional or System examination or assignment, the results of the examination will be voided. Additionally, depending on the severity of the misconduct, the student may receive additional penalties from the Provost/Vice President for Student Success or designee, not to exceed suspension for one semester from Atlanta Metropolitan State College.
Class Cancellation	Procedure regarding long-term emergency closure of the college (attendance policy): 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., email address in BrightSpace/D2L) 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 email address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email 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 (within 48 hours*),* the Dean of the School responsible for the course can be reached at the email address posted on the college's website
Class Schedule	**TENTATIVE WEEK-BY-WEEK COURSE SCHEDULE** **Week 1: August 19 – August 21** • **Tuesday, August 19:** Welcome; Introduction to the Course; Review of Syllabus • **Thursday, January 21:** Chapter 1: Introduction to Communication • **Assignment 1:** Discussion post on key concepts from Chapter 1: (Due by Sunday, August 24 in D2L by 11:59 p.m.) • **Quiz 1:** Syllabus Quiz ONLINE: (Friday, August 22 in D2L-Due by 11:59 p.m.) **Week 2: August 26 – August 28** • **Tuesday, August 26:** Continue Chapter 1: Introduction to Communication • **Thursday, August 28:** Chapter 2: Self and Perception **Week 3: September 2 – September 4** • **Tuesday, September 2:** Continue Chapter 2: Self and Perception: • **Thursday, September 4:** Begin Chapter 3: Understanding Gender and Culture • **Assignment 2:** Self-reflection essay based on Chapter 2 (Due by Sunday, September 7 in assignment folder in D2L by 11:59 p.m.)

- **Groups Assigned**

- **Tuesday, September 9:** Continue Chapter 3: Understanding Gender and Culture
- **Thursday, September 11:** Chapter 4: Mediated Communication
- **Quiz 2:** Chapters 1-3 (Friday, September 12: ONLINE in D2L beginning at 2:00 p.m. to 11:59 p.m.)

- **Tuesday, September 16:** Continue Chapter 4: Mediated Communication
- **Thursday, September 18:** Chapter 5: Verbal Communication
- **Groups meet to discuss group presentation topic**

- **Tuesday, September 23:** Continue Chapter 5: Verbal Communication
- **Thursday, September 25:** Chapter 6: Non-Verbal Communication
- **Quiz 3:** Chapters 4-5 (Friday, September 26: ONLINE in D2L beginning at 2:00 p.m. to 11:59 p.m.)
- **Assignment 3:** Discussion Post on Chapters 4-5 (Due, Sunday, September 28 in D2L by 11:59 p.m.)

- **Tuesday, September 30:** Continue Chapter 6: Non-Verbal Communication
- **Thursday, October 2:** Chapter 7: Active Listening
- **Groups Meet in class- Turn in Group Topic for Presentation**
- **Assignment 4:** Non-Verbal Communication Analysis Essay (Due Friday, October 3 in assignment folder in D2L by 11:59 p.m.)

- **Tuesday, October 7:** Continue Chapter 7: Active Listening
- **Thursday, October 9:** Chapter 8: Principles of Interpersonal Communication
- **Quiz 4:** Chapters 6-7 (Friday, October 10: ONLINE in D2L beginning at 2:00 p.m. to 11:59 p.m.)

- **TUESDAY, October 7- MIDTERM EXAM (ONLINE in D2L beginning at 2:00 p.m., until 11:59 p.m.)**

- **Thursday, October 9:** Continue Chapter 7: Active Listening and Begin Chapter 8: Principles of Interpersonal Communication
- **Quiz 4:** Chapters 6-7 (Friday, October 10: ONLINE in D2L beginning at 2:00 p.m. to 11:59 p.m.)

- **Tuesday, October 14:** Continue Chapter 8: Principles of Interpersonal Communication
- **Thursday October 16:** Group Meetings in class/Turn in Group Topic Presentation

Week 10: October 21 – October 23
- **Tuesday, October 21:** Chapter 9: Managing Interpersonal Relationships
- **Thursday, October 23:** Continue Chapter 9: Managing Interpersonal Relationships
- **Quiz 5:** Chapters 8-9 (Friday, Ovtober 24: ONLINE in D2L beginning at 2:00 p.m. to 11:59 p.m.)
- **Individual Informative Speech Topics Due In Class**: Thursday, October 23-Topics will be presented

Week 11: October 28 – October 30
- **Tuesday, October 28:** Chapter 10: Managing Conflict
- **Thursday, October 30:** Chapter 13: Preparing Your Speech
- **Quiz 6:** Chapter 10 and Chapter 13 (Friday, October 31: ONLINE in D2L beginning at 2:00 p.m. to 11:59 p.m.)

Week 12: November 4 – November 6
- **Tuesday, November 4**: Chapter 14: Composing Your Speech; Outlining
- **Thursday, November 6**: Chapter 16: Informative Speaking
- **Quiz 7**: Chapters 14 and 16 (Friday, November 7: ONLINE in D2L beginning at 2:00 p.m. to 11:59 p.m.)
- **Assignment 5**: Individual Informative Speech Outlines Due: Sunday, November 9 in assignment folder in D2L by 11:59 p.m.
- **Assignment 6**: Group Outlines Due Wednesday, November 12 in assignment folder in D2L by 11:59 p.m.

Week 13: November 11 – November 13
- **Tuesday, November 11: Chapter** 15: Delivering Your Speech; In Class Practice
- **Thursday, November 13: Group Presentations Begin**
- **Extra Credit Quiz - Chapter 15:** (Friday, November 14: ONLINE in D2L beginning at 2:00 p.m. to 11:59 p.m.

Week 14: November 18 – November 20
- **Tuesday, November 18: Group Presentations End/Individual Presentations Begin**
- **Thursday, November 20:** Continue Individual Speeches

Week 14.5: November 25
Tuesday, November 25: Continue Individual Speeches if necessary

THANKSGIVING HOLIDAY BREAK – NOVEMBER 27-28

Week 15: December 2 – December 4
Tuesday, December 2: Review for Final Exam (Last Day for this class)
Thursday, December 4: Study Day (no class)

December 6: Last Day of Classes for Campus

FINAL EXAM (ONLINE IN D2L) - TUESDAY, DECEMBER 9, 2025

Grading Scale	1000 - 900 of maximum points awarded = **A** 890 - 800 of maximum points awarded = **B** 790 - 700 of maximum points awarded = **C** 690 - 600 of maximum points awarded = **D** Below 600 maximum points awarded = **F**
Grade Distribution	•Assignment 1: 25 pts • Assignment 2: 100 pts • Assignment 3: 25 pts • Assignment 4: 50 pts • Assignment 5: 100 pts • Assignment 6: 50 pts • Quizzes (7 Total: 50 pts each) 350 pts • Midterm Exam: 100 pts • Final Exam: 100 pts • Class Participation: 50 pts • Class Attendance: 50 pts **TOTAL GRADE POINTS: 1,000** **EXTRA CREDIT: 200 POINTS:** **1.** Students may earn **100 extra credit points** for **PERFECT ATTENDANCE** (on time for every class and stays until the end of every class. **2.** Students may also earn **25 extra credit** points for early Spring/Summer Registration (Opens October 14, 2024. For extra credit points students should submit a screen shot of their official registration to the designated D2L assignment folder. **3.** Students may also earn an additional **75 extra credit points** for outstanding class work, performance and participation. This means going over and above class assignments, discussion posts, class participation, bringing in pertinent and relevant information regarding class readings and discussion, etc. **FORMAT FOR ANY ASSIGNED PAPERS:** **ALL ASSIGNMENTS WILL BE SUBMITTED IN D2L** at the designated day/time. ALL ASSIGNMENTS ARE TO BE **UPLOADED (as a titled WORD document or in another format as designated by your instructor)) AND SUBMITTED INTO THE designated D2L assignment folder as follows:** • **A cover page is not necessary. On the first page of each assignment in the upper left corner of the page please include the following:**

	Last Name, First Name of First Initial **Date** **Name of Assignment** • **NON-Compliance is an automatic 10-point reduction. Assignments without names will not be graded and will receive an "F."** Assignments must be submitted on the day they are due. All assignments must be processed in **Microsoft Word, typed in Times New Roman, 12-point font, formatted with 1-inch margins, double-spaced text, spellchecked, and grammatically correct.** Please use clearly designated (indented) paragraphs, introductions, conclusions, and transitions appropriately. **DO NOT** submit Google docs as the system cannot open them. DO NOT submit your assignments as PDFs either. If you do not submit your assignments in the proper format they will not be graded and you will receive "0" (zero) grade-points for that assignment. L. Spencer: COMM 1100 – Spring 2025 – 15-Week Semester 14 When you cite sources, follow the guidelines in the American Psychological Association (APA) handbook. In-text citations and a complete bibliography/works-cited page is required whenever an outside source from your textbook is used. **DO NOT PLAGIARIZE.** ***You are not allowed to use generative AI tools like ChatGPT for any submitted work in this course, including both graded and ungraded work. Prohibited AI usage includes idea or text generation, writing or revising your work, development of media assets, or data analysis and presentation. YOU must read, think, conceptualize and create YOUR individual class assignments. You MAY use AI to assist you in studying and understanding course readings and material.** **NOTE: ALL Assignments have ONLY ONE TIME and DUE DATE** ***Assignment due dates can be found in the tentative course schedule above:** **METHODS OF ASSESSMENTS** • **Each student's final grade** is based on points earned during the semester on examinations, quizzes and assignments, class participation, etc. **GRADING:** **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.
Miscellaneous	
Grade Appeals and Student Complaint Policy and Process	Please follow the Grade Appeals Process outlined in the AMSC Student Catalog, page 53. You can also refer to the Grade Appeal brochure at: https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf

	For student complaint policy and process, refer to AMSC Student Catalog.
Frequently Asked Questions and Helpful Links	
I need:	**LINK**
What is Brightspace (D2L) and how can I access it?	Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc. You can access Brightspace (D2L) from https://atlm.view.usg.edu/ You can also access Brightspace (D2L) from the College's webpage and click on Brightspace (D2L) on top.
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	Center for Academic Advising and Success (CAAS)
What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	https://d2lhelp.view.usg.edu/ You can reach the Brightspace Helpdesk 24/7/365 days at 18887720325 If you are unable to submit a quiz or assignment or face a technical glitch, please contact the University System of Georgia's Brightspace Helpdesk at 18887720325. The Helpdesk is open 24/7 all 365 days. If your issue cannot be resolved right away, the Helpdesk will issue a ticket to your Atlm Ginger email address. That ticket needs to be forwarded to your instructor to prove that you faced a technical issue that forced you to miss a deadline.
I can't download Respondus Lockdown Browser. What do I do?	If you are unable to download Respondus to your computer, please email the Office of Testing at Testing@atlm.edu at least 24 hours in advance requesting a testing appointment at the Testing Lab. For Respondus issues, please contact https://web.respondus.com/contact/.
Where do I go for ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx
I have a complaint. Where do I go?	Fill out and submit the Student Complaint form
I have an issue with my grade. How may I appeal my grade.	Read the brochure and follow the instructions to appeal your grade.
How do I Withdraw from a Course	Follow the Course Withdrawal Process **here**

I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process **here**
To Know the Campus Carry/HB 280 Policy	House Bill 280 Guidelines
Disclaimer	*Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. This syllabus should be considered only a guide for instructor and students, not a formal contract between Atlanta Metropolitan State College and any student. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes in course content or instructional techniques.*