



School of Arts & Sciences

HUMAN COMMUNICATION

8 Weeks Online

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: Dr. Meda Rollings

Course Number: COMM 1100

Course Registration Number: 80250

Course Start Date: August 18, 2025

Campus/Location: Online

Room Number: Online

Meeting Day and Time: Online

Final Exams: October 8-10

Instructor Contact Information:

Office location: Library Building 800, Rm.# 115

Office telephone: (404) 756-4443

Online/Face-to-Face Office Hours: 12:00 p.m. – 1:00 p.m. (Mondays-Thursday) & Virtual by appointments

Email address: mrollings@atlm.edu

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.

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.

Required Textbooks and Additional Materials

Choices and Connections: An Introduction to Communication, 3rd Edition, Steven McCornack and Joseph Ortiz, ISBN: 978-1-319-20116-6 **OR** Launch Pad

Important Dates:

No Shows:

August 25

Holiday:

September 1

Midterm

Sept. 10-13

Last Day to Withdraw:

Sept. 23

Spring 2026 Registration Opens:

October 13

Last Day of Class:

October 6

Final Exam: October 8-10 (Online)

Technical Requirements, Login, and Contact Information:

<http://www.atlm.edu/pdf/onlinestudentsreadinessfaq.pdf>

Academic Support Center:

http://www.atlm.edu/current_students/academic_support.html

Galileo: <http://www.galileo.usg.edu/>

Office of Disability Services (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. The Office of Disability 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 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 Disability Services at 404-756-4783

Course Delivery Method

This is an online course. The instructional techniques and methods that will be utilized during the class period will be comprised of PowerPoint lectures, discussions threads, and quizzes/exams.

Class Policies:

1. Withdrawal

The last day to withdraw from the course is **Sept. 23**. Withdrawal measures are solely acted upon you, the student, by completing proper withdrawal procedures. Failure to withdraw will account for a grade earned during the semester.

2. Attendance Policy

Daily logins are expected of all students. **Each student is responsible for his/her attendance.** If you choose not to be present online for scheduled assignments, you will be marked absent. 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.

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 cancelled, 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, as one's ideas or work of others. 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 strengthen written communication skills.
- Video lessons, PowerPoint Lectures, and Discussion Threads are implemented to enhance student's speaking comprehension, articulation, and writing skills.

7. Final Grade: Grade Distribution

Oral Speech Presentation (Speech/Outline, PowerPoint)	250 Pts
Quizzes/Exams	250 Pts.
Reflection Paper	100 Pts.
Discussion Posting Responses (Weekly postings)	400 Pts.
	1000 points

A= 1000-900 B= 800-899 C= 700-799 D= 600-699 F= 500 and below

8. Assignments: VERY IMPORTANT

All assignments will be completed online. Assignments are located within the modules and under the following links: Discussions and Quizzes unless otherwise directed. 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 (8 a.m.) and

close on Sunday (11:59 p.m.).

Sometimes, assignments have due dates other than Sunday night so pay attention to due dates. Pay close attention to the time each assignment is due.

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 happens another time, further action will be taken to remove student(s) from the course permanently for 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 the AMSC Homepage (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, 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) 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**. 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 OR Dr. Eze Nwaogu 404.756.4718 or enwaogu@atlm.edu. When you email, remember to include your D2L Username, CRN # of the course, and your AMSC ID (932 number).

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 on 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 effect 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 more effective group contributors
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

Time Commitment:

Taking an online course is not easier or faster. On the contrary, it will take as much time as taking a face-to-face class or more. If you normally go to class 3 hours per week per course, you will need to devote that same amount of time to your online course. In addition to online time, you should spend time studying and working with course materials several hours per week offline. It will be helpful to set aside regular study time when you can work uninterrupted. Offline time could be spent in composing messages to post online, reading, studying, and working on discussion questions.

The amount of time it will take you to complete the work for this course will depend on many factors, which will vary with each individual. In this course, you will be expected to:

- Log in regularly to check messages from your instructor and other students.
- Check for announcements from your instructor.
- Study, read online materials, and work on all assigned problems for each lesson.
- Contribute to discussions and group projects in thoughtful and substantive ways.
- Complete all coursework and assignments in the time allowed.

Note: All assignments are due on Bright Space. Assignments and due dates are subject to change. You are required to submit assignments to specified locations via the Discussion Board and Quizzes every Sunday by 11:59 p.m. for assignments 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

Oral Speech Presentation (Speech/Outline, Power point)	250 Pts
Quizzes/Exams	250 Pts.
Reflection Paper	100 Pts.
Discussion Posting Responses (Weekly postings)	400 Pts.
	1000 points

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HUMAN COMMUNICATION - 8

Weeks COURSE MODULES

MODULE 1 - Week 1 (August 18-24)

- Syllabus Quiz
- Introductions
- Read: Chapter 1- Introduction to Communication
- Quiz: Chapter 1
- Video Lesson #1 - How to Introduce Yourself
- PowerPoint Lecture #1 - Human Communication and Behavior

MODULE 2 - Week 2 (August 25-31)

- Read: Chapter 2 - Self & Perception
- Quiz: Chapter 2
- Video Lesson #2 - Perception is the Root of All Evil
- PowerPoint Lecture #2 - Perception, Self, and Others

MODULE 3 - Week 3 (September 2-7)

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

MODULE 4 -Week 4 (September 8-

14)

- Read: Chapter 5 - Verbal Communication
- Quiz: Chapter 5
- Video Lesson #4 - Communicating in the 21st Century
- PowerPoint Lecture #4 - Verbal Communication
- Read: Chapter 6 - Nonverbal Communication
- Quiz: Chapter 6
- Video Lesson #5 - Secrets of Nonverbal Communication
- PowerPoint Lecture #5 - Nonverbal Communication

MODULE 5 - Week 5 (September 15-21)

- Read: Chapter 15 - Delivering Your Speech
- Quiz: Chapter 15
- Video Lesson #6: Giving a Presentation Worth Listening To
- PowerPoint Lecture #6 - Delivering Presentations

- Midterm

MODULE 6 – Week 6 (September 22- 28)

- Read: Chapter 9 – Interpersonal Communication
- Quiz: Chapter 9
- Video Lesson #7 – Give a Ted Talk Everywhere You Go
- PowerPoint Lecture #7 – Relationships

- Read: Chapter 11 – Small Group Communication
- Quiz: Chapter 11
- Video Lesson #8 – Revolt Summit
- PowerPoint Lecture #8 – Group Communication
- Reflection Paper due

MODULE 7 – Week 7 (September 29 - Oct 5)

- Video Lesson #9 – Spoken Word
- Video Lesson #10 –
- (Writing Assignment)

MODULE 8 – Week 8 (March 3-6)

- Video Lesson #11 – Semiotics
- Final Exam

***** Note: See Discussion Board under “Discussion Link” for assignment due dates. Be mindful that due dates, times, and assignments are subject to change, which is at the discretion of the professor.**