# Course Syllabus – 30095 (Online)

## Course Name: Human Communication

<table>
<thead>
<tr>
<th>Instructor: Keith Perry</th>
<th>Office: 3rd Floor Student Center</th>
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<tbody>
<tr>
<td>Telephone: 391-4967</td>
<td>Class Location: Online</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:kperry@abac.edu">kperry@abac.edu</a></td>
<td>Office Hours: M 12-2; TR 9-11;</td>
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<td></td>
<td>W 9-10, 12-2; F 9-10</td>
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<th>Course Number: COMM 1100</th>
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<th>Course Description: 3 hours. A broad based oral communication class focusing on public speaking, interpersonal and small group communication.</th>
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<th>Pre-requisites/Co-requisites:</th>
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<td>Prerequisite: Exemption from or successful completion of READ 0099 and ENGL 0099.</td>
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<th>USG General Education Outcomes Pertinent to this Course:</th>
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**Communication:** Students will apply effective communication skills that demonstrate clarity, critical analysis, rhetorical awareness, persuasion, and precision when presenting oral arguments.

Competence within the context of collegiate general education is defined by the following outcomes:

- Ability to assimilate, analyze, and present in oral and written forms, a body of information;
- Ability to analyze arguments;
- Ability to adapt communication to circumstances and audience;
- Ability to consider and accommodate opposing points of view;
- Ability to interpret content of written materials on related topics from various disciplines;
- Ability to communicate in various modes and media, including the proper use of appropriate technology;
- Ability to produce communication that is stylistically appropriate and mature;
- Ability to communicate in standard English for academic and professional contexts;
- Ability to interpret inferences and develop subtleties of symbolic and indirect discourse;
- Ability to sustain a consistent purpose and point of view;
- Ability to compose effective written materials for various academic and professional contexts.
ABAC Course Learning Outcomes:

COURSE OBJECTIVES: This course is designed to provide the opportunity for improvement in both the theoretical understanding and practical performance of human communication. To complete this course successfully, you will present speeches which demonstrate:

1. coherent organization of information
2. inclusion of significant content
3. sound research
4. adaptation to audience and situation
5. use of clear language and appropriate methods of delivery
6. compliance with assigned time constraints

INSTITUTIONAL ABSENCE

A student who serves as an official representative of the college is defined as one who:

1. is authorized to use the college name in public relationships outside the institution;
2. regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);
3. represents the college as a part of a group and not as an individual;
4. represents the college under the direct supervision of a college faculty or staff member; and
5. is authorized in writing, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

College Policy on Academic Dishonesty:

A. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

B. Disciplinary Procedures

1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs.
Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.

2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Student Life and Housing, who will convene the Student Judiciary Committee to determine the outcome of the allegation.

3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.

4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.

5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

C. Appeals Process

Students have the right to appeal a Student Judiciary Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

2. Written requests for appeals must be specific and detailed as to the nature and substance of the student’s complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:
   - A violation of due process
   - Prejudicial treatment by the original hearing body
   - New evidence has become available which was not available at the time of the hearing.

3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.

4. If the student is dissatisfied with the decision of the Vice President for Student Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President’s decision or the Vice President’s decision will be considered final and conclusive.

5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel’s report, the President will within five business days make a decision which shall be final so far as the College is concerned.

6. Should the student be dissatisfied with the President’s decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.
Midterm Advisory Grades

Midterm Advisory Grades will be reported on Banner Web to any student who has a “C,” “D,” or “F” in any class. The number of class absences will be posted for all students. Advisory grades are not entered on the student’s permanent record. Students should note that these grades are advisory and will not necessarily reflect the final grade earned in a course. These grades are intended to provide students with information in order to improve their performance in the second half of the semester. Students are responsible for checking Banner Web when grades and absences have been reported. Students who receive grades should meet with their instructors to develop plans for success in the second half of the semester. Students should also take advantage of study groups and plan for ongoing conferences with instructors in order to monitor their progress. ABAC provides free tutorial assistance for most courses through the Academic Assistance Center (AAC); in addition to other academic support activities, students should work with their instructors to establish tutoring in the AAC.

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.

This is a partial syllabus. More detailed information relating to the class and Instructor will be made available to each student.

COURSE REQUIREMENTS:


Peripherals: You are required to have access to the following:
- Either a webcam with microphone, computer with camera preinstalled, video camera, or smartphone
- Headset (headphone and mic) or microphone and speakers

Technical Requirements: You computer must be correctly configured to access D2L and complete this course. Please visit http://www.usg.edu/usgweb/d2lchecker/ to make sure that your computer meets all necessary technical requirements for hardware and software. All course related material, quizzes and announcements will be sent and received through D2L. It is your responsibility to maintain and check this account.

McGraw-Hill CONNECT: This course will also utilize McGraw-Hill’s CONNECT. You must either use the bundled access card (available only at ABAC bookstore) or purchase access separately.

Turnitin Access: Turnitin.com, plagiarism detection software, will be used as part of this class. You are responsible for creating an account and submitting your assignments to turnitin.com on time and in MS Word or PDF format. Assignments, unless otherwise indicated, must be submitted to Turnitin.com. Email or hard-copy submissions will not be accepted.

Alternative Email: If you have difficulty contacting me via D2L, please email at kperry@abac.edu.
COURSE POLICIES:

COMM 1100, Human Communication, is designed to teach you to communicate more effectively in interpersonal relationships, small groups, and in the public speaking realm. Students will be expected to participate in discussions on a frequent basis, take 15 short online quizzes, complete a variety of unit assignments and take a proctored final exam. In addition, students will be required to deliver a public speech in front of an audience of at least five adults. Failure to deliver the speech in front of an audience will result in a failing grade for the assignment.

This course is broken down into an orientation unit and three other units. The units are further divided into lessons. Within each lesson, you will find a reading assignment, content pages, a discussion board, and a quiz.

In addition to the quizzes, there will be a proctored final exam. Each unit will have assignments associated with it. These are designed to be ways for you to demonstrate what you have learned.

When you log into the course for the first time, you may not see all the units. To keep the course on pace and to keep you focused on the topic at hand, I will release the material to you unit by unit.

Mandatory Attendance Quiz: In order to be considered attending the course, you must complete the attendance quiz by Tuesday 1/20 at 11:59pm.

Unit Outline:

Unit 1: Orientation
Unit 2: Communication in Principle
Unit 3: Communication in Context
Unit 4: Communication in the Public Sphere

The course runs the length of a semester. It is NOT an independent study course. You are expected to read the material towards the beginning of the week and engage in the discussion for the week.

For each lesson, I will post to the discussion board introducing the lesson with information of the time frame for completion of the lesson. You may post questions about the content by replying to this first posting. This way, all messages relating to content, will be located underneath the same original posting. This creates what is called a threaded discussion.

When posting your answers to the week's discussion area questions, you should make sure you post to the correct topic. When you reply to another student, click on the reply button while reading the message. Once again, this will create a threaded discussion. Everyone will post his or her answers to the week's discussion area question in the same place. Then, the messages will all be under the same topic and replies will be "linked" underneath the same topic. When you log into the discussion area, you will easily be able to find the topic you are discussing and respond to others' comments.

"Attendance" and participation are required. You will be expected to participate in ongoing discussions of the topics and to interact regularly. It is expected that you will demonstrate a positive attitude and courtesy toward other participants in the discussion and observe good discussion netiquette. Students who are disruptive or disrespectful will be asked to leave the course. Be sure to read and observe the following procedures:

- Be sure to observe the class rules.
- Practice manners and civility, and be polite and respectful in all your communication.
- Be on time with your submissions. Late assignments will result in an automatic 25% deduction.
- Keep me informed of your status.
• Use correct grammar and punctuation in all your communication ('Dear Professor' not 'Hey').
• Accept my feedback and learn from it.

In the online environment, problems associated with power outages, networks being down, and ISP troubles inevitably result in legitimate reasons for delays, however, you should still be prepared to deliver your work by the stated deadlines. If you have a problem, let me know as soon as possible.

**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 homework problems.

The amount of time it will take you to complete the work for the course will depend on many factors, which will vary with each individual. Students can expect to spend anywhere from 8 - 15 hours per week on this course. Consult with the course calendar or email me to be sure you are on schedule, keeping up with the material and taking quizzes on time.

As a general rule, in this course you will be expected to:

• Log in regularly to check messages from your instructor and other students.
• Check the Calendar for announcements from your instructor.
• Study, read online materials, and work all assigned problems for each lesson.
• Complete all course work and assignments in the time allowed.

Late Assignments: Assignments submitted late will be penalized 25%. No assignment will be accepted after 24 hours of original deadline.

Late Quizzes: Late quizzes will not be accepted.

Late Discussions: Due to the nature of discussion boards, late postings will not be accepted for credit.

**Grade Turnaround:** All assignments and assessments will be graded within one week's time.

**Grammar:** You will be required to be aware of your grammar in oral assignments and your grammar and spelling in all written assignments. Points will be deducted for misspellings, grammatical errors, or improper English usage.

**COURSE STRUCTURE:**

**Final Exam:** There will be one final cumulative exam that will test your knowledge of both the information presented in the book and the course content.

**Quiz Average:** There will be 15 scheduled online quizzes. Quiz questions will come from online course content and from assigned reading.

**Participation:** Course participation in the discussion activities counts towards a significant part of your final grade. You are expected to participate in ongoing discussions of the lesson topics and to interact regularly. The participation guidelines below explain participation expectations and grading. Please refer to these guidelines throughout the course.
Participation Guidelines

Note: Postings must meet deadlines in order to qualify for an “A” or a “B.”

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<tr>
<th>Grade</th>
<th>Focus</th>
<th>Specificity</th>
<th>Support</th>
<th>Thoughtfulness</th>
<th>Use of Language</th>
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<tbody>
<tr>
<td>A</td>
<td>Comments make vividly clear references to readings</td>
<td>Majority of comments include specific details</td>
<td>Comments are well-supported</td>
<td>Comments are articulate and show a high level of thought</td>
<td>Writing is well-organized, unified, and error-free</td>
</tr>
<tr>
<td>B</td>
<td>Comments make perceivable reference to readings</td>
<td>Many comments include specific details</td>
<td>Comments are mostly well-supported</td>
<td>Comments show above average thought</td>
<td>Writing is mostly organized and unified, with few errors</td>
</tr>
<tr>
<td>C</td>
<td>Comments make some reference to readings</td>
<td>Some comments include specific details</td>
<td>Comments are somewhat well-supported</td>
<td>Comments show some thought</td>
<td>Writing is somewhat organized and unified, with some errors</td>
</tr>
<tr>
<td>D</td>
<td>Comments make little reference to readings</td>
<td>Few comments include specific details</td>
<td>Comments are not very well-supported</td>
<td>Comments show little thought</td>
<td>Writing is poorly organized and unified, with many errors</td>
</tr>
<tr>
<td>F</td>
<td>Comments make no reference to readings</td>
<td>Comments do not include specific details</td>
<td>Comments are not supported</td>
<td>Comments show no thought</td>
<td>Writing is not organized or unified; errors impair communication</td>
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Extemporaneous Speech: You will complete a research-based extemporaneous speech in front of an audience of at least five adults. Failure to deliver the speech in front of an audience will result in a failing grade for the assignment. Speeches must be uploaded to YouTube by the assigned deadline. You must choose an approved topic by the assigned deadline. If you deliver your speech on an unapproved topic, you’ll receive a zero for the speech.

Reading of Speeches: If you read your speech you could earn a grade of ‘F’ for that speech. Reading a speech is defined as little to no eye contact while reading directly from notes, manuscript or prompts. Students that read their speech may have to surrender their speaking notes to me following their speech.

Outline: Must be submitted online at turnitin.com by the stated deadline. If your outline is submitted late you may receive a zero for the entire speech assignment. You are responsible for creating an account and submitting your outline to turnitin.com on time and in MS Word or PDF format.

Speech Evaluation: You will submit a self-evaluation of your extemporaneous speech via the assignment dropbox after completing your extemporaneous speech.

Introductory Speech: You will submit a short (2-3 minute) video introduction of yourself to YouTube.

Film Analysis Paper: You will watch a film (from a list) be given a series of films to choose from and assign a film to watch and analyze for particular communication concepts. After watching the film, you will submit a 600-800 word paper to turnitin.com.

Small Group Project: You will be assigned to a small group and tasked with solving a problem via the D2L discussion boards. After the discussion is complete, you will submit a short reflective paper (minimum 250 words).
GRADING POLICY:  Your final grade in this course will be determined by adding up the following scores:

- Final Exam: 150
- Quiz Average 100
- Participation 250
- Topic, Purpose, Thesis 25
- Speech Evaluation 25
- Extemporaneous Speech: 150
- Introductory Speech 50
- Small Group Assignment 150
- Film Analysis Assignment 100

1000 points

GRADE SCALE: 895-1000=A 795-894=B 695-794=C 595-694=D Below 595=F