

# Syllabus for CMST 1061 – Fundamentals of Communication

Fall 2019

**Instructor:** Ms. Lisa Hebert

**Email:** lheber2@lsu.edu

**Office:** 109B Prescott Hall

**Office Hours:** MWF 9:30-10:30; or by appointment

## Required Texts:

Butcher, Joni. The 5 Pathways of Communication. 2nd ed. Kendall Hunt, 2017.

**E-text version available:** <https://he.kendallhunt.com/product/5-pathways-communication>

**Print version available**

You MUST have a copy of the text in some form. You will be required to turn in exercises from this workbook. I will NOT accept questions written on loose leaf paper. If you purchase the e-text, please be sure to print out the required activities and bring them with you to class.

## The Course:

It is important to know how to effectively communicate, both in personal and professional settings. Good communication skills enable us to get along more smoothly with others whether it is with friends, acquaintances, family members, romantic partners, or work relationships. Proper communication skills also help us succeed professionally by allowing us to effectively share knowledge and ideas with clients as well as develop productive interpersonal relationships with our coworkers.

CMST 1061 provides an exhaustive coverage of different types of communication, including communication that is visual, within culture, within the workplace and more. Students will receive a thorough understanding of various forms of communication, preparing them to be well-rounded, effective communicators.

## Considering a Major or Minor in Communication Studies?

A degree in communication studies will provide you with practical skills that are useful for a wide range of career choices. We do not narrowly train students for one specific job, instead we help students develop creative and critical ways to organize, build relationships, and solve a variety of communication problems. Business leaders and other professionals recognize the importance of developing communication skills and many times a degree in communication studies will give you an edge over other job applicants in fields such as business, government, social and public services, sales, marketing, and the arts.

A major in Communication Studies requires 36 hours including 12 hours of core classes and 12 hours at the 3000 or 4000 level. A minor requires 15 hours with one core class and 6 hours at the 3000 level or above. More information is available at [www.lsu.edu/cmst](http://www.lsu.edu/cmst)

Important Note on the Syllabus:

This document contains all of your assignments, due dates, rules and regulations for this class. I will go over the syllabus with you on the first day of class, but it is your responsibility to familiarize yourself with its content. Most everything you need to know about the class is included here. Please consult this syllabus for assignment guidelines, late penalties, and makeup assignments BEFORE e-mailing me with questions. If your question is not answered in the document below (or on the additional Moodle postings) please feel free to ask for clarification.

General Education Statement:

CMST 1061 is a General Education Humanities Course designed to familiarize the students with the fundamental concepts of communication. As a General Education Humanities Course, CMST 1061 will enable students to demonstrate an understanding of historical, cultural, and philosophical complexity that supports sophisticated discourse.

The Americans with Disabilities Act and Rehabilitation Act of 1973:

If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see a Coordinator in the Office of Disability Affairs (112 Johnston Hall) so that such accommodations may be arranged. After you receive your accommodation letter, please meet with me at some time during the first two weeks of class to discuss the provisions of those accommodations.

Course Description:

The purpose of this course is to introduce students to the Fundamentals of Communication. During the semester, we will concentrate on five fundamental areas of communication: Workplace Communication, Advocacy and Social Justice, Communication in Human Relationships, Visual and Mediated Communication, and Communication in Art and Culture.

### Course Goals:

This course should help you read, write, think, and communicate critically. The goal is NOT simply to memorize terminology. You should certainly learn and understand the key concepts, but you should also know how to USE the concepts and relate the concepts to other subjects and other areas of life such as your personal life (know how to interpret and understand acts of communication), your social life (use the concepts to help you relate to others), and your professional life (help you communicate more effectively in the workplace).

### Class Absences:

Since this class relies very heavily on in-class participation, excessive absences will have a negative impact on your overall grade.

\*\*\*Note that the day before and the day after a scheduled university holiday are REGULAR CLASS DAYS. Classes will be held and assignments will be due. Please make travel plans with this in mind. Vacations are NOT university excused absences.

### The Inverted Classroom:

This class will operate under the model of the “inverted classroom” instead of the traditional model in which you come to class unprepared, listen to the lecture on the material, then learn the material outside of class for the exam. This means you will need to come to class having already read the material and familiarized yourself with the content. This will allow you to be prepared to engage with your other group members as you learn more about the concepts by applying them in class activities.

### Working in Groups:

Early in the semester, you will be assigned to a 5-7 member team. Your group will work together throughout the semester completing a communication project for each of the five communication units. Although you may hate working in groups and probably have had bad experience with group work in the past, working in groups can be beneficial for a number of different reasons”

\*\*Students often learn better from working with the material in a group setting and figuring out for themselves how to best apply the concepts rather than listening passively to a lecture from the teacher.

\*\*When students try to explain concepts to each other, it often clarifies the concepts for other students.

\*\*Students learn how groups function (or fail to function) properly. For groups to function effectively, individuals must fulfill different responsibilities, make individual contributions, learn how to compromise and deal with conflict, and learn how to divide work equitably among the member.

\*\*Groups often make better decisions than individuals. Debating the right path to take often leads to a more creative outcome.

\*\*By working in groups, students can learn how to work with people who have different backgrounds, experiences, opinions, personalities, and communication styles.

**\*\*If you are having problems with group members, tell me early. I will handle any problems.**  
This could mean the person not contributing does not get credit for work not done. In this case, an alternate assignment will be assigned.

#### In-Class Workbook Exercises: (WE)

Workbook exercises for each unit will be assigned for in-class participation. When instructed to do so, please have these exercises completed BEFORE coming to class. You will use the class time to compare notes with your group members before making a presentation on the information to the class. Each student must turn in their own workbook exercise in order to receive full participation points.

Students who participate, but do not turn in the required exercise will receive only half credit on the assignment. Also, if you come to class late (late is defined by the instructor), you may not receive full credit.

Late workbook exercises will be penalized 5 points per class period.

A late workbook exercise must be completed within 1 week of the original due date for the exercise. Otherwise, a grade of '0' will be assigned for that exercise.

If you miss an in-class workbook exercise for a university excused absence, you MUST provide official documentation to avoid the late penalty. You may then complete a workbook exercise assigned by your instructor. This activity will be graded for correctness. You will not automatically receive the 10 points. Again, these exercises MUST be completed with 1 week of the original due date or a grade of '0' will be assigned.

#### Communication Challenges:

For these communication Challenges (projects), each group will be presented with the same problem. Group members must work together to analyze the problem and make specific choices, using the designated communication concepts, to prepare the best "conclusion" together. All groups will present their "answer" to the "problem" on the same day. The communication projects will be briefly discussed in class by the group. We will highlight the group decisions that worked well and some decisions that may not have worked so well.

It is important to keep in mind that these are LEARNING activities designed to help you better understand the communication concepts. The point values are weighted very lightly, but you should still put forth your best effort. Please remember any suggestions or comments we offer are meant to help you. Again, these projects are designed to be learning tools. We are critiquing the projects, not you.

You will be given a workshop day before each activity that you may use to work on these projects either inside or outside of class. I will be available in my office during this time to assist you or answer any questions you may have.

#### Exams:

There will be 3 exams this semester. Each exam will cover two chapters in the text and will consist of multiple choice questions. Exams are not cumulative and there will be no formal final exam. Instead, the final paper will serve as your final exam for this class. This paper is due the last day of class.

If you miss an exam, you must provide valid written documentation of a university excused absence in order to make up the missed exam. (See PS-22) Otherwise, a grade of '0' will be assigned for that exam. If you are traveling with a sports team or other university sponsored event, please make arrangements to schedule the exam.

Please Note: Missed exams MUST be made up within 1 week of the originally scheduled date. Otherwise a grade of '0' will be assigned for the missed exam.

#### Final Paper:

Your final paper is due the last day of class. This is an individual paper. Instructions are discussed on Moodle.

Research Participation Requirement:

CMST 1061 requires a research participation element.

Do not e-mail me at the end of the semester and say you have no idea what this is and that I never mentioned it in class.

#### Research Participation Requirement:

The material you will learn in this course is the product of research. The goal of the research participation requirement for the Department of Communication Studies is to help you gain knowledge about the process by which scholars attempt to understand human behavior. All students taking CMST 1061, 2010, 1150, and 2060 must complete a research participation requirement. For each course in which you are enrolled, you must complete 2 research credits. You can fulfill your requirement by:

1. Participating in research studies conducted in the Department of Communication Studies. All studies that last between 0 and 30 minutes will count as one credit. Any study that lasts between 31 and 60 minutes will count as two credits. Study descriptions will specify the number of credits a student can earn for completion. There will be several survey and experimental studies conducted throughout the semester. These studies are held on campus at various times and in various locations or are administered online. All available studies are approved by the Institutional Review Board at LSU.

2. Participating in an organized departmental function such as debate. Only departmental sanctioned events will count toward a student's research participation requirement.
3. Serving as a research assistant for a faculty member in the Department of Communication Studies. The number of credits and requirements for those credits differ by faculty.

The research participation requirement is worth 3% (30 points) of your total grade. You will receive your 3% (30 points) if you accumulate 2 research credits during the given semester. Please note that all research participation credits must be completed and allocated by Tuesday of dead week.

ALL available options to earn credit are posted on an electronic bulletin board located at <http://lsuhumanresearch.sona-systems.com/>. When you go to this website, you will first have to request an account. Students must request a new account every semester regardless of whether you have requested an account in a previous semester. Once you have secured an account for this semester, you will be able to log in and see the options available to you for your various CMST courses. The Psychology Department also uses this site for its research requirement. You cannot complete Psychology research for your CMST research participation requirement.

Please note that various ways to fulfill your research participation requirement will appear on this site throughout the semester. You are encouraged to check the system on a regular basis for current credit options that fit your interests as well as your schedule.

Detailed instructions on how to request an account and to navigate the system once logged in can be found on the homepage of the Department of Communication Studies. Go to <http://app1003.lsu.edu/artsci/cmstweb.nsf/index>. Then click on RESEARCH and STUDIES. Scroll down to find the document titled "RPS - Instructions for Students."

You are encouraged to create an account during the first week of classes so that any problems that arise can be remedied early. If you have questions about this requirement or the online system that keeps track of credits, please email [researchadmin@lsu.edu](mailto:researchadmin@lsu.edu).

\*\*\*Research Participation Requirements must be completed by the last Tuesday of the semester. (This is the Tuesday of Dead Week).

#### 24/7 Rule:

Because of time constraints with such a large class, it is recommended that you dispute any grade via e-mail. Please wait 24 hours after receiving a grade before disputing it. This will allow you time to read and process any comments made by the instructor. If you do have a dispute after this time, please let us know within 7 days of receiving the grade. Otherwise, the grade will automatically stand as it is.

#### Grades on Moodle:

Please keep a check on your posted grades throughout the semester and let me know immediately if there has been an error in grading. You MUST notify us of a grading error within 2 weeks of the grade being posted to Moodle. Otherwise, the grade in question will remain as it appears. We will not go back and try to locate an assignment from 2 months earlier.

#### E-Mail:

If you e-mail me with a question about an assignment or any other question concerning the class, please allow at least 24 hours for a reply. If you e-mail me the night before an assignment is due, there is no guarantee I will read and respond to your e-mail before class time. There is also no guarantee that I will check my e-mail over the weekend. If you have an assignment due on Monday, please do not wait until Saturday or Sunday to e-mail me with questions.

#### Extra Credit Opportunities:

There may be a few opportunities for extra credit work, but there is no guarantee. If an extra credit opportunity does arise, it will be announced in class (and on moodle). The assignment must be completed by the specified deadline. You must turn in all the required parts (such as a ticket stub and/or brief paper) to receive credit. Please be aware that extra credit work will always consist of attending an outside-of-class event. Most of these opportunities will likely have an admission cost. Extra credit opportunities will be worth 10 bonus points each at the end of the semester. Extra credit is Extra ---- you are not required to do the extra credit. If you cannot go to an event, DO NOT ASK FOR AN ALTERNATIVE ASSIGNMENT.

## Course Assignments and Point Values

### Exams (500 points)

Exam 1 = 165 points (Ch. 1& 2) 55 questions at 3 points each

Exam 2 = 165 points (Ch. 6& 5) 55 questions at 3 points each

Exam 3 = 170 points (Ch. 4& 3) 56 questions at 3 points each

- Communication Application Activities (100 points)
  - 5 @ 20 points each
- Workbook Exercises (150 points) (WE)
- 15 Exercises @ 10 points each (sometimes you will answer only part of an exercise; sometimes you will need to complete 2 exercises that will count as 1)
- Final Paper (100 points)
- Outlines (120)
- You will have to turn in an outline of the chapter on the day of the communication challenge. (6 @20 points each)
- Research Participation Requirement (30 points)
- Total Points for Class = 1000 points

### How to Determine Your Current Class Grade:

If you want to know your grade in the class at any given time, add up all of the points you have on Moodle and divide by the number of points possible at that time. DO NOT rely on Moodle's average and NEVER look at Moodle's PROJECTED GRADE. IT WILL NOT BE ACCURATE.

### Course Grading Scale:

A+ = 1000-970

A = 969-930

A - = 929-900

B+ = 899-870

B = 869-830

B - = 829-800

C+ = 799-770

C = 769-730

C - = 729-700

D+ = 699-670

D = 669-630

D - = 629-600

F = 599-000 (Since the +/- system already splits fine hairs between letter grades, I do not round up any scores.