**Syllabus**

CMST 2064: Small Group Communication

Department of Communication Studies, Louisiana State University

Fall 2017, Section 8, T-Th 12:00-1:20 pm

**Instructor:** Michael Navarro

**Office:** Coates 324

**Email:** mnava12@lsu.edu

**Office Hours:** T Th, 12:30-1:30

**Class Meetings:** M-F, 11:00-12:30, Coates 111

**Textbook:** Engleberg, Isa N. and Dianna R. Wynn. Working in Groups, 7th Ed. Boston: Pearson/Allyn & Bacon, 2013.

**COURSE DESCRIPTION**

In this course, we will study how to work well in groups by focusing on its communication components: creating workable goals, the stages of group development, task and social maintenance roles, membership diversity, leadership, motivation, listening, conflict resolution, problem solving, critical thinking and argumentation, planning and conducting meetings, and issues of ethical behavior.

**COURSE GOALS**

Upon completion of the course students will be able to:

* Identify and apply basic group communication concepts
* Demonstrate effective group interaction skills
* Identify and apply group communication strategies and skills that facilitate the achievement of group goals
* Identify and demonstrate essential group discussion strategies and skills
* Explain and apply the principles and practices of ethical communication
* Apply a variety of creative problem solving and critical thinking skills

**COURSE EVALUATION**

**In-Class Participation – 10%**

We will often do in-class exercises, such as personality tests and group discussion topics, and your participation grade will be calculated from these.

**Midterm – 20%**

**Final – 20%**

Midterm and final will both consist of multiple choice questions from the book and lectures.

**Group Project – 50%**

The group project will make up the other half of your grade (it is a class in small group communications after all). Throughout the course of the semester, you will engage in various group exercises that will make up a group participation grade (10%). You will also work together to complete a group project consisting of a research paper in two parts (20%) and a presentation to the class on your work (20%). More details about this project will be given during the semester.

**GRADING SCALE**

Final grades will be assigned as follows:

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| --- |
| A+ … 98-100 pointsA … 93-97 pointsA - … 90-92 points |
| B + … 87-89 pointsB … 83-86 pointsB - … 80-82 points |
| C + … 77-79 pointsC … 73-76 pointsC - … 70-72 points |
| D + … 67-69 pointsD … 63-66 pointsD - … 60-62 points |
| F … 0-59 points |

Technology Policy: The goal of all course policies is to help create a successful course experience for you as the student; this includes your ability to learn course material and to do so in an effective classroom environment. As such, use of technology is prohibited to devices that aid in student learning. As a general rule in normal circumstances, students are also not allowed to record other students in the course without their permission.

* Laptop computers and similar devices used for note-taking as a learning aid are permitted in class. You should also have paper and a writing utensil on all days for group activities.
* All other technology (smart phones, etc.) are NOT permitted for use during class. The first use during class will result in substantial reduction in overall course participation points (up to 20 points) with an increasing reduction in points for each use thereafter.
* In case of emergencies requiring cell phone access during the class session, you should notify your professor before class begins and attempt to sit near the entrance to the classroom.
* **TL;DR – Feel free to use laptops and tablets for note taking, but save text messaging for after class.**

**TITLE IX & Sexual Misconduct Policy:**

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable law, Louisiana State University (“LSU”) is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses.  This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

[LSU Commitment to Community](http://students.lsu.edu/deanofstudents/commitment) - LSU is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

If you have concerns, you can contact:

University Contacts:

Jennie Stewart (Campus Title IX Coordinator), jstewart@lsu.edu, LSU Office of Human Resource Management, 110 Thomas Boyd Hall, Baton Rouge, LA 70803, 225-578-8200

Maria Fuentes-Martin (Title IX Deputy Coordinator for Students), mari@lsu.edu, LSU Dean of Students, 333 Student Union Baton Rouge, LA 70803, 225-578-9442

Departmental Contacts:

Dr. Loretta Pecchioni, lpecch1@lsu.edu, Professor and Chair of the Department of Communication Studies

Dr. Ashley Jones-Bodie, ajb@lsu.edu, Director of Basic Courses, Department of Communication Studies

Michael Navarro, mnava12@lsu.edu, CMST 2064 Instructor of Record

HAVE YOU DECLARED YOUR MAJOR OR MINOR?

Business leaders and other professionals recognize the importance of developing communication skills and analysis. Alan Greenspan, for example, stated, “To succeed, you will soon learn, as I did, the importance of a solid foundation in the basics of education – literacy, both verbal and numerical, and communication skills.” We hope this course contributes to your success.

To learn more about communication, you may want to major or minor in the Department of Communication Studies. The program explores how people sustain and change, experience, and make sense of the world through symbolic action. Students develop conceptual skills to analyze written, oral, and visual messages. Students gain practical experience in such areas such as public speaking, group decision-making, performance, and film. Such skills are elemental to careers in business, government, law, social services, 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.*

*The Department of Communication Studies offers 6 Pathways of Study as guidance for students interested in taking CMST courses. These pathways include lists of courses that can be taken for students interested in the following areas within Communication Studies:*

* *Public Discourse*
* *Art and Culture*
* *Professional Communication*
* *Communication in Human Relationships*
* *Visual and Mediated Communication*
* *Create your Own Pathway*

More information is available at [www.lsu.edu/cmst](https://email.lsu.edu/exchweb/bin/redir.asp?URL=http://www.lsu.edu/cmst) or by contacting our undergraduate advisor Mr. Kent Filbel (kfilli@lsu.edu), whose hours are posted at his office, 135 Coates Hall.

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| **Date** | **Day** | **Topic** | **Assignment** |
| **8/22** |  | **Syllabus** |  |
| **8/24** |  |  |  |
| **8/29** |  |  | **(8/30 last day to drop/add)** |
| **8/31** |  |  | **Group Selection** |
| **9/5** |  |  |  |
| **9/7** |  |  |  |
| **9/12** |  |  |  |
| **9/14** |  |  |  |
| **9/19** |  |  |  |
| **9/21** |  |  | **Group Paper Part 1** |
| **9/26** |  |  |  |
| **9/28** |  |  |  |
| **10/3** |  |  |  |
| **10/5** |  |  |  |
| **10/10** |  |  |  |
| **10/12** |  | **Midterm** |  |
| **10/17** |  |  |  |
| **10/19** |  | **Fall Break** |  |
| **10/24** |  |  |  |
| **10/26** |  |  | **Group Paper Part 2** |
| **10/31** |  |  |  |
| **11/2** |  |  |  |
| **11/7** |  |  |  |
| **11/9** |  |  |  |
| **11/14** |  |  |  |
| **11/16** |  |  |  |
| **11/21** |  |  |  |
| **11/23** |  | **Thanksgiving** |  |
| **11/28** |  | **Group Project Presentations** |  |
| **11/30** |  | **Final Exam Review** |  |
| **12/6** |  | **Final** |  |
| **12/12** |  | **Grades Submitted** |  |