

## CMST 1061 FUNDAMENTALS OF ORAL COMMUNICATION

Fall 2018 – Section: 16

<b>Instructor:</b> Dr. Patrick McElearney
<b>Office:</b> Coates 147
<b>Office Hours:</b> Mon/Fri: 9:45 – 10:15, 11:45 – 12:15, 1:45 – 2:15 ; Wed: 9:45 – 10:15; 1:45 – 2:15
<b>Email:</b> (Contact me through Moodle)
<b>Class Times:</b> MWF: 8:30 AM – 9:20 AM
<b>Required Texts:</b> Butcher, J. (2017). <i>The Five Pathways of Communication</i> (2 ed). Kendall Hunt.
E-text version available: \$30 <a href="https://he.kendallhunt.com/product/5-pathways-communication">https://he.kendallhunt.com/product/5-pathways-communication</a> Print version available at \$60
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.

### OVERALL COURSE INFORMATION:

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

In this course, we will explore how we, as human beings, create socially significant messages which help us shape our identities, persuade others to act, and shed light on the value systems of our culture. We will learn how individuals create and use messages to generate common meaning with others, to facilitate cooperative action, to perform social and cultural roles, and to reinforce or alter prevailing attitudes in our society.

**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:

#### **Small Group (Professional) Communication**

Employers consistently expect quality communication skills in employees. In this section we will examine the role communication plays in work-related settings. We will discuss theories and techniques to help excel in working with others in order to achieve a common goal.

#### **Public Discourse**

Public discourse is central to the practice of citizenship. In this section we will explore how persuasive messages are constructed, presented to, and received by public audiences. We will examine such areas as political discourse, social issue posters, and persuasive advertisements.

#### **Communication in Human Relationships**

All human relationships are built through communication. In this section we will examine theories and techniques that help us understand and enable effective relationships with others. We will discuss areas such as managing conversations, apologizing, dealing with conflict, and compliance-gaining.

### **Visual and Media Communication**

In our post-literate electronic world, humans increasingly communicate via still and moving images and image technologies. In this section we will explore practical approaches to communication in visual culture, film, and mediated arts.

### **Art and Culture**

Humans communicate culture by everyday behaviors. In this section we will discover how we achieve unique identities through everyday behaviors, values, and norms. We will explore such areas as cultural storytelling, parody, and community-building rituals and festivals.

### **COURSE POLICIES**

**Attendance & Participation:** I expect students to attend all classes. Studies consistently show class attendance directly correlates with higher grades. For this reason, your participation grade consists of attendance and how well you participate on class activities. I understand you are adults and have lives outside of the classroom, so I offer each student three absences that will not affect your participation grade. I suggest saving these absences for when you need them such as unexpected emergencies (e.g. you have a flat tire, you could not get out of work, you are not feeling well but did not go to the physician, et cetera). Please know that these free absences excuse you only from your missed participation grade and do not excuse you from work that is due or if I have scheduled a formal activity (formal activities are graded outside of participation, which I have noted on the schedule in Moodle). Thus, for any absence, students must make up assignments that do not fall under participation.

**Plagiarism:** You are to assume that all assignments in this course are individual assignments unless explicit instructions are provided for a group project. Any student found to have turned in material not their own (either downloaded from the internet or written by another student) in part or in whole will immediately be reported to the Dean of Students. The Internet has made plagiarism very easy and very tempting. Hundreds of sites offer papers, research, writing, and editing. The ease with which such material is available over the Internet does not lessen the seriousness of claiming material from the Internet as your own. See the LSU policies on plagiarism here:  
<http://www.lib.lsu.edu/instruction/plagiarism2.html>.

**Cell Phones/Laptops/Tablet Devices-** The use of these devices are prohibited in our class sessions when not taking notes related to the class. If I see you using these devices during activities, then you will lose participation for that day. In addition, if I see you using these devices for purposes unrelated to the class, then you will lose participation for that day. This is not something I will announce in front of the class, I will simply make a note in my records.

**Late Work:** I expect students to turn in assignments on the days that they are due. I do not accept late work. If you have a compelling circumstance in which you had to miss an assignment (e.g. physician quarantined you, you had a car accident, et cetera) then please do two things: (1) contact me within one week of the missed assignment (the earlier the better); and (2) provide me with evidence of your absence (e.g. letter from physician excusing you; tow-truck receipt or repair work from the bodyshop, et cetera)—evidence should be dated.

**Discussing Grades:** Any questions or concerns that you may have about your grades should be addressed to me in person. I prefer that you come to my office hours (or make an appointment with me) for these matters. You may email me about setting up an appointment or give me a

heads up about coming to my office hours, but please do not send questions about your grade electronically. Emailed questions will receive the automated response of “please come to my office hours to address your concerns.”

## UNIVERSITY POLICIES

**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. PM-73, the University’s Permanent Memorandum on Title IX and Sexual Misconduct (PM-73) was developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. PM-73 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 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.

**Disabilities:** The Americans with Disabilities Act and the Rehabilitation Act of 1973 states: “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 can be arranged.” After you receive the accommodation letter, please meet with me to discuss the provisions of those accommodations.

**ASSIGNMENTS:** Detailed instructions, grading rubric, and checklists will be posted in Moodle.

### **Course Assignment Point Breakdown:** (1000-point total)

Class Participation .....	150 pts.
Workbook Questions (five total) .....	100 pts.
Midterm Exam .....	100 pts.
Portfolios (five entries) .....	125 pts.
Chapter Activities (five total) .....	125 pts.
Project Proposal .....	20 pts.
Project Presentation .....	125 pts.
Project Paper .....	125 pts.
Research Participation .....	30 pts.
Final Exam .....	100 pts.

### Grading Scale:

Point Range	Letter Grade
970.00 - 1000.00	A+
930.00 - 969.99	A
900.00 - 929.99	A-
870.00 - 899.99	B+
830.00 - 869.99	B
800.00 - 829.99	B-
770.00 - 799.99	C+
730.00 - 769.99	C
700.00 - 729.99	C-
670.00 - 699.99	D+
630.00 - 669.99	D
600.00 - 629.99	D-
< 600 points	F

Your final grade assignment will be based on your total score at the end of the semester.

### RESEARCH PARTICIPATION (3%=30 points)

#### Research Participation Requirements

The material you will learn in this course is the product of research. The goal of the research learning requirement is to help you to 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 learning requirement. **For each course in which a student is enrolled, he or she 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. Each study 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 through online survey software. All available studies are approved by the Institutional Review Board at LSU.

#### 2. Participating in an organized departmental function such as debate or public speaking competition.

Only departmental sanctioned events will count toward a student's research learning requirement; thus, no credit will be given for a student attending an outside speaker or performance.

#### 3. Serving as a research assistant for a faculty member in the Department of Communication Studies.

The number of units and requirements for those units will be set by the researcher and either accepted or rejected by the student.

**The research learning requirement is worth 2% of your total grade;** you will receive your 2% if you accumulate 2 research credits during the given semester. Please note that all research learning credits must be completed and allocated by ***Tuesday of the LAST WEEK of class at 11:55 PM*** (the

Tuesday of dead week). Your instructor will receive and upload your credit to Moodle once this deadline has passed.

**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. Once you have secured an account, you will be able to log in and see the options available to you for your various CMST courses. *All students will need to request a new account as of Fall 2018, as old accounts have been deleted.*

Please note that **various ways to fulfill your research learning requirement will appear on this bulletin board 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. *ONLY opportunities with CMST at the beginning will count toward your CMST classes.*

**When you create your account, it will be important to designate the CMST course you want to the credits assigned to.** Make sure you choose the correct Course, Section and Instructor. Failure to do this will keep the instructor from receiving your credits. For each CMST course participating in the RPS system, you will need to earn 2 credits for each course. For example, if you are enrolled in CMST 2010 and CMST 2060, you will need to earn 4 total credits.

It is very important when you sign-up for a credit option that you attend that option or cancel your sign up. **Failure to show up twice during one semester will result in your access to the system being restricted and you being unable to complete your research learning requirement.** Valid excuses for failing to cancel a sign up and missing a credit option are the same as those found in LSU Policy Statement 31.

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://www.lsu.edu/cmst>. 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 before it is too late. 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).

## **HAVE YOU DECLARED A 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 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](http://www.lsu.edu/cmst) or by contacting our undergraduate advisor Mr. Kent Filbel ([kfilli@lsu.edu](mailto:kfilli@lsu.edu)), whose hours are posted at his office, 135 Coates Hall.

### **Organization for Communication Studies (OCS)**

The Organization for Communication Studies (OCS) is for any undergraduate LSU student interested in Communication Studies. Whether you are a CMST major, minor, or any student interested in Communication Studies, our goal is to create a network of students and faculty united by a shared interest in communication, a desire to better one's self through interpersonal interactions, and a sense of duty to the CMST Department and local LSU Community.

Members of OCS will have opportunities to meet with representatives from various businesses and institutions to receive career search tips and learn about areas such as hospitality, customer service, recreation and tourism, sales and marketing, and various entry level trainee programs.

OCS members will also participate in department events such as hosting the OCS Fall Kickoff, the Public Speaking Competition, and the annual department Awards Banquet.

If you are interested in joining OCS, please email your request to:

Dr. Joni M. Butcher, Faculty Advisor

[jbutche@lsu.edu](mailto:jbutche@lsu.edu)

**COURSE SCHEDULE: SEE MOODLE FOR WEEKLY CALENDAR AND ASSIGNMENTS**