

**CMST 2064**  
**SMALL GROUP COMMUNICATION**  
**Spring 2018**

“So, Verily, With Every Difficulty, There is Relief.” 5th verse from the 94th Surah of the Quran.

Instructor: Joquina Reed  
Office: 144 Coates Hall  
Email: jreed2@lsu.edu  
Office Hours: 1:30-2:30 Tuesday  
1:30-3:30 Wednesday

**Required Materials:** Writing utensils, notebook/pad

Engleberg, I. N., & Wynn, D. R. (2013). *Working in Groups: Communication Principles and Strategies* (7th ed.). Boston: Pearson Education.

**Course Description/ Goals:**

CMST 2064 Small Group Communication. (3) Aspects of group leadership; group discussion and the problems of communication in human relations.

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.

Upon completion of the course students will be able to:

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

The Group Experience: Group work can be both rewarding and disenchanting. Please make sure you are cognizant and committed throughout the entirety of the group experience. During this course most of the final grade will be based upon the work you accomplish in groups. Group norms are the rules that define acceptable behavior amongst members of a group. You and your colleagues will have several opportunities to construct group expectations. Writing down these agreed norms in the form of a Group Contract provides a means of clarifying and enforcing these norms when necessary. Within this course you will have the authority to establish a system of managing group norms including: group extermination policies.

**COURSE POLICIES:**

Student Responsibilities: Student responsibilities include punctuality, regular attendance, meeting assignment due dates, setting individual performance goals and self-evaluation. Classroom discussion will largely reference assigned text, as well as supplementary material distributed by the course instructor. Students are expected to learn through the application of classroom

discussions and assigned readings. Additionally, students are also expected to develop credible research skills, as well as develop presentation skills. At all times students are required to be strong, creative, and respectful of their learning environment. Students are required to daily access LSU Moodle and LSU student email for course and instructor updates. Students are expected to complete original work at all times. Academic integrity is a priority set forth through the university, department, and the course instructor. Academic dishonesty (Plagiarism) is not tolerated. The LSU Code of Student Conduct defines plagiarism as “the unacknowledged inclusion, in work submitted for credit, of someone else’s words, ideas, or data” (8.1-C.6). The instructor of this course and Louisiana State University expect all work submitted in this course to be entirely the work of the individual student. Students who have committed plagiarism may receive a grade of "F" on the assignment in question and/or an “F” in the course, and the matter may be investigated for possible disciplinary actions. Additional University and College policies are detailed at <http://students.lsu.edu/saa/students/plagiarism>. Your class participation grade will be determined based on in-class discussion participation, assignments/exercises, and analysis of in-class presentations throughout the semester.

**Instructor Responsibilities:** In accordance with the LSU Faculty handbook the course instructor must adhere to several guidelines. The course instructor must clearly provide students with learning objectives, attend course meetings, and maintain teaching competence. At all times the instructor must maintain professional behavior and show respect to colleagues and students. The course instructor must be available to students for consultation during appropriately scheduled office hours. In the event that a student cannot meet during the instructor's regularly scheduled office consultation hours, it is the student's responsibility to arrange an alternative time to meet with the course instructor. Any electronic correspondence (e-mail) transmitted from the student to the course instructor will be responded to in a timely manner that the course instructor deems appropriate (usually 48-72 hours). Students may not receive responses when pertinent information is present within the course syllabus. The course instructor is also responsible for the evaluation of student progress and individual success. This is largely done with assignment grading and feedback. Students will receive grades for major assignments within an opportune and appropriate time frame. If students have any questions about the instructor's grading methodologies, course expectations, and/or individual success the student is strongly encouraged to consult with the course instructor.

**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, students are also not allowed to record the course instructor or other students in the course without their permission.

- Laptop computers and similar devices used for note-taking as a learning aid **ARE NOT** permitted in class. You should have paper and a writing utensil on all days for group activities. If there is a medical reason that dictates the use of any technological equipment, please let the course instructor know within the first two weeks of class.
- 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.

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> .Your paper would be considered as plagiarized in part or entirely if you do any of the following:

- Submit a paper that was written by someone other than you.
- Submit a paper in which you use the ideas, metaphors or reasoning style of another, but do not cite that source and/or place that source in your list of references. Simply rewording a sentence does not make work your own.
- Submit a paper in which you “cut and paste” or use the exact words of a source and you do not put the words within quotation marks, use footnotes or in-text citations, and place the source in your list of references.

Attendance Policy: Students are responsible for their individual success in a given course. A significant portion of that success is a result of consistent attendance and overall classroom awareness. According to University Policy 22.R04: “Class attendance is the responsibility of the student. The student is expected to attend all classes. A student who finds it necessary to miss class assumes responsibility for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed.” Valid reasons for absences include:

1. Illness
2. Serious family emergency
3. Special curricular requirements such as judging trips or field trips
4. Court-imposed legal obligations such as subpoenas or jury duty
5. Military obligations
6. Serious weather conditions
7. Religious observances.
8. Participation in varsity athletic competitions or university musical events

Moreover, the student is responsible for providing reasonable advance notification and appropriate documentation for their absence. In the case of planned absences, assignments may be turned in before the due date. If you are a student athlete it is your responsibility to provide me a copy of your travel/game schedule. You are additionally responsible for making up all work missed during your absence. I am not liable to keep track of your schedule, nor will I try. Please communicate all expected absences and I will give you sufficient time to complete course assignments. If a student disagrees with an instructor’s assessment of their absence, the student has the right to appeal the instructor’s decision according to the general appeal procedure in PS-48. Please visit: <https://sites01.lsu.edu/wp/policiesprocedures/> for more information regarding these policies. Due to this existing policy **after three unexcused absences there will be a 100 point GRADE deduction** from the overall final course grade. In addition, select students who aren’t present during presentation course meetings will not be able to make-up their deliveries. Non- Speaking students who aren’t present for speech days will have points deducted from their individual presentation grade. **If a student is absent the day she/he is scheduled to speak and has not made prior arrangements with the instructor, a ZERO grade will be recorded for the presentation portion of the assignment.** Due to extreme circumstances students who may miss

presentations due may be eligible to make up speech presentations. For example, right before class you broke your feet and have medical documentation of the doctor's visit. Just as with any other job, you would certainly make every effort to contact your co-workers or boss if extenuating circumstances prevented you from meeting an important deadline. The same should be true for this class.

Late Work: Major class assignments are to be turned in by the time class starts on the assigned due date. Any exceptions to this policy are up to the instructor's discretion. In other words, if you arrive late to class, the assignment is late (and may not be accepted). In extreme and rare occasions, the course instructor may accept late work, but there will be a substantial point deduction on the given assignment. Any late work submitted may or may not be graded for university accepted absences. You will be responsible for being prepared and submitting the correct documentation! Prior arrangements must be made with the instructor if extenuating circumstances prevent you from meeting an important deadline. If prior arrangements have been made, a penalty will be assessed to any late work. If you miss work due to a university approved absence, you will be responsible for providing documentation to confirm the excused dates and for coordinating make-up work, making every effort to make arrangements before the absence when possible.

#### General Rules of Thumb:

- ☐ • If you Arrive Late for Class – DO NOT walk in during another student's presentation. Please wait outside the room.
- ☐ • Tardiness is not expected, respected nor accepted. Excessive tardiness will result in disciplinary action. After a student, has accumulated three tardies each additional tardy will be marked as an absence. "I have noticed that the people who are late are often so much jollier than the people who have to wait for them." -E. V. Lucas.
- ☐ • CELL PHONES aren't considered life sources! You were not born with a cell phone therefore; it is NOT pivotal to your existence. Phones are to remain on silent or powered off, anything that vibrates should NOT be in class. If I have to make mention of your cell phone during class, there will be penalties. Phone usage during an exam is considered risky behavior and may result in an immediate zero on the exam in question.
- ☐ • #nosadstories Please be mindful of obstacles to your own learning experiences. If there are any "extreme circumstances" to detract from your attending classes, participating in course activities, or meeting deadlines please make attempts to speak to me. However, it is up to my discretion to determine what an extreme circumstance is.
- ☐ • If the use of any electronic equipment (laptops, personal amplifiers, etc.) is needed during class please inform your instructor.
- ☐ • The Golden Rule still applies outside of grade school! Be aware that on some occasions class discussions will focus on topics or issues that may be considered uncomfortable or controversial by some. Do your part and be mature in handling topics or discussions as they relate to personal growth, academic achievement, and overall social wellness. Students must make every effort to handle these topics and issues in a responsible manner.
- Be aware that on some occasions class discussions will focus on topics or issues that may be considered uncomfortable or controversial by some. Do your part and be mature in handling topics or discussions as they relate to personal growth, academic achievement, and overall social wellness. Students must make every effort to handle these topics and issues in a responsible manner. You do not have to agree with everyone but you must be

willing to listen. The Golden Rule still applies outside of grade school!

**Inclusivity:** On a professional and personal level I affirm and emphasize my commitment to provide an educational and work environment free from student harassment and to provide a safe space allowing for the diversity of ideas and maximizes inclusivity for all. I uphold the ideal that inclusion of all ability, cultural, ethnic, gender, nationality, racial and sexual orientation identities is of high priority for our class space. Equitable access and safety for all individuals and groups is essential to an enjoyable learning experience. Therefore I am more than willing to make adjustments in student lectures, discussions, assignments, room accommodations, etc. to ensure that ALL students are treated with dignity. Please contact me at jreed2@lsu.edu with any pressing issues in this area.

**Disabilities:** The Americans with Disabilities Act and the Rehabilitations 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 letters, please meet with me to discuss the provisions of those accommodations.

**Formatting Guidelines:** We will subscribe to the writing guidelines presented by the Modern Language Association. Please consider purchasing a MLA Reference sheet or visiting the LSU Communication across the Curriculum Office at ext.: 225-578-7795 or email: [cxc@lsu.edu](mailto:cxc@lsu.edu)

Written materials will be graded upon the following criteria:

1. All written assignments will be MLA formatted.
2. You are required to use **Times New Roman**, 12 pt. font and double space all essays. Failure to use the appropriate font will result in grading penalties.
3. Class concepts must guide the discussion. Arguments need to introduce terms/ideas from class notes, text and supplementary materials.
4. Terms and ideas present throughout your work should be structured in a manner that informs the instructor you understand the coursework.
5. You must use first person voice (I or the) which establishes a connection to the opinions and claims present in the submission.
6. All assignments need to respond to the entirety of the instructors learning goals.

**PAPERS THAT DO NOT REFLECT THESE GUIDELINES WILL BE PENALIZED**

**Grades:** Final grades will be determined based on points earned in the following assignments. All work must be done during the semester. I reserve the right to make minor adjustments in the total points offered in the service of flexibility and responsiveness to each class’s interests.

**Course Assignments:**

GROUP WORK: (300 Points)	
Annotated Bibliography (ANT BIB)	50 points
Group Meeting (G.M)	50 points
Group Research Paper	100 points
Group Presentation	100 points

INDIVIDUAL WORK: (200 Points)	
Quizzes (5 x 10 pts)	50 points
Talk Backs (TB'S) (4 x 25 pts)	100 points
Final Exam	50 points

Your final grade assignment will be based on your total score out of 500 points at the end of the semester. Final grades will be assigned as follows:

A+: 485-500/A: 465-484/A-: 450-464  
 B+: 435-449 /B: 415-434 /B-: 400-414  
 C+: 385-399 /C: 365-384 /C-: 350-364  
 D+: 335-349 /D: 315-334/D-: 300-314  
 F: 0-299

LSU Commitment to Community:

The LSU Commitment to Community provides a guiding ethos to the University community. Students are encouraged to exemplify the Commitment to Community in their daily lives. Louisiana State University 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. It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibility for my actions;
- hold myself and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the University;
- contribute positively to the life of the campus and surrounding community; and
- use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles. (Adopted May 1995)

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 promote

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.

If you have concerns, you can contact:

University Contacts

Jennie Stewart

Campus Title IX Coordinator

jstewart@lsu.edu

LSU Office of Human Resource Management

Students 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

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. Bonny McDonald, bmcd021@lsu.edu

Director of Basic Courses, Department of Communication Studies

Joquina Reed,

CMST 2064 Section --- 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](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.

### **Tentative Course Schedule**

***Instructor maintains the right to change this schedule. It may be changed to accommodate student and/or instructor needs.*** It your responsibility as a student to follow the provided schedule this includes assignment due dates and reading assignments. The schedule provided in this syllabus will inform you when those dates are and it is your responsibility to keep up with approaching deadlines. These dates may not always be announced in class, but it does not excuse you from completing the required reading and assignments.

#### ***January:***

Tuesday, Jan. 23 Syllabus Review

Thursday, Jan. 25 *Read:* Chap. One *Activities:* TBA

Tuesday, Jan. 30 *Read:* Chap. One *Activities:* Group Diversity Survey and Group Questionnaire

#### ***February:***

Thursday, Feb. 1 *Read:* Chap. Two

Tuesday, Feb. 6 *Read:* Chap. Two *Supplementary Reading:* Vision-boarding *Activities:* \*\*\*Quiz One

Thursday, Feb. 8 *Read:* *Supplementary Reading:* Identity Constructions

Tuesday, Feb. 13 (Mardi Gras Holiday/No Class)

Thursday, Feb. 15 *Read:* *Supplementary Reading:* Identity Constructions *Activities:* Vison Boards

Tuesday, Feb. 20 *Read:* Chap. Three *Activities:* Group Diversity Survey and Group Questionnaire

Thursday, Feb. 22 *Activities:* Group Speed Dating

Tuesday, Feb. 27 *Read:* Chap. Four *Activities:* \*\*\*Quiz Two

#### ***March:***

Thursday, Mar.1 *Read:* Chap. Nine *Activities:* Group Diversity Survey and Group Questionnaire

Tuesday, Mar.6 *Read:* Chap. Nine *Activities:* Practice Meeting

Thursday, Mar.8 *Read:* Chap. Eleven *Activities:* Group Assessment and Reflection

Tuesday, Mar.13 *Read:* Chap. Eleven *Activities:* TBA

Thursday, Mar.15 Group Workshops

\*\*\*Tuesday, Mar.20 Group Meeting Presentations\*\*\*

\*\*\*Thursday, Mar.22 Group Meeting Presentations\*\*\*

Tuesday, Mar.27 (Spring Break/No Class)

Thursday, Mar. 29 *Read:* Chap. Six *Activities:* Group Workshops

#### ***April:***

Tuesday, Apr.3 *Read:* Chap. Six *Activities:* Nonverbal Skits

Thursday, Apr.5 *Read:* Chap. Twelve *Activities:* Group Workshops

\*\*\* Sunday, April 8<sup>th</sup> Group Annotated Bibliography Due\*\*\*

Tuesday, Apr.10 *Read:* Chap. Five *Activities:* Presidential Hats

Thursday, Apr.12 *Read:* Chap. Five *Activities:* Leadership Skits

Tuesday, Apr.17 *Read:* Chap. Eight *Activities:* Conflict Skits

Thursday, Apr.19 *Read:* Chap. Eight *Activities:* Group Workshops

Tuesday, Apr.24 *Read:* Chap. Seven *Activities:* Revised Conflict Skits



Thursday, Apr.26 *Read: Chap. Ten Activities: Group Workshops*

\*\*\* Sunday, April 29<sup>th</sup> Group Research Essay Due\*\*\*

Important Dates:

Mardi Gras Holiday: Feb. 12<sup>th</sup>-14<sup>th</sup> (ends 12:30 PM)

March 13<sup>th</sup> Midterm Grades Due (9:00 AM)

March 23<sup>rd</sup> Final Drop Date (4:30 PM)

March 25<sup>th</sup>- April 2<sup>nd</sup> Spring Break

April 28<sup>th</sup>- Last Class Day

April 25<sup>th</sup> Concentrated Study Period begins

April 30<sup>th</sup> Spring Final Exams Begin

Please see the Spring 2018 Final Exam Schedule:

<https://sites01.lsu.edu/wp/registraroffice/files/2018/01/2018-Spring-Schedule-Booklet-v4.pdf#page=9>

**CMST 2064 Small Group Communication  
Spring 2018**

Statement of Agreement:

I, \_\_\_\_\_, have read the CMST 2064 syllabus and agree to abide by all of the terms and conditions included in the document.

I, \_\_\_\_\_, understand that I must turn in all assignments no later than the scheduled due date in order to receive complete credit for the assignment.

I, \_\_\_\_\_, understand that if I am absent on my selected presentation date I will not be able to make up the assignment without a university accepted excuse.

Additionally, I am aware if I am not present for a non-speaking speech day points may be deducted from my individual presentation grade.

I, \_\_\_\_\_, understand that it is my responsibility to contact the instructor in the case of absences and turning in any late assignments.

I, \_\_\_\_\_, understand that it is my responsibility to submit course assignments electronically via our course Moodle site.

I, \_\_\_\_\_, understand that it is my responsibility to read follow the course schedule; however, the professor reserves the right to change the course schedule throughout the semester at their discretion.

I, \_\_\_\_\_, understand LSU's plagiarism policy and the penalties of plagiarism and agree to abide by the LSU terms and the policies of LSU Student Code of Conduct.

I, \_\_\_\_\_, understand that it is my responsibility to learn and utilize: MLA handbooks and Moodle.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student