

ACommunication Studies 2064 Small Group Communication Spring 2019

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Teaching Schedule:
CMST 4201-1, Wednesday @ 12:30-1:20
CMST 2064-02, MWF 9:30-10:20 AM
CMST 2064-04, MWF 10:30-11:20 AM
CMST 3113 On-Line

Office Hours: Mondays/Fridays 8:30-9:20 AM; 11:30-2:00 PM;
Wednesdays 8:30-9:20; 11:30-12:20 PM

Recommended Textbook

Engleberg, I. N. and Wynn, D. R. (2017). *Working in groups*
(7th ed.). Boston: Houghton Mifflin Company.

Note: The textbook will be referred to at various points in the semester, but is not required to be purchased. An earlier edition will likely work and will cost less money. If you choose not to purchase the textbook, please remember that there will be material on the study guides that comes directly from the textbook.

Course Objective:

The purpose CMST 2064 is to help students come to a basic understanding of small group communication. We live, work, and play in groups; therefore, it is important to understand how to most effectively and efficiently communicate in these groups.

Through a combination of lectures, activities and discussions, this class will help you become a more effective group member. In this class we discuss the following ideas:

1. Theories of small group communication
2. Group cohesion
3. Group dynamics and roles
4. Functions of groups
5. Problem-solving in groups
6. Conflict in groups
7. And much, much more!!

Student Requirements:

Laptop policy: To help students avoid the temptation of checking Facebook, email, surfing the web, and all the many other distractions the web provides, students will not be allowed to take notes on laptops (with the exception of those students working as a note taker for a classmate with a letter from ODS). Except for specific days, laptops in class will not be necessary.

Additionally:

- *Refrain from* talking on the cell phone, checking email, text message, or other similar behaviors; if you do so, you will be asked to leave class for the day.
- *Refrain from* sleeping in class; if you do so, you will be asked to leave class for the day.
- *Refrain from* doing crossword, reading the newspaper, or other similar activities; if you do so, you will be asked to leave class for the day.
- *Do observe* general norms of common courtesy, including (but not limited to) listening to fellow students, respectfully discussing issues of disagreement, refraining from talking when others are talking, and coming to class when “impaired”. Failure to conduct yourself in a respectful manner will result in your being asked to leave class for the day.

Notes: Lectures will frequently include material that is not in the textbook. You will be expected to know this material for the exams and assignments.

Exams: Two exams will be given during the semester, a mid-term exam and a final exam. The date of the mid-term exam is listed on the course schedule and the final exam date is listed in the course schedule book.

You **must** take your exam on time unless you are traveling with a university-sanctioned organization or have a major health or family emergency. Major emergencies include severe illness, hospitalization, or death in the family. Medical conditions such as a cold or a headache are not sufficient reasons to postpone an exam. The common excuses of having airline reservations prior to or work scheduled during an exam time are *not* acceptable grounds for taking an exam early. Please make appropriate arrangements now, while you still have months to plan.

If you need to reschedule an exam due to illness, you must receive my approval **prior to** the time of the exam (unless, of course, you are medically incapacitated). Furthermore, for any rescheduled exam, you must provide written documentation of the authenticity of your excuse.

Student honesty: Plagiarism is a completely unethical and unacceptable practice that will not be tolerated on any level. It is an egregious offense to the owner of the material that has been plagiarized, as well as a dishonest form of communication to the audience of a plagiarized piece of work. The University’s Code of Student Conduct defines “academic misconduct” as including, but not limited to “cheating, plagiarism, collusion, falsifying academic records, and any act designed to give an unfair academic advantage to the student” (LSU’s Code of Student Conduct, section 5.1, found on Judicial Affairs webpage August 17, 2004).

The penalty for plagiarism or cheating may include failing the assignment, failing the course, or expulsion from the University. All acts of suspected plagiarism will be investigated and will be handled through the proper University channels.

Assignments:

In-class case studies: Two group papers will be assigned during the semester, one midway through and one at the end of the semester, asking you to apply what we have discussed up to that point in the semester. These papers must be done in class and

cannot be made up if missed without an excused absence. In the case of an excused absence, a valid university excuse **must be presented on the student's first day** back in class in order to make up the paper. **25 points each**

Sales presentation: At the end of the semester, each group will present a video and live presentation in which they will attempt to sell an original product/service to the class. Several components will comprise the 125 points, and more details will be provided closer to the assignment, but each group member must participate in each section of the presentation and the class will vote on the most effective presentation. The class rating will also comprise part of your grade. **125 points**

Quizzes/Participation activities: Five 10-point quizzes and five 5-point participation activities will be given throughout the semester. These quizzes will generally be unannounced (read "pop" quiz) and will typically serve as review quizzes from lectures covered since the previous quiz. **Missed quizzes can not be made up. This includes quizzes that are missed because a student comes in late to class after a quiz has been taken up. Valid university excuses must be submitted the day the student returns to class in order to make up a missed quiz. Quizzes—50 points**

Participation points from in-class activities can not be made up either. If you miss a participation activity because of a university excused absence, you must provide documentation the NEXT day you are in class in order for those points to be excused. Participation—25 points

Social activity: The first assignment you will be given is a group assignment, and has been a very popular assignment in previous semesters. You must meet with your group outside of class for a social activity that encourages communication. After the activity, each person will turn in a short paper detailing her or his experience during the activity, as well as any initial perceptions gained through the activity. **25 points**

Group evaluation: Groups are inherently interdependent in nature; this means that that the actions of one group member impacts the entire group. Much of the work done in this class will be done in your groups and will require the full participation of all the group members. Unfortunately, this does not always happen in groups, as many students have realized due to negative group experiences. One group member may have trouble delegating tasks, takes control, and does most of the work. Another group member may slack off, not contribute to group quizzes or group meetings, knowing that the others will pick up the slack. Other numerous problems may occur. All of these problems have negative impacts on groups. In an attempt to ensure that the semester grade adequately reflects the amount of group participation a student has done, I will ask each student to rate his/her fellow group members on a scale of 1-25 at the end of the semester, along with an explanation for each rating. In order to prevent thoughtless assignment of grades, you are NOT permitted to rate each group member the same. You must assign a different point value--0 (weakest)-25 (strongest)--to each group member. No. Decimal points are not allowed. I will record the average grade for each group member as her/his group evaluation score. **25 points**

Make up and late policy: I understand that emergencies occur on days when assignments are due and in these situations you should contact me immediately. Either call my office or email me and include your phone number so I can contact you and we

can discuss the situation. Be sure to do this immediately so we can make new arrangements for turning in an assignment at a later time. **Additionally, you must present valid documentation (doctor's note, etc.) the first day you return to class. If you are able to present a valid university excuse, your grade will not suffer. However, you will not be able to turn in an assignment late without a valid university excuse.**

Late work not associated with an *excused* absence will only be accepted until the end of the next class period after the original assignment due date; additionally, the student's grade on the assignment **will be penalized 25% for tardiness**. Assignments will not be accepted after the next class period following the original due date; the student will receive a "zero" for the assignment grade. **Emailed assignments will not be accepted.**

Disabilities:

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 the accommodations letters, **please meet with me as soon as possible to discuss the provisions of these accommodations.**

Attendance:

Attendance will be taken each class period, either through quizzes or signing in. For each unexcused absence, 1 point will be deducted from 25 points; the remaining points will comprise your attendance grade.

Grading:

A total of 500 points are available in this class. The following will explain the breakdown of the final grade:

1. Social activity	25 points
2. Case Study #1	25 points
3. Case Study #2	25 points
4. Participation activities	25 points
5. Group Quizzes	50 points
6. Sales Presentation	125 points
7. Exam 1	75 points
8. Exam 2	100 points
9. Group evaluation	25 points
10. Attendance	25 points (1 point is deducted for each unexcused absence.)

You are adults and should be responsible enough to keep track of your own grades. I give back assignments frequently so this you should be able to keep track of your grades. However, I may post grades on Moodle as well--this isn't guaranteed and you shouldn't "bank" on Moodle always being up-to-date.

I do NOT round up grades.

Plus/Minus Grading scale (based on final percentages):

485-500—A+	(97-100%)
465-484—A	(93-96%)
450-464—A-	(90-92%)
435-449—B+	(87-89%)
415-434—B	(83-86%)
400-414—B-	(80-82%)
385-399—C+	(77-79%)
365-384—C	(73-76%)
350-364—C-	(70-72%)
335-349—D+	(67-69%)
315-334—D	(63-66%)
300-314—D-	(60-62%)
Below 299—F	(59% and below)