

CMST 4102: Communication & Careers  
Course Syllabus  
Spring 2016

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CMST 4102

Section 01: Wednesday 3:30-6:20

Dr. Ashley Jones-Bodie

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Office: 226 Coates Hall, 8-6726 (phone)

Office Hours: Wednesday 12:30-2:30 // Thursday 1:30-2:30, or by appointment

Required Textbooks:

Inkson, Kerr; Dries, Nicky; and Arnold, John (2015). *Understanding careers: The metaphors of working lives*. (2<sup>nd</sup> ed). Thousand Oaks, CA: Sage.

\*Other class readings will be posted on Moodle

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### **Course Overview & Objectives:**

Communication is a central component to how we understand our world. It can enable us to make sense of, to plan, and to be taught many things including what our careers and our experiences dealing with work and our careers mean. This course is not a how to on advancing your careers. It is a course designed to explore how our careers and work influence and impact our lives and how communication plays a role in this process. Specifically, through this course, you will be given the opportunity to: 1) explore key concepts and issues related to careers; 2) become familiar with the historical, current, and future issues impacting careers in our society; 3) gain practice applying theoretical perspectives and concepts to your own life and to the experiences of others; and 4) reflect on your own communicative experiences in organizations.

In order to succeed in CMST 4102, you will be required to work; it's that simple. Each class meeting will require preparation on your part. As many before me have said, *think of this class as your job*. With any job that you intend to keep, you show up on time, get to know your co-workers, and make your best effort while on the job. If you keep this attitude and a positive outlook during the semester, it will help make this a good experience for you.

### **Course Policies:**

Discussion & Participation:

Your attendance at each class meeting is expected. You are expected to attend all classes just as you would be expected to go to work every day if this were any other job. Your class discussion and participation grade will be determined based on your involvement in class discussion and in-class exercises throughout the semester. Daily assignments may include unannounced reading reflections, in-class activities, quizzes, and others. *These involvement assignments cannot be made up*. If you are prepared, attentive, and engaged during our class session, you will earn full participation points when possible. If you are not, for example if you are fully engaged with your laptop and Instagram or Pinterest, you will not receive participation points.

Though there are a total of 175 points allocated for the Discussion & Participation Grade, more than 175 points worth of involvement will be offered. In other words if you are present for all of the daily assignments, actively participate, and demonstrate understanding of the day's topic, you have the opportunity to earn extra discussion and participation points applied to your final class total. *In order to actively participate and prepare for class, you will need to check Moodle for announcements and updated class assignments*.

#### Technology Policy:

- 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, see the professor before class for permission.

#### Late Work:

Major class assignments are to be turned in by the time class starts on the day that they are due.

- Any work turned in during class time will be considered late and will automatically be reduced by one half letter grade. *In other words if you arrive late to class, the assignment is late and will automatically be penalized one half letter grade.*
- Assignments submitted after class will receive a substantial late penalty.
- Assignments submitted after the day that they are due will be graded for half credit.
- Assignments will not be accepted for credit once the assignment has been graded and returned to all students in the course.
- Unless clearly indicated in the assignment instructions or prior arrangements have been made with the professor, e-mailed work **will not** be accepted.

Major class assignments will be accepted prior to the established deadline.

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. *Prior arrangements must be made with the professor if extenuating circumstances prevent you from meeting an important deadline.*

All documentation of extenuating circumstances must be received as soon as possible, no later than one week from the incident, for make-up work to be considered. In other words, let me know as soon as possible when extenuating circumstances prevent you from submitting a major assignment.

If prior arrangements have been made, a penalty of 5% will be assessed to any late work. If you miss work due to a university approved absence, you will be responsible for coordinating make-up work and should make every effort to make arrangements before the absence when possible. If a student is absent the day an assignment is due and has not made prior arrangements with the instructor, any missed work will be considered late and will be subject to the policies listed above.

#### Grade Appeals // The 24/7 Policy:

With any returned graded work, you should wait 24 hours before submitting an appeal of grade. If you feel an error has been made in the grading of an assignment and would like to have the grade reviewed, you should submit a typed statement explaining the reason for the review and the original graded assignment to Dr. Jones-Bodie within seven days of receiving the graded assignment. No grade adjustments will be made after the seven-day period.

**Grading:**

This class will be based on a system of 1000 points:

Personal Career Survey .....	25 pts
Current Career/Work Example .....	25 pts
Class Discussion/Participation .....	175 pts
Interview Assignments .....	300 pts

**MAJOR ASSIGNMENTS:**

Mid-content Exam .....	125 pts
Final Exam .....	150 pts
Career Interview Project .....	200 pts

For the Career Interview Project, you will incorporate interview data from the interview assignments throughout the semester into an overall analysis of communication and career issues. You will “interview” the same person over the course of the semester for this project and the individual interview assignments. Your interview partner should be:

- someone you already know very well (this can be a family member or parent)
- someone you can call on repeatedly throughout the semester
- someone who is over 30 years old
- someone who is willing to share openly with you about their career and work experiences

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

Final grades will be assigned as follows:

A+ ... 975-1000 points A ... 910-974 points A - ... 900-909 points
B + ... 875-899 points B ... 810-874 points B - ... 800-809 points
C + ... 775-799 points C ... 710-774 points C - ... 700-709 points
D + ... 675-699 points D ... 610-674 points D - ... 600-609 points
F ... 0-599 points

**Format for Assignments and Class Research:**

When citing references, you should use APA style (sample citation formats can be found in your textbook). In addition, all work turned in should be typed, double-spaced, stapled when needed, and should be proofread for both style and content. Points will be deducted for not following these guidelines.

#### Plagiarism:

Do your own work honorably and well, giving credit to your sources. You are responsible to abide by the LSU policies about academic dishonesty, including but not limited to the following: Do not collaborate on an assignment unless it is expressly allowed; do not let someone else write something and turn it in on your behalf; do not use an outside source without giving credit. Instances of academic dishonesty will have consequences ranging from failure of an assignment to failure of the course and referral to the Dean of Students.

#### LSU Commitment to Community:

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.

#### ADA Statement:

*The Americans with Disabilities Act and the 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 for Disability Services (112 Johnston Hall) so that such accommodations may be arranged. After you receive your accommodation letter, please meet with me to discuss the provisions of those accommodations as soon as possible.

#### 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.

## Do you have a major and 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.

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), whose office hours are posted at his office, 135 Coates Hall.

### ANTICIPATED SEMESTER SCHEDULE:

Week 1	January 13: Intro to Course / Intro to "Careers"	
Week 2	January 20: Define "career" / "work"	IA1
Week 3	January 27: Careers as Stories	IA2
Week 4	February 3: Careers as Action	IA3
Week 5	February 10: Careers as Inheritance	IA4
Week 6	February 17: MID-CONTENT EXAM	
Week 7	February 24: Careers as Journeys / Fit	IA5
Week 8	March 2: Careers as Calling	IA6
Week 9	March 9: Careers as Life-Support	IA7
Week 10	March 16: Careers as Cycles & Roles	IA8
[LSU SPRING BREAK – March 21-25]		
Week 11	March 30: Careers & Work-Life Balance	IA9
Week 12	April 6: Careers as Relationships	IA10
Week 13	April 13: Final Project Workshop / Course Review & Individual Mtgs	
Week 14	April 20: Final Project DUE	
Week 15	April 27: Career Happiness & Wholeness	
FINAL EXAM SESSION // Monday, May 2, 3:00-5:00		