

**CMST 2061 – Spring 2018**  
**Business and Professional Communication**

**Instructor:** Dr. Johanna M. Broussard

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**Office Hours:** 1130-12:30 M/F; 9:30-10:30 T/Th; or by appointment. To make an appointment, either see me after class or email me. Note: I do not respond to email after 5:00 PM on weekdays and after noon on weekends. If you need a response the same day, it is best to get the message to me before noon. For all emails regarding meetings outside of my office hours, please allow a minimum of twenty-four hours advance notice before your desired meeting time. All emails should follow the following format: Formal Salutation (Dr. Broussard) – Body – Closing.

### **COURSE DESCRIPTION**

Today's corporate employers demand a high level of communication competence and you will be expected to communicate appropriately and effectively. To help you meet these expectations, this class explores the communication processes at work in organizations. In addition, the class teaches you how to organize clear, concise, and interesting presentations. By building on speaking and delivery skills, as well as critical thinking and analytical skills that focus on how to examine and solve communication problems, you will be prepared for a bright future.

### **Required Course Materials**

*Strategic Communication at Work: Contemporary Perspectives on Business and Professional Communication 2<sup>nd</sup> edition* by Waldeck, Kearney and Plax

**Attendance:** You are expected to attend every class meeting – even speech days on which you are not scheduled to speak or present. This is the same expectation of attendance that an employer would have for you at any job you may currently have or might have in the future. Attendance will be taken daily, and if you arrive after I call your name, you will be counted as absent unless you provide documentation of a university-approved excuse.

**Absences/Late Work:** Please inform me ahead of time if you will miss a speech day. Excusable reasons for missing are few and far between, but they include unexpected sickness **proven** by the presentation of a doctor's note, court summons **proven** by the appropriate documentation from the court, family emergency **proven** through presentation of an obituary, etc., or a university-sanctioned activity such as a game or a concert **proven** by a note from an advisor or an instructor. Under these circumstances, I will work out a way for you to make up the speech (either on another day during the same round, or during my office hours in front of myself and other Public Speaking instructors). If you must miss, you must **schedule a make-up within one week**. Yes, it is your responsibility to initiate this conversation.

**Please DO NOT ENTER the classroom on Presentation Days LATE!! Please wait outside until you hear applause. I WILL count you absent if you walk in on a presentation in progress!**

### **Absences**

Late work and make-ups will be accepted in *extreme circumstances* and *require documentation*. I follow LSU PS-31 regarding excused absences. Should you miss class, it is YOUR responsibility to get in touch and provide the documentation on the day you return to class. You will have 1 class week to make up missed work, provided you have documentation for the specific day absent. Late work will be penalized 10 points per day late. Missed work without documentation cannot be made up. Excessive absences should be referred to the Dean of your college.

There are several assignments, such as In Class Activities or Peer Evaluations that cannot be made up because you needed to be present in class to complete this work. **NO Make-ups are available for In Class Activities and Peer Evaluations without documentation of a university-approved absence.**

## COURSE REQUIREMENTS

To increase your communication effectiveness in business and professional organizations, you are asked to complete reading assignments, writing assignments, and oral presentations. Your final grade will be based on the following point breakdown. **Final grades will NOT be rounded up.**

### Grading Scale:

980-1000:	A+
921-979:	A
900-920:	A-
880-899:	B+
821-879:	B
800-820:	B-
780-799:	C+
721-779:	C
700-720:	C-
680-699:	D+
621-679:	D
600-620:	D-
000-599:	F

### Overview of Course Assignments and Percentage Values

Group Meeting Interviews	10%
Group Mission Statement	5%
Facilitating a Meeting	10%
Group Training Seminar	15%
Sales Pitch	10%
Exams – Midterm & Final	20%
In Class Activities & Homework	15%
Peer Evaluations	15%
<b>TOTAL COURSE POINTS</b>	<b>100.00%</b>

### Grades

All grades will be posted to **Moodle** and all assignments, except for exams, will be returned in class. If you do not understand the reason you earned a specific grade, you have 1 week to ask for clarification. Grades will NOT be discussed the day returned, nor will they be discussed over the telephone or through email. If you would like to go over your assignment or have questions concerning the grade you earned, please come to office hours or schedule an appointment.

## NOTES ON ASSIGNMENTS

### In Class Activities

You should expect this class to be different from other courses you have taken because there is a large experimental element. A significant amount of teaching in this course is done by **you**, as you present, observe, and evaluate in-class exercises and assignments. You will learn communication skills by doing.

To that end, I follow the Inverted Classroom model. Very few class periods will feature me lecturing to you. Instead, you will be placed in your groups. Each group will be assigned a section of the chapter(s) to be read for that class period. You will discuss and plan, and then, as a group, you will present that material to the class. I will add any material that I feel relevant. That said, there will be a midterm and a final examination with questions that arise from the readings. Thus, it is to your benefit to keep up with the readings.

### **Schedule Changes**

Your instructor will work to minimize schedule changes and will announce such changes as far as in advance as possible. By the same token, it is your responsibility to keep informed of these changes and resolve with your instructor any complications that may arise. Check MOODLE and your Text Book daily, as I will update and post messages when needed.

### **Classroom Civility**

Because this is a Business Communication course, it shall be conducted in a **professional manner**. I demand the following from each of you:

- Respect the rights of other presenters and audience members.
- Turn off ALL cell phone, pagers and other electronic devices BEFORE entering class. This means, OFF and NOT vibrate on phone. It also refers to computers when notes are NOT being taken, such as on presentation days.
- Come to class on time and prepared.
- Come to class prepared to listen and to participate in all activities and discussions.
- Pay attention to and show consideration for ALL speakers. This means no homework, reading, emailing, texting, etc.
- DO NOT enter the room during a presentation. Wait for the applause before you enter.

**If you don't think you can follow these standards, please find another course.**

### **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.

### **Academic Integrity**

Plagiarism will not be tolerated. Plagiarism is the use of someone else's work, ideas, quotes, etc. without due credit. It is easy to plagiarize in a presentation. Just like a research paper, you must cite the source of your information when you talk about it in your presentation. The penalty for plagiarism or cheating may include failing the assignment, failing the course, or expulsion from LSU. Please see the University's Code of Student Conduct for information regarding this policy. Sometimes these standards are subtle. Feel free to ask if you have questions or concerns so we can keep you from overstepping this fine line.

CHEATING will not be tolerated and will be immediately passed along to the Dean of Students.

**The American 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 Affairs (112 Johnston Hall) so that such accommodations may be arranged. After you receive your accommodation letters, please meet with me to discuss the provisions of those accommodations within the first 2 weeks of class.

