

CMST 2110 – Interpersonal Communication

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Office Hours by Appointment Only

Fall 2018; Tuesdays & Thursdays 4:30-5:45 PM; Huntsman Hall 126

"Having knowledge but lacking the power to clearly express it is no better than never having any ideas at all." -Pericles

Text and Materials:

1. *Presentations that Matter*, First Edition, Melanie Morgan, Jennifer Hall & Lindsey B. Anderson: <https://store.van-griner.com/content/presentations-matter>
2. Readings as assigned each week
3. Notebook and pen or pencil

Course Objectives:

The goal of this course is to improve your ability to express information to an audience – no matter if the audience is one-on-one, a small group, or a large group. This course will require you to prepare and deliver a number of practical communication exercises. Most of your grade will be based on these activities. This syllabus will explain the nature, importance, and purpose of these assignments, the course policies and procedures, and the expectations of students in the course.

1. You should be able to effectively perform the role of an interpersonal communicator. Toward this end, you will learn principles of communication theory and how to apply those principles to the management of listening and speaking situations both individually and in group presentations.
2. As a result of classroom learning and speaking experience, you will be expected to demonstrate knowledge and skill in the following areas:
 - ❖ Audience analysis
 - ❖ Topic analysis
 - ❖ Organizational skills
 - ❖ Support and evidence
 - ❖ Persuasive and informative strategies
 - ❖ Verbal and non-verbal delivery skills
 - ❖ Group communication skills
3. When creating and delivering a presentation, you should be able to:
 - ❖ select an appropriate topic
 - ❖ outline a presentation
 - ❖ provide appropriate transitions and summaries
 - ❖ develop effective introductions and conclusions
 - ❖ use an appropriate organizational pattern
 - ❖ use supporting material properly and effectively

- ❖ create effective presentational aids
- ❖ use presentational aids effectively
- ❖ display appropriate verbal and nonverbal behaviors
- ❖ create effective asynchronous and synchronous presentations
- ❖ tell a story extemporaneously
- ❖ provide a simple explanation

The assignments in this class are designed to achieve these goals. Textbook readings, class discussions, in class activities, and presentations will not only provide you with information about major concepts, but will also allow you the opportunity to experience the concepts. Therefore, your attendance and participation in class are of the utmost importance.

Course Standards and Philosophy

Students will be held to a high standard of performance in all sections. To receive an "A" in this course, your participation must be significantly better than that which passes for acceptable work. More precisely, an "A" student is one that shows originality, careful research, tight reasoning, well thought out persuasive appeals, and skillful delivery. Additionally, "A" students will deal with non-trivial subject matter, and will constitute a genuine contribution to the knowledge and beliefs of the audience. Do not assume that you can do simply what is assigned to receive a high grade in this course. Doing "what is assigned" gets you only a "C." An "A" requires considerably more work.

Course Policies

Attendance: Attendance in this class is vital. A student can miss two classes without penalty. University sanctioned events such as athletic games do not count towards these two absences. After the second absence, points will be deducted from the student's total points for each additional absence. These absences are for you to use wisely for times when you are ill, have appointments, etc.

If you must be absent because of extenuating circumstances (i.e. illness, family emergency, etc.) you must notify your instructor in advance of your absence when possible by sending an e-mail or leaving a message by phone. You are responsible for obtaining the material that you miss. Class notes can be obtained from other students. It is not the responsibility of your instructor to see that you are caught up. Your instructor will not loan out class notes. The attendance sheets passed around at the start of class are the FINAL arbitrator on whether you were absent or not. Make sure you sign the attendance sheet.

In addition, signing in an absent classmate or otherwise falsifying the attendance is considered a form of academic dishonesty. Anyone caught doing this could be referred to the Vice President for Student Affairs.

Academic Dishonesty: Academic Dishonesty will not be tolerated in this course. USU has strong policies against academic dishonesty. Anyone engaging in academic dishonesty will be reprimanded and subject to disciplinary action which can result in a minimum of a **ZERO** on an assignment but may include failure of the course or expulsion from the university. *Academic dishonesty includes, but is not limited to the following:*

❖ **Plagiarism**

1. Copying someone else's work and claiming it as your own.
2. Paraphrasing someone else's work and claiming it as your own.
3. Collaborating with another person and claiming the work solely as your own.
4. Using one's own work from another course or from a previous semester.

❖ **Other forms of academic dishonesty**

1. Signing attendance sheets for other students.
2. Cheating on an assignment.
3. Padding a reference page.

All cases of academic dishonesty, as described above, could be reported to the Vice President for Student Affairs.

Disabilities: It is the policy and practice of the University to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement such as: time limited exams, or use of non-captioned videos; please simultaneously notify the instructor and the Disability Resource Center as soon as possible.

Grading: You must wait 24 hours after receiving a grade to discuss it with your instructor. The classroom is not an appropriate place for these discussions. In addition, you have two weeks after a presentation is returned to voice concerns with your instructor about the grade. Instructors will not entertain questions about grades on assignments past this date.

Course Requirements

1. **Presentations:** You will present three individual presentations, create one asynchronous presentation and participate in one group presentation. You are expected to deliver your presentation on your assigned day. **There are no exceptions!!!** If you fail to deliver your speech on the assigned day, you will receive a **ZERO** on that speech unless other arrangements have **PREVIOUSLY** been made with your instructor when possible. If you fail to submit your asynchronous presentation by the deadline, you will receive a zero. That is the same as missing your speech time.

2. **Topic Forms, Outlines and Frameworks:** All presentation topics must be approved in writing by your instructor. Additionally, all presentations must be accompanied by an outline or a framework. If you fail to receive written approval from your instructor for your speech topic, you will lose the opportunity to present your speech. If you fail to submit a complete outline or framework prior to your assigned speaking time, you will lose the opportunity to present your speech. Your instructor has the right to reject any speech topic. Additionally, your instructor has the right to stop you during a presentation if you speak about something other than what has been approved.
3. **Speech Critique Grades:** The ability to be a discerning audience member is a great skill to have. In these assignments, you will analyze and critique classmates' presentations for such things as content, purpose, strengths and weaknesses, and delivery.
4. **Participation:** Participation is made up of participation in class exercises and/or out of class homework assignments. To be more specific, these points can be comprised of website exercises, short projects, group activities, exercises, impromptu speeches, etc.
5. **Readings and Discussion:** We will have selected textbook and other assigned readings throughout the semester that are accompanied with in-class discussion. You will be expected to come prepared for such discussions.

Grading Breakdown

Assignment	Points	Your grade
Narrative Presentation	50	
Explanation Presentation	75	
Asynchronous Presentation	100	
Persuasive Presentation	125	
Outlines	50	
Group Presentation	150	
Participation	150	
Presentation Critiques	50	
Total	750	

Final Grading Scale:

Grade	Points
A	750-675
B	674-600
C	599-525
D	524-450
F	449 and below

Course Calendar:

Date	Topic	Come Prepared With
8-28 & 8-30	Syllabus discussion	-
9-4	Syllabus overview and outlines	-
9-6	How to tell a narrative	Read chapter 7
9-11	Presenting with confidence	Read chapter 2
9-13	Library research day	Meet in LIB 122; read chapter 5
9-18	Narrative presentations day 1	Your narrative presentation or critique form (dependent on if you're presenting today)
9-20	Narrative presentations day 2	Your narrative presentation or critique form (dependent on if you're presenting today)
9-25	Conflict	Reading to be assigned
9-27	Presenting with confidence and delivering with skill	Read chapters 2 and 3
10-2	Explanation vs. informative presentations	Read chapter 8
10-4	Audience analysis	Read chapters 4 and 6
10-9	Explanation presentations day 1	Your explanation presentation or critique form (dependent on if you're presenting today)
10-11	Explanation presentations day 2	Your explanation presentation or critique form (dependent on if you're presenting today)
10-16	Intercultural communication	Reading to be assigned
10-18	Persuasive speaking part I	Read chapter 10
10-23	Persuasive speaking part II	Read chapter 11
10-25	Asynchronous and virtual presentations	Read chapter 12
10-30	Relationship communication	Reading to be assigned
11-1	TBD	-
11-6	Persuasive presentation day 1	Your explanation presentation or critique form (dependent on if you're presenting today)
11-8	Persuasive presentation day 2	Your explanation presentation or critique form (dependent on if you're presenting today)
11-13	Presentation situations; group presentations introductions	Read chapter 13
11-15	Nonverbal behavior guest speaker	Asynchronous presentation due tonight by midnight
11-20	No class – not a USU holiday, I'm just giving you it off	-

11-22	USU Holiday - Thanksgiving	-
11-27	Group meeting day	Group presentation outline due tonight by Midnight
11-29	Listening	Reading to be assigned
12-4	Group presentations day 1	Your group presentation or critique form (dependent on if you're presenting today)
12-6	Group presentations day 2	Your group presentation or critique form (dependent on if you're presenting today)
12-11	Group presentations day 3	Your group presentation or critique form (dependent on if you're presenting today)
12-13	Class party	All presentation critiques are due by Midnight.