

Spring 2025
CMST 1545 Communication Foundations Syllabus

Online/In-class Modality

CRN# **22867**

Instructor's Name: **Greg Smith**

Instructor's Consultation Link: **https://calendly.com/next_level_with_greg_smith/ysu1545**

Meeting time: **9:30a-10:45a**

Instructor's Email: **gbsmith02@ysu.edu**

Location of class: **Meshal Hall 104**

Instructor's Phone: **330-719-5858**

Required Text:

Experience Communication (Looseleaf) - With Connect, 3rd Ed.

Child, Jeffrey **Publisher : McGraw Hill**

ISBN 13 : 9781266162701

Your text and all course information are housed on YSU Blackboard. Be sure to use an updated browser anytime you access the site. You will have online access to the course at the start.

Course Description and Goals

University Course Description: CMST 1545. Communication Foundations studies the theories, strategies, and skills for competent participation in interpersonal, group, and public communication. Application exercises in interpersonal, group, and public communication situations are included. Prereq: Placement in ENGL 1550 based on Composition and Reading Test results or successful completion of ENGL 1539 or ENGL 1540.3s.h.

Departmental Course Description: CMST 1545 is the only course that fulfills the oral communication in the University's General Education Requirements (Gen Ed Goal #1: Write and speak effectively: "Students demonstrate communication skills necessary to function in society and to compete in the global marketplace."). The course includes readings and lectures, a website to help you navigate the course, and opportunities to apply the knowledge you gain.

To educate students to "speak effectively" in society, the Department of Communication has articulated seven Student Learning Outcomes with associated Topics & Assignments:

Student Learning Outcome	Estimated Weeks	Topics	Ch.	Assignments
1. Students will demonstrate understanding of effective/competent interpersonal communication.	4 weeks in 16 week term	Interpersonal relationships, gender, personal mediated communication, intercultural communication, language and nonverbal communication.	Ch. 1-7, 15	in-class work, unit exam
2. Students will demonstrate understanding of effective/competent small group communication.	4 weeks in 16 week term	Critical thinking, leadership, problem solving, conflict, group presentations	Ch. 9-10	Group project with group RTM preparation, section exam, in-class activities
3. Students will demonstrate understanding of the basic principles and theories and the use of effective and competent public speaking skills.	8 weeks in 16 week term	Research, idea organization, informing and persuading, delivery, use of presentation technology	Ch. 11-17	speeches with research and outlines, section exam, in-class activities.
4. These skills will include effective verbal and nonverbal delivery skills and the ability to overcome communication apprehension.				
5. Students will develop, know how to differentiate the purposes and organize and present three types of speeches (informative, persuasive and group) utilizing outline and research techniques and using 5 credible sources				

and supporting materials to synthesize information for their speeches.				
6. Through the use of audience analysis, students will conduct audience appropriate speeches.				
7. Students will also provide peer critiques of one another after each speech. They are required to critically and constructively evaluate the oral communication of other speakers. The speakers are also provided a taping of their speech so they can critically and constructively evaluate themselves.				

* - based on a full 16 week term.

Technology

To successfully complete this course, you will need access to a computer with internet and Microsoft Office Suite (available free). I will be utilizing Blackboard regularly for this course. It is free to use with your YSU login. Please let me know the first day of class if you do not have the appropriate access to technology and/or anticipate having trouble navigating Blackboard. We will work together to make sure technology is not a barrier to your success in this course.

Blackboard: Please be sure to login to Blackboard at least weekly during the duration of the course. Blackboard will be regularly used to share important course information.

Course Policies:

Grading. Grades are a private matter between you and your instructor and will not be discussed during class. If you need to talk with your instructor about your grade on a particular assignment or in the course, do so before or after class outside the classroom, or schedule an appointment.

Your grades will be continually posted and updated on BB. Keep your own records and double-check your percentage grade at any time by dividing the number of points earned by points possible. *Do not call the department office about your grade at the end of the term; the Administrative Assistant will not be able to give you any information.

Assignment values:	Points
*must be completed to pass the course	
*Informative Speech	200
Outline	50
Informative Peer Critique	50
Informative Audience Analysis	10
*Persuasive Speech	200
Persuasive Outline	50
Persuasive Audience Analysis	10
*Group Presentation (**All group members receive the same grade. Instructor reserves the right to give individual grades if needed)	100
Group RTM (**All group members receive the same grade. Instructor reserves the right to give individual grades if needed)	30
Group Outline (**All group members receive the same grade. Instructor reserves the right to give individual grades if needed)	50

Individual Group Critique	20
Chapter Pre- Quizzes (15 chapters x 1 point each)	15
Chapter Quizzes (15 chapters x 5 points each)	75
Final Exam survey	20
Site and Syllabus Quiz	5
Intro	15
RTM Individual Draft	5
<i>Possible In-class work</i>	<i>0-20 pts</i>
Total Possible points	905-925

Grade of Incomplete. The final determination of issuing a grade of “Incomplete” rests with the instructor. An incomplete grade of “I” may be given to a student who has been doing **satisfactory** work in a course, but, for reasons beyond the control of the student and deemed justifiable by the instructor, has not completed all requirements for a course when grades were submitted. A letter grade MAY NOT be changed to an “I” (Incomplete) after the term has ended and grades have been recorded. For more information, please refer to: YSU [Incomplete Grade Policy](#)

Attendance for In-class Courses. Research in higher education finds clear correlations between student attendance and higher grades; therefore, you are HIGHLY ENCOURAGED to attend class. Attendance is REQUIRED of all students on speech and group presentation days. There are no “excused” absences (see below).

Missed Classes. Do not ask your instructor to re-explain course content or assignments if you are absent. If you miss a class, you assume total responsibility for copying class notes, and learning about assignment descriptions from other students or the course website. There are no “excused” absences and no exceptions to assignment rules.

Attentiveness in Online Courses: Although online courses give the convenience of being in your own space accessing the needed classwork, it is vital to your success to stay very attentive to this course. Check your email and BB regularly, follow the given reading and assignment calendar, keep up on your readings, watch given videos and email your instructor questions if you do not understand the course material. One important aspect of this course is to make sure you are reading ALL emails and instructions provided.

Not Reading Information for Online Courses. Do not ask your instructor to re-explain course content or assignments if you have not read the BB assignment requirements nor the email sent that explains the assignment. This is the equivalent of missing a traditional, face-to-face class. If you need more understanding or help on a concept, please email your instructor. You assume total responsibility for class notes, learning about assignment descriptions, and information about exams via email/via the course websites. There are no exceptions to assignment rules. Read your syllabus/content carefully – “I didn’t know” is not an acceptable excuse.

Graded Quizzes. You will be assigned a pre- and a post quiz for each chapter. This will assess your knowledge prior to reading the chapter and after reading the chapter and doing any given activities. You must take the chapter quizzes by the deadlines set by your instructor (no make ups). In order to take the Post- Quiz, you **MUST** complete your pre-quiz. There will be NO retakes. You will simply earn a zero. **PLEASE ADHERE TO ALL DUE DATES.**

Deductions for late submissions.

For all assignments Point DEDUCTIONS will occur if you submit your assignment late.

***Extenuating circumstances are left to the discretion of the instructor.

It is difficult to keep up with grading if everyone is submitting assignments at different times. It's also not fair to those who submit their assignments early or on time. You have a due date schedule, so you are aware of what is due when. Also, tech issues can come up, personal issues can happen, etc. so it's best not to wait until the last minute.

The **Online** late deduction policy is:

- You will receive a deduction of a letter grade for late submissions. For every 2 days you are dropped a letter grade.
- For example, If the Persuasive Audience Analysis document that was due Sunday and is submitted on Weds, it is dropped a letter grade. In this instance, your grace period is Mon and Tues.
- If you submit the Persuasive Audience Analysis on Saturday, it is dropped 2 letter grades... and so forth.

- So, technically you receive a deduction every 3rd day after the due date.

The ***In-class*** late deduction policy is:

- If you are not present for your given speech day, you will be dropped one letter grade and required to speak during the next class period. If there is no time the next class period, you must be prepared to speak during all classes periods after. If there is not time in the schedule, you may not be permitted to give your speech, which will result in failure of the course.

End-of-Semester Survey. A survey concerning the course, book, website, activities and other facets of CMST 1545 will be posted beginning at beginning of finals week. It is your responsibility to complete this survey prior to the end of your scheduled final examination period in order to earn 20 points. See “Assignments” for more information.

Written Assignments. All late written assignments are penalized one letter grade per class period. Online courses follow the above late deduction policy.

Group Assignment. If you miss presenting in your group’s presentation, you will receive an “F” on the assignment and an “F” in the course, because all speeches must be presented in order to pass the course. Missing group meetings may also result in a lower grade than the final group grade. Also, please note, **ALL** group members receive the same grade on the following group assignments: 1. Group RTM, 2. Group Outline, 3. Group Presentation. This means any deductions are made for the entire group. So, work together to help one another complete the assignment to the best of your group’s ability.

Public Speeches. Failure to complete a public speech on the date assigned by the instructor will result in the lowering of your grade on that speech one letter grade per class period. If there is time in the class schedule for you to complete the speech, you may be allowed to give it, with the above penalty imposed. Within the online course, if not submitted by the due date, your speech grade will be dropped one letter grade per every two days after the due date. **All speeches must be completed to pass the course.** You will not pass CMST 1545 if there is no time in the course schedule for you to complete a missed speech.

Extra points. You must complete 2 activities and possibly a 3rd for in-class sections: Introduction Speech (15 pts); Individual RTM (5 pts); Possible in-class work (up to 20pts).

In-class Work: Your Instructor may choose to assign in-class assignments, for the in-class courses, that correlate with text readings. This work will enhance your knowledge of the given coursework.

Campus Policies

University policies can be found online and provide you guidance on your rights as a student in this course. The links below take you directly to a specific policy. Should you have any questions about a policy, please do not hesitate to contact me using the information at the top of the syllabus.

[Statement of Non-Discrimination from the University](#)

[The Student Code of Conduct](#)

[Student Accessibility](#)

[Academic Integrity/Honesty](#)

[Academic Grievances and Complaints](#)

Honors Credit: It is possible to apply for contract honors credit in this course. If you are interested, ask your instructor for assignment requirements and then talk with your instructor. A previously approved contract is available for this course. Review the contract in the Contract Honors Catalog available through the Honors College.

Instructor Responsibilities: If your instructor does not follow this common course syllabus or fails to give contact information and office hour(s), a detailed course calendar, or your grades, please contact the Course Director, Jaietta Jackson (jjackson@ysu.edu) or at 330-941-2052. If you have any questions about the course or your grade, discuss them immediately with your instructor. Ms. Jackson is available for consultation by appointment only if you have unresolved issues or questions after talking with your instructor. If you feel a deviation in the syllabus affected your grade in the course and you cannot resolve the dispute with your instructor or Ms. Jackson, please contact the Department Chair Dr. MaryBeth Earnhardt (mearnhardt@ysu.edu), 330-941-2342. Lastly if the issue has not been resolved with your instructor, the Course Director, nor the Department Chair contacting the Student Grievance Committee is appropriate. In addition to following this syllabus, your instructor is required to respond to any form of academic dishonesty (including intentional or unintentional plagiarism) as directed by the YSU Student Code of Rights, Responsibilities, and Conduct.

Student Responsibilities: (See the YSU Student Code of Rights, Responsibilities, and Conduct)

- You are responsible for your own learning. It is your responsibility to read course material by the date assigned in the course calendar posted by your instructor. Keeping up with the readings will help you prepare your assignments and get you ready for activities and exams (also on the calendar). It is likely that your instructor will not cover all materials from the text that will be included on the exam.
- You guarantee the originality of your speeches and written work. If material is taken from another source, it is your responsibility to credit the original source. Reusing your own speeches and written work from other courses is also considered plagiarism. Students found to have plagiarized material are subject to failing the course and other additional penalties imposed by the University Discipline Committee.
- You are to be considerate and respectful of others, including fellow students, student assistants, tutors and your instructor. Ask questions or make comments about course content or assignments that will benefit the entire class. Students are to exhibit acceptable and appropriate decorum in their e-mails, discussions, and on the course website. If you do not, you will be removed from having access to the web and all associated course materials.

CMST 1545 Lab Fee for Technology and Services enables course support:

- Installation and maintenance of all CMST 1545 technological infrastructure and equipment.
- Development and implementation of course-related online instructional materials beyond those materials offered as part of your purchase of the textbook and online access code (e.g., web videos, software, etc.).
- Wages for the course technology coordinator and students assisting with the administration of the course (including communication department student workers);
- Training for the basic course director and for those who teach and administer the course;
- Support of the YSU Communication Center "Connex" Tutors, including online tutoring. Students can utilize Connex for help with speech outlines, to rehearse speeches, and for help with PowerPoint construction;
- Support for department program initiatives connected to CMST 1545.