



Communication ~~ Reedley College ~~ Fall 2010

Communication 8: Group Communication

Instructor: Linda Carvalho Cooley

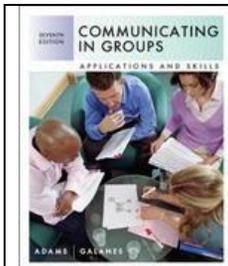
Office Phone: 638-3641 ext 3126

Office: Annex 5

E-mail: Linda.Cooley@reedleycollege.edu

Web Page: www.speechideas.net

Check webpage for current office hours



Required Materials:

1. Textbook: Adams, K. & Galanes, G. (2009). *Communicating in groups: applications and skills* (7th ed.). San Francisco: McGraw Hill.
2. Three scan-tron forms (882-E)

Course Description

Group communication is a course that introduces students to how communication can be used as a vehicle for solving problems, and making decisions. Students will study and practice theories, behaviors and the process of group interaction. As a result of taking this course students will develop skill in the use of communication in small group contexts. Specifically, students will enhance their competency in the production and management of communication behavior in task oriented groups. Additionally, students will enhance their ability to construct and deliver informative and persuasive public presentations. Students will develop a conceptual understanding of small group principles and concepts and putting this knowledge into action through a variety of experiential activities. Speech (Communication) 8 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1), provided the student completes the course with a grade of "C" or better.

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***This schedule and syllabus are subject to change at the discretion of the instructor - it is the responsibility of the student to check on announcements made during any absence.***

## **Student Learning Outcomes**

Upon completion of this course, students will be able to:

1. Identify and apply effective communication strategies within the context of group process.
2. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
3. Utilize research materials that incorporate sufficient, credible, and relevant evidence.
4. Choose appropriate organizational patterns.
5. Analyze the effectiveness of communication through constructive critique.

## **Course Objectives**

Upon completion of this course, students will:

1. identify roles individuals play in groups and understand how those roles relate to the group goals.
2. utilize team-building strategies to strengthen group dynamics.
3. analyze and employ effective conflict management strategies.
4. identify barriers to listening and incorporate effective strategies.
5. learn and apply key aspects of verbal and nonverbal communication to small group situations.
6. learn how perceptions, values and culture can affect communication.
7. incorporate goal setting, planning, and implementation into group projects.
8. develop skill in extemporaneous speaking for informative, persuasive and ceremonial presentations.
9. utilize practical assignments and exercises that will reinforce the theoretical concepts taught in this course.

## **Student Rights**

Students are encouraged to become familiar with the "Campus Policies" section of the Schedule of Courses. This material includes information regarding cheating and plagiarism, disruptive classroom behavior, and other instructional issues.

Students with disabilities: If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

## **Classroom Department**

Students must respect the rights of the other students in the class. The exploration of controversial ideas is an essential component of this class. Students who are not respectful will be asked to drop the class. When presentations are in progress students arriving late are to stay outside until the presentation is complete. Interrupting a presentation for any reason other than a severe emergency is inconsiderate and will not be tolerated. Cell phones should be turned off before coming to class. If a student interrupts a speech for any reason other than a severe emergency they will be confronted by the instructor and their speech grade will be lowered.

## **Group Responsibility**

Members have the right to remove a group member for irresponsible behavior. Problems must be documented and both the group member and instructor must be informed of the problem. It is essential that each group member take his or her responsibility seriously. Procedures will be discussed in class as to how a group member can be "voted off the island" - everyone needs to be aware that a student cannot pass this class without a group. It is imperative that you follow the rules and do your share in order to avoid losing your group. Any group member who does not have their work completed when an assignment is due will be dismissed from the group by the instructor.

Due to the nature of this course your work is due "*to the instructor*" on the due dates **not** to each other. If your group has to assemble the work prior to submitting, then the group will have to set due dates PRIOR to the instructor due dates. When outlines and reference pages are due - they are due at the beginning of class or the entire group takes a zero on the assignment. Group members can turn in the work that is done by responsible members to save their grades and the members who did not give their work to the group will be eliminated by the instructor.

## **Point distribution**

Group Puzzle Speech: Total Points 50 (25 Individual, 25 Group)

Outline: Individual 10 pts

Informative Speech: Total Points 100 (50 Individual, 50 Group)

Outlines: Individual 25 pts/Group 25 pts

Reference Page: Group Only 25 pts

Persuasive Advocacy Speech: 150 (75 individual, 75 Group)

Outlines: Group Only 25 pts

Reference Page: Group Only 25 pts

## **Just a Note Regarding My Teaching Philosophy**

If you are absent do not approach me to ask "what did we do when I was gone?" Each student must assume full responsibility for all notes, assignments or announcements made during class. I cannot and will not re-teach a lesson in my office or in the hallway before or after a class. My power point presentations are for students who come to class - students who are not in class will have to rely on the book or notes from a friend. Just because you miss class when an assignment is given out or when an assignment is due does NOT excuse you or extend the due date.

## Assignments

| Graded Item                                      | Points Possible  | Score |
|--------------------------------------------------|------------------|-------|
| Introduction speeches                            | Credit/No Credit |       |
| Group Puzzle Speech                              | 50               |       |
| Puzzle Outline (Individual Only)                 | 10               |       |
| Informative Speech                               | 100              |       |
| Informative Outlines (Group & Individual 25 ea.) | 50               |       |
| Informative Reference Page (Group Only)          | 25               |       |
| Persuasive Speech - Advocacy                     | 150              |       |
| Persuasive Outline (Group Only)                  | 25               |       |
| Persuasive Reference Page (Group Only)           | 25               |       |
| Participation/In Class Group Activities          | 100              |       |
| Peer Points                                      | 25               |       |
| Audience Evaluations                             | 30               |       |
| Reflection Papers (2 @ 30 ea.)                   | 60               |       |
| Quiz 1                                           | 100              |       |
| Quiz 2                                           | 100              |       |
| Pop Quizzes or other in class work               | 50               |       |
| Final                                            | 100              |       |
| Total Points Possible                            | 1000             |       |

The following numerical guidelines will be used in the assignment of final grades.

900-1000 = A  
 800-899 = B  
 700-799 = C  
 600-699 = D  
 599- 0 = F

The instructor reserves the right to increase points for students who are on the margin; this will be done on the basis of attitude and participation throughout the semester and is solely at the discretion of the instructor.

**Attendance:** Roll will be taken at each class session. Presentations, audience evaluations and participation grades can be drastically affected by absences. Understanding that perfect attendance can only happen in a utopian world each student is allowed 3 unexcused absences. I suggest you use them well. On the 4<sup>th</sup> unexcused absence your participation points will be depleted - you cannot earn points when you are not in class to participate in the various group activities. On the 5<sup>th</sup> unexcused absence audience evaluation points will be depleted. On the 6<sup>th</sup> unexcused absence no extra credit can be earned. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. Four tardies or early departures are equivalent to one absence. It is the student's responsibility to keep track of their absences. Excused absences are verifiable, documented and only occur under unavoidable circumstances. Exceptions are only made for school-sponsored functions (e.g. school sports, school mandated field trips). Please note that all excused absences **MUST** have verifiable documentation by a reputable source. (This does NOT include your parents!)

**All documentation must be submitted to the instructor NO later than one week following the absence. Note that all documentation will be verified by the instructor.** Please note that work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences. If however you know in advance that you will be absent please inform the instructor so that accommodations can be made for speeches or quizzes **prior** to your absence. Also understand that notifying the instructor does not excuse the absence.

### **Late and Missed Assignments**

*I will NOT accept any emailed or handwritten papers.*

*I have a very strict policy on late work.*

**ALL WORK IS DUE AT THE BEGINNING OF THE CLASS -  
DO NOT COME IN LATE AND ASSUME I WILL ACCEPT YOUR WORK.**

**Speeches:** This class fulfills the ORAL component for the general education requirements - I take this very seriously. NO ONE will pass my class if you miss a speech, it is mathematically impossible!! Missing a speech means a zero on the speech, outline, reference page, participation points, audience points and extra credit. **I do not allow any late speeches due the Group element - they cannot be made up.** If a group is unable to present on their assigned date the entire group will be given a 0 on that assignment. Group members absent on the day of presentations will receive a 0 unless some prior arrangement has been made with me. The group however, must go on without the absent member. Group presentations will include a Group Introduction Speech, Informative Speech and an Advocacy Speech. More information will follow.

**Outlines:** Outlines must be submitted to me one class day prior to the first assigned speech date. No one will be allowed to give their speech without giving the instructor their outline ON TIME. So without an outline that student will receive a 0 on their outline, speech and reflection grade. Keep in mind this affects the individual AND it will also affect the group. Outline format will be taught in class. All outlines must be typed and in the proper format. Group outlines must contain outlines from each individual - students whose work is not included in the group outline will not be allowed to speak.

**Reflection papers:** All reflection papers must be turned in one day after the last presentation for the assigned presentations. I will not accept these if they are late. Reflection papers are assigned after two of the presentations. Students will submit a two to three page typed paper reflecting on their group interaction. See webpage for guidelines.

**Quizzes:** All of the exams in this course will follow the same format. There will be a multiple choice section followed by a short answer essay portion. On the short answer essay portion students will be allowed to choose from a selection of topics. Students can earn partial credit on the essay portion. Quizzes are not comprehensive but concepts learned will be expanded on during the course. Quizzes may have a group component. Students who are absent, for any reason, cannot make up the group portion.

**Pop Quizzes:** will be held to ensure students are reading the required material in a timely manner - make sure to follow the syllabus regarding the readings. These pop quizzes will not be announced and cannot be made up. They will be an "in class" ONLY quiz randomly given.

**Reference Pages:** are required on two speeches, the informative and the persuasive speech. They must be typed and in APA style format. If you do not submit a reference page you will **NOT** give a speech. These speeches are to be properly researched with the use of appropriate sources. Group reference pages must contain sources to support each individual speaker. Students who do not submit their sources on the group reference page will not be allowed to speak.

**Participation Points:** This class is interactive, participation is vital to the classroom environment. Each student is expected to attend class, be prepared to discuss ideas, and participate in class activities. Please come to class prepared to engage the material. We will do many "in class" group activities on non-speech days - these cannot be made up. Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect participation points. Participation points are strictly given on days with no speeches or quizzes. Please note that your participation points can be completely exhausted on the basis of attendance or missed assignments.

**Additional Point Assignments:** In addition to the assignments I will be offering limited extra credit assignments. They will be briefly announced in class and posted on the classroom web page. It is the student's responsibility to look them up and turn them in by the deadline posted on the webpage. Extra credit assignments submitted by students who have missed speeches will not be accepted. Extra credit points can only be earned by students who have attempted all assignments and students who have less than 6 unexcused absences.

## Calendar for Fall 2010

| Date             |           | August                                                       | Required Reading |
|------------------|-----------|--------------------------------------------------------------|------------------|
| 16 <sup>th</sup> | Monday    | Course introduction                                          |                  |
| 18 <sup>th</sup> | Wednesday | Introduction Speeches                                        |                  |
| 20 <sup>th</sup> | Friday    | Introduction Speeches                                        |                  |
| 23 <sup>rd</sup> | Monday    | Communication Apprehension & 1 <sup>st</sup> speech assigned |                  |
| 25 <sup>th</sup> | Wednesday | Group Work - In class activity, Types of Groups              | Chapter 1        |
| 27 <sup>th</sup> | Friday    | Canons - Arrangement/Outlining                               | Chapter 11       |
| 30 <sup>th</sup> | Monday    | Outlining Activity                                           |                  |
|                  |           | <b>September</b>                                             |                  |
| 1 <sup>st</sup>  | Wednesday | Delivery                                                     |                  |
| 3 <sup>rd</sup>  | Friday    | Diversity<br>Outlines Due                                    | Chapter 6        |
| 6 <sup>th</sup>  | Monday    | NO CLASS - Labor Day                                         |                  |
| 8 <sup>th</sup>  | Wednesday | Puzzle Speeches                                              |                  |
| 10 <sup>th</sup> | Friday    | Puzzle Speeches                                              |                  |
| 13 <sup>th</sup> | Monday    | Puzzle Speeches                                              |                  |
| 15 <sup>th</sup> | Wednesday | Puzzle Speeches                                              |                  |
| 17 <sup>th</sup> | Friday    | Puzzle Speeches                                              |                  |
| 20 <sup>th</sup> | Monday    | Quiz 1 (Chapters 1, 6, 11, & lecture notes)                  |                  |
| 22 <sup>nd</sup> | Wednesday | Second Speech Assigned - Informative                         |                  |
| 24 <sup>th</sup> | Friday    | Systems Theory Group Work (In class activity)                |                  |
| 27 <sup>th</sup> | Monday    | Systems Theory Lecture                                       | Chapter 2        |
| 29 <sup>th</sup> | Wednesday | Listening                                                    | Chapter 3        |
|                  |           | <b>October</b>                                               |                  |
| 1 <sup>st</sup>  | Friday    | Verbal and Non Verbal Lecture                                | Chapter 4        |
| 4 <sup>th</sup>  | Monday    | In class activity                                            |                  |
| 6 <sup>th</sup>  | Wednesday | Library Research                                             |                  |
| 8 <sup>th</sup>  | Friday    | Becoming a group                                             |                  |
| 11 <sup>th</sup> | Monday    | Becoming a group continued                                   |                  |
| 13 <sup>th</sup> | Wednesday | In class activity                                            |                  |
| 15 <sup>th</sup> | Friday    | Outlines Due (Group, Individual, and References)             | Last day to drop |
| 18 <sup>th</sup> | Monday    | Informative Presentations                                    |                  |
| 20 <sup>th</sup> | Wednesday | Informative Presentations                                    |                  |
| 22 <sup>nd</sup> | Friday    | Informative Presentations                                    |                  |
| 25 <sup>th</sup> | Monday    | Informative Presentations                                    |                  |
| 27 <sup>th</sup> | Wednesday | Informative Presentations                                    |                  |
| 29 <sup>th</sup> | Friday    | Reflection Papers Due - In Class Activity                    |                  |

| Date             |                                     | November                                                                                                | Required Reading |
|------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------|------------------|
| 1 <sup>st</sup>  | Monday                              | Quiz Review                                                                                             |                  |
| 3 <sup>rd</sup>  | Wednesday                           | Quiz 2 (Chapters 2, 3, 4, & 5)                                                                          |                  |
| 5 <sup>th</sup>  | Friday                              | Persuasive Presentation Assigned                                                                        |                  |
| 8 <sup>th</sup>  | Monday                              | Creative and Critical Thinking Lecture                                                                  | Chapter 7        |
| 10 <sup>th</sup> | Wednesday                           | Creative Thinking - in class activity                                                                   |                  |
| 12 <sup>th</sup> | Friday                              | Critical Thinking - in class activity, criteria                                                         |                  |
| 15 <sup>th</sup> | Monday                              | Problem Solving Lecture & in class activity<br>Topic Finalized - advocacy addressed                     | Chapter 8        |
| 17 <sup>th</sup> | Wednesday                           | Conflict Management                                                                                     | Chapter 9        |
| 19 <sup>th</sup> | Friday                              | Group Work Day Persuasive Presentations<br>(Rough Draft group outline and reference page due for notes) |                  |
| 22 <sup>nd</sup> | Monday                              | Leadership                                                                                              | Chapter 10       |
| 24 <sup>th</sup> | Wednesday                           | Final Group Work Day -<br>Group Outline & Reference Page Due<br>Power point, delivery preparation       |                  |
| 26 <sup>th</sup> | Friday                              | NO CLASS - Thanksgiving                                                                                 |                  |
| 29 <sup>th</sup> | Monday                              | Persuasive Presentations                                                                                |                  |
|                  |                                     | <b>December</b>                                                                                         |                  |
| 1 <sup>st</sup>  | Wednesday                           | Persuasive Presentations                                                                                |                  |
| 3 <sup>rd</sup>  | Friday                              | Persuasive Presentations                                                                                |                  |
| 6 <sup>th</sup>  | Monday                              | Persuasive Presentations                                                                                |                  |
| 8 <sup>th</sup>  | Wednesday                           | Persuasive Presentations                                                                                |                  |
| 10 <sup>th</sup> | Friday                              | Final Reflection Papers Due<br>In class final presentations/class activity                              |                  |
|                  | 13 <sup>th</sup> - 17 <sup>th</sup> | Finals Week                                                                                             |                  |

## Finals

### Final to cover Chapters 7, 8, 9, 10 & lecture notes

Finals are held in the same classroom but not necessarily at the same time. Please note schedule below so that you are aware of the time and date of your final. Please note - I will not allow anyone who is 20 minutes late to take the final unless there is a verifiable excused reason for the tardy. Please be aware and be on time. I will NOT allow anyone to take their final prior to finals week unless there is a documented medical reason.

| Your Class         | Date Assigned For Final        | Time Assigned For Final |
|--------------------|--------------------------------|-------------------------|
| Comm 8 M/W/F 11 am | Wednesday Dec 15 <sup>th</sup> | 11 am to 1 pm           |