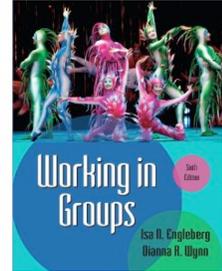




Instructor: Tracy Stuntz
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Communication 8 - Small Group
Communication - Fall 2012



Required Text:

Engleberg, I.N., Wynn, D.R. (2013). *Working in groups* (6th ed.). Boston, MA: Pearson. (5th edition is acceptable, any older editions are not)

Recommended text:

Bourhis, J., Adams, C., Titsworth, S. (2008). *Style manual for communication studies* (3rd ed.). New York, NY: McGraw Hill.

Course Description:

Group communication 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 interactions. Students will develop a conceptual understanding of small group principles and concepts, putting this knowledge into action through a variety of experiential activities.

Course Outcomes:

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

- identify and apply effective communication strategies within the context of group process.
- construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
- utilize research materials that incorporate sufficient, credible, and relevant evidence.
- choose appropriate organizational patterns.
- analyze the effectiveness of communication through constructive critique.

Course Objectives:

In the process of completing this course, students will:

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

Policies and Rules:

Attendance - Attendance will be taken for record-keeping purposes only. You are adults. Deciding when and when not to come to a course that you have paid for is up to you. However, there are no assignment makeups or late work accepted. And, from my experience, students with poor attendance do poorly in the class. **Note: if you are absent 4 or more times before the drop deadline, or absent within the first two weeks without notifying me, I will drop you from the course.**

You are responsible for any information or handouts you miss because of an absence. I will not repeat a lecture or activity, and I will not have extra handouts and/or assignment prompts.

I reserve the right to add unannounced quizzes/assignments to encourage attendance.

The only exception is during speeches. Any student absent or tardy (early departure included) during presentations will lose 20 points from their own speech grade.

Assignments - All assignments are due at the beginning of class on the due date, with the exception of quizzes - which are due via Blackboard before class starts on the due date. Assignments that are more than one page must be stapled, or they will not be accepted. Extensions will not be granted for ‘stapler finding time’. There is no late work accepted - this includes exams, homework, presentations, and in-class activities - even if you are absent. Extensions or exceptions will no be made for computer or printer issues.

All written work (homework, outlines, papers) will be evaluated on both content and mechanics. Good writing should be reasonably free of mistakes and without composition errors (sentence fragments, run-on sentences, subject-verb disagreement, misspelled words, and typographical errors). All of your written work must be typed and double-spaced. Please use APA 6th edition for formatting papers, and citing sources.

You will be required to deliver three major speeches. You will be evaluated on your skill in selecting and researching a topic, organizing, and delivering your speeches, and following instructor requirements. On the first day of each round of speeches, you must turn in a typed copy of your outline, and submit an electronic version to Turnitin via Blackboard. If you fail to turn in the required copies, you will receive a zero for the entire assignment (speech, outline, and any other connected assignments - i.e. evaluations, reflection paper). Technology issues, or lack of internet connection, is not an excuse. If, for some reason, Turnitin or Blackboard are having issues, you should email me a copy of your assignment (as an attachment) before the start of class.

Detailed requirements, grading criteria, and deadlines will be posted and updated on Blackboard. It is your responsibility to copy the materials necessary.

assignment	individual points	group points	your score	grading scale
group diagnostic survey	10			A = 899.5-1000
reading quizzes (10 pts each) x 12	60	60		B = 799.5 - 899.4
homework (15 pts each) x 5	75			C = 699.5 - 799.4
mini speeches (15 pts each) x 7	105			D = 599.5 - 699.4
individual famous speech	80			F = 0 - 599.4
individual famous outline	30			
informative presentation	60	40		
informative outline		50		
persuasive presentation	60	40		
persuasive outline		50		
reflection paper	50			
peer evaluation paper	50			
group contract		50		
exams (40 pts each) x2	80			
final exam	50			

Workload - According to college regulations, one unit generally equals one hour of classroom time, plus two hours of study. During a regular 18 week semester, that equals an average of six hours outside of class each week for study.

During class, I will lecture occasionally. What I say and what I write on the board is important - you should take notes. We will do class activities that are individual, in pairs, in small groups, and in large groups. The purpose of these activities is for you to apply and practice concepts that I lecture about. You will not be graded on these assignments, but refusal to participate will lower your overall grade. It is essential for you to actively participate in the course and keep up with the readings. If you do not do the reading, do not expect to benefit substantially from the course. Class sessions **supplement** rather than review the reading material assigned. Chapters should be read before class so that you will be able to contribute to the class discussions, activities, and perform well on the exams.

Cheating and Plagiarism - Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive a zero for the assignment, and all related materials (speech, outline, etc) and will be reported to the College.

This policy will apply regardless of the magnitude of the offense or the writer's intent. I pursue any hint of plagiarism that I detect in your work. It is very important to note that plagiarism regulations are not limited to written assignments, but also extend to oral presentations. Students who do not cite sources in their speeches will receive an automatic zero for the assignment and all related assignments.

The campus subscribes to the Turnitin plagiarism prevention service, and you will submit all written assignments to Turnitin. Your work will be used by Turnitin for plagiarism detection and for no other purpose.

STATE CENTER COMMUNITY COLLEGE DISTRICT ACADEMIC DISHONESTY POLICY

Academic dishonesty is unacceptable and will not be tolerated by the State Center Community College District. Cheating, plagiarism, and collusion in dishonest activities erode the college's educational and social role in the community.

CHEATING – Cheating is the act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Examples include but are not limited to:

- a. Copying or allowing another to copy a test, paper, project, or performance.
- b. Using unauthorized materials during a test, for example, notes, formula lists, or “cheat sheets.”
- c. Taking a test for someone else or permitting someone to take a test for you.

PLAGIARISM – Plagiarism is the act of representing the work of another as one's own without giving credit. Plagiarism includes but is not limited to:

- a. Incorporating the ideas of words of another's work without giving appropriate credit.
- b. Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, etc., as one's own.

DISCIPLINARY PROCEDURES – When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

- a. Will arrange a conference with the student and at that time advise the student of the allegations.
- b. Will notify the dean of the division in writing that an act of dishonesty has occurred.
- c. May give the student an F for the assignment and/or for the course

A student may appeal the faculty member's action to the Academic Standards Committee

Classroom Behavior - Every student is expected to honor the rights of their peers and instructor. Students who do not behave in a respectful manner will be asked to leave the class. Students who repeatedly act in an inappropriate and/or disrespectful manner will be dropped from the class.

Racist, sexist, ageist, and any other racially or culturally insensitive language used in class will not be tolerated. Just think before you speak and then think again before saying anything that may offend other

students. My classroom is a SAFE SPACE for all students and when someone isn't feeling welcomed intentionally, I take it very personally.

Electronic Devices - Cell phones and electronic devices must be turned off and put away before class. **Each time I see/hear your phone, you will be asked to leave and you will lose 10 points on your next exam grade.** If you are waiting for an emergency call, you must alert me in advance. No exceptions, no warnings. Use of laptops or tablet computers is permitted for note-taking only. You must remain engaged with the class - this means no surfing, games, IM, e-mail, or work for other classes. If you abuse this, your laptop privileges will be revoked.

Children and Guests - People who are not enrolled in the class may not be in the classroom. This includes guests, children, and animals.

E-mail Policy - I answer all emails within 24 hours during the week, and 48 hours on the weekend, and please know that I am happy to answer questions via e-mail. I am also happy to review speech outlines, and other written assignments in advance and give feedback as needed.

Student Rights - Students are encouraged to read the "Campus Policies" section of the Schedule of Courses, so they are fully aware of their rights and responsibilities. Students with disabilities should identify themselves so that appropriate accommodations can be made. 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 me as soon as possible.

Group Misc.

Group work: We will be working in groups everyday throughout this class. If you do not like groups, I strongly suggest taking a different course. I will be appointing groups. Approximately one third of your grade in this class will be determined by group effort.

Group contract: Each group will write and sign a contract stating the rules of their group. Items such as how to deal with unproductive members, being late or absent from meetings, and their consequences should be addressed. You should make a copy of this contract for each member of your group and for me. This contract will be used as the guideline in the event of group mediation meeting.

Group challenge: Throughout the course of the semester there will be competitions between groups. The group with the highest overall points at the end of the term will be allowed to take the final exam together. I will announce the winning group on the last day of class before the final.

Disclaimer - Due to unforeseen circumstances, I may need to change, add, or delete course assignments or materials. If you are absent, it is your responsibility to check on changes, assignments, and announcements you may have missed.

Schedule:

The schedule may change at my discretion.

If you are going to miss a deadline, contact me at least **one week** in advance so arrangements can be made. I will not make arrangements after the deadline.

*Note: students should read the scheduled chapter for the class **before** they come to class.*

Date	Topic	Reading and Assignments Due
8/13	communication process and groups	ch. 1, intro mini-speech

Date	Topic	Reading and Assignments Due
8/15	the speechmaking process	blackboard handout #1, quiz #1
8/20	the speechmaking process	intro + conclusion mini-speech
8/22	outlining + including sources in speeches	citing sources mini-speech
8/27	why people join groups	ch. 3, HW #1
8/29	why people join groups	group diagnostic survey due
9/3	holiday - no class	
9/5	verbal and nonverbal communication	ch. 6, quiz #2
9/10	verbal and nonverbal communication	HW #2
9/12	creating contracts and getting to know group members / planning and conducting meetings	ch. 11, meetings mini-speech
9/17	individual famous speeches	
9/19	individual famous speeches	
9/24	group development	ch. 2, quiz #3
9/26	group development	blackboard handout #2, group theory mini-speech
10/1	structured and creative problem solving	ch. 9, peer evaluation paper due
10/3	structured and creative problem solving	HW #3
10/8	test #1	
10/10	giving presentations in groups	appendix A, MOD speeches
10/15	group leadership	ch. 5, quiz #4
10/17	group leadership	
10/22	informative problem-solving presentations	all outlines due
10/24	informative problem-solving presentations	
10/29	critical thinking and argumentation in groups	ch. 10, quiz #5
10/31	critical thinking and argumentation in groups	reasoning mini-speech
11/5	listening in groups	ch. 7, HW #4
11/7	listening in groups	reflection paper due
11/12	holiday - no class	

Date	Topic	Reading and Assignments Due
11/14	group diversity	ch. 4
11/19	conflict and cohesion in groups	ch. 8, quiz #6
11/21	conflict and cohesion in groups	
11/26	technology and virtual groups	ch. 12, HW #5
11/28	test #2	
12/3	persuasive problem-solving presentations	all outlines due
12/5	persuasive problem-solving presentations	
FINAL	monday 12/10 2-350	