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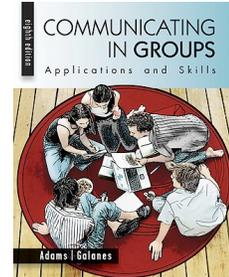
## Communication 8 - Small Group Communication - Fall 2013

### **Required Text:**

Adams, K., Galanes, G.J. (2012). *Communicating in groups: Applications and skills* (8th ed.). New York, NY: McGraw Hill.

### **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. Oftentimes, students who are in class more frequently are the ones who are more successful. If you choose to miss class, for any reason, please remember that I will not repeat a lecture or activity, and you will be responsible for any handouts or changes to the schedule.

**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.**

**Note: if you are absent 4 or more times before the drop deadline, or absent within the first two weeks without notifying me, I am required to drop you from the course.**

**Assignments** - All assignments are due electronically before class starts on the due date. 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. Note: all files should be in .doc(x) or .pdf(x). Extensions will not be made for computer issues, so plan ahead!

There will be periodic online quizzes, as noted in the schedule. These quizzes will be available starting the week before the quiz due date. You will have 30 minutes to complete the ten question quiz, and you may only take the quiz once. If you are removed from the quiz, email me immediately and I will reset it for you. Again, all deadlines stand firm, so plan ahead. It is not advised to take the quizzes using the Blackboard smartphone app.

There is no late work accepted - this includes exams/quizzes, homework, presentations, and in-class activities - even if you are absent.

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. 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. Although there are separate grades for each part of the presentation, presentations are graded on a whole-or nothing basis. If you do not submit an outline, or do not do the presentation, you will receive a zero for the assignment.

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               | 15                |              |            | A = 899.5-1000    |
| reading quizzes<br>(10 pts each) x 11 | 60                | 50           |            | B = 799.5 - 899.4 |
| homework (12 pts each) x 5            | 60                |              |            | C = 699.5 - 799.4 |
| mini speeches<br>(15 pts each) x 6    | 90                |              |            | D = 599.5 - 699.4 |
| individual famous speech              | 75                |              |            | F = 0 - 599.4     |
| individual famous outline             | 25                |              |            |                   |
| informative presentation              | 60                | 40           |            |                   |
| informative outline                   |                   | 50           |            |                   |
| persuasive presentation               | 60                | 40           |            |                   |
| persuasive outline                    |                   | 50           |            |                   |
| group term paper                      |                   | 100          |            |                   |
| group contract                        |                   | 45           |            |                   |
| exams (40 pts each) x2                | 80                |              |            |                   |
| final exam                            | 50                |              |            |                   |
| class activities                      | 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. 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. 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.

This is a Blackboard enriched class. Be prepared to check Blackboard at least once a week.

**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.

Note: We will be working in groups close to everyday throughout this class. If you do not like groups, I strongly suggest taking a different course. I will be appointing groups. Approximately forty percent of your grade in this class will be determined by group effort.

**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 the 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.

In this class, we will be having a semester-long phone challenge. If the class can reach the end of the semester with no phone slip ups (ringing or being disruptive in class), there will be an (easier) alternate assignment in lieu of the final exam.

**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.

**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    |
|------|----------------------------------|--------------------------------|
| 8/12 | small groups at heart of society | ch. 1, intro mini-speech       |
| 8/14 | the speechmaking process         | blackboard handout #1, quiz #1 |
| 8/19 | I+C speech                       | HW #1                          |

| Date  | Topic  | Reading and Assignments Due |
|-------|--|-----------------------------|
| 8/21  | outlining                                    | blackboard handout #2       |
| 8/26  | citing sources speech                        | HW #2                       |
| 8/28  | communication in groups                      | chapter 3, group survey due |
| 9/2   | holiday - no class                           |                             |
| 9/4   | verbal and nonverbal communication in groups | quiz #2                     |
| 9/9   | listening in small groups                    |                             |
| 9/11  | rules, norms, and goals / creating contracts | chapter 4                   |
| 9/16  | <b>famous speech presentations</b>           |                             |
| 9/18  | <b>famous speech presentations</b>           |                             |
| 9/23  | group development                            | quiz #3                     |
| 9/25  | group climate + diversity                    | chapter 5, contracts due    |
| 9/30  | groups as systems                            | chapter 2                   |
| 10/2  | theories speech                              | HW #3                       |
| 10/7  | test #1                                      |                             |
| 10/9  | giving presentations in groups               | chapter 10                  |
| 10/14 | applying leadership principles               | chapter 9, quiz #4          |
| 10/16 | leadership dynamics                          |                             |
| 10/21 | <b>informative speech presentations</b>      |                             |
| 10/23 | <b>informative speech presentations</b>      |                             |
| 10/28 | creative and critical thinking in groups     | chapter 6                   |
| 10/30 | critical thinking + persuasion               | HW #4                       |
| 11/4  | reasoning mini speech                        |                             |
| 11/6  | group problem solving procedures             | chapter 7, quiz #5          |

| Date  | Topic                                    | Reading and Assignments Due |
|-------|--|-----------------------------|
| 11/11 | <b>holiday - no class</b>                |                             |
| 11/13 | problem solving and decision making      | HW #5                       |
| 11/18 | managing conflicts                       | chapter 8, quiz #6          |
| 11/20 | conflicts and CMC                        |                             |
| 11/25 | group work day for catch-up              |                             |
| 11/27 | test #2                                  | group term paper due        |
| 12/2  | persuasive problem-solving presentations |                             |
| 12/4  | persuasive problem-solving presentations |                             |
| FINAL | <b>Wednesday 12/11 2-350</b>             |                             |