

**Communication 8 Group Communication**

**Syllabus Spring 2015**

**TTh 8:00 a.m.-9:15 a.m. 55036 Social Science 39**

Instructor: Nicole Cooper

E-mail: Nicole.cooper@reedleycollege.edu

Office hours: TTh 12:30 p.m. – 3:30 p.m. Soc 38

**Required Materials:**

-Group Discussion ISBN 13: 978-1-57766-475-8- Waveland Press.

- 882-E Scantrons

-Recommended Materials: MLA/APA Style Guide

**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.

**Course 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.

**Classroom Deportment**: Each student is expected to respect the rights of the other students in the class and the instructor. The exploration of controversial ideas is an essential component of this class. Students who do not behave in a respectful manner 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, and pagers should be turned off before coming to class. Students will receive one warning and then be asked to leave the classroom. If deported from the classroom it will count as one of your unexcused absences.

**Student Rights:** So that students are fully aware of their rights and responsibilities they 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 should identify themselves so that appropriate accommodations can be made.

**Changes to Syllabus:** The instructor reserves the right to make changes to this syllabus and to the class calendar if extenuating circumstances arise. This right extends to assignments, evaluations, and all other aspects of the course. Denying that you have heard an oral assignment change or evaluation process change is not a basis for appealing the information contained in this syllabus.

**Plagiarism:** Plagiarism and cheating will not be tolerated in this class. Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive an F for the

assignment. This policy will apply regardless of the magnitude of the offense (i.e., how much

is plagiarized or fabricated) or the studentʼs intent (i.e., whether the offense is deliberate or a

mistake). I pursue any hint of plagiarism or fabrication that I detect in your work. If youʼre not

sure about something youʼre using in your writing/speech, or whether/how to attribute

information, always ask. It is very important to note that plagiarism regulations are not limited

to written assignments, but also extend to oral presentations.

**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.

Assignments

|  |  |  |
| --- | --- | --- |
| Graded Items | Points Possible | Your Score |
| Introduction Speeches | Credit/No Credit |  |
| Group Puzzle Speech  | 50 |  |
| Puzzle Outline (Individual/Group)  | 20 |  |
| Informative Speech | 100 |  |
| Informative Outlines(Individual/Group) | 35 |  |
| Informative Reference Page(Group Only) | 25 |  |
| Persuasive Speech | 150 |  |
| Persuasive Outline (Individual/Group) | 35 |  |
| Persuasive Reference Page(Group Only) | 25 |  |
| Ceremonial Speech | 50 |  |
| Peer Points | 50 |  |
| Audience Evaluations | 20 |  |
| Reflection Papers (2 @ 20 ea.) | 40 |  |
| Participation | 100 |  |
| Exam 1 | 100 |  |
| Exam 2 | 100 |  |
| Exam 3 | 100 |  |
| Total Points Possible | 1000 |  |

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

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.

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

599 or less = F

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

Outline: Individual 10 pts/Group 10 pts

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

Outlines: Individual 25 pts/Group 10 pts

Reference Page: Group Only 25 pts

Persuasive Speech: 150 (75 individual, 75 Group)

Outlines: Individual 25 pts/Group 10 pts

Reference Page: Group Only 25 pt

**Attendance Policy and Participation Points**: Due to the nature of this course, attendance is important. Roll will be taken at each class session. I will drop anyone who misses the first day of class. I will also drop anyone who misses the second day of class. Per college policy I can drop any student who misses 4 class periods. If a student misses 4 classes prior to the drop date I will drop that student. Roll will be taken at each class session. Class points will be drastically reduced by absences. I will subtract 25 points for each absence. Understanding that perfect attendance can only happen in a utopian world each student is allowed 2 absences. I will no longer investigate or decide if an absence is excused or not. Every student has two freebies – after that I will deduct 25 points for EVERY absence regardless of reason. These points will come from your participation points first. If your absences exceed the participation points I will deduct points from your reflection paper or peer points. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. It is the student’s responsibility to keep track of their absences. If 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 and any assignment due during that absence MUST be made up prior to not after the fact. Please be aware that I WILL enforce this policy and will not make exceptions! It is your responsibility to keep track of your absences and tardies. I will not give warnings.

It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check blackboard to see where you stand. If you are absent it is your responsibility to find out all announcements made during your absence. PLEASE do not approach the professor and ask, “What did I miss?” Instead, make an effort to go to her office hours or ask another student for missed assignments/announcements.In class group activities CANNOT be made up. Missing class during any graded in class activity will result in lower points. 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, unstapled, 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 general education requirements. Therefore four speeches are REQUIRED! I take this very seriously. Students who miss a speech will deplete all participation points and will earn a 0 on the missed speech, which will cause the student to only be able to earn a D in the course overall. **I do not allow any late**

**speeches due the Group element – they cannot be made up**. If the group is unable to present on the assigned date they will take a 0. Groups must go on without the absent member. Mathematically students who miss a speech would have a difficult time passing this course. If you are more than 15 minutes late on the day you are scheduled to speak you will not be allowed to give your speech. The door will be locked when speeches begin to avoid interruption. After you complete your speech you are required to stay until class is dismissed. If you give your speech and leave you will be receive a 0 on the speech. Keep this in mind and do all four of the graded speeches.

**Participation** **Points:** Since this class is interactive your participation is vital to the classroom environment. Since it is a group communication class your group members will be relying on you to be present in class. Each student is expected to attend class each day and be prepared to discuss ideas, share opinions relevant to interpersonal communication and participate in class activities. Please come to class prepared to engage the material. (In other words READ the assigned chapters prior to their lecture date on the syllabus). Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect a student’s participation score. 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 if you miss any assignments. Any student who misses a presentation will forfeit ALL participation points.

**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.

**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.

**Exams**: There will be three 100 point quizzes. You will need a scantron 882-E for these. They will include but not be limited to multiple choice, true and false, and matching questions. Quizzes will begin at the beginning of class. Once the first student is done with the exam no one else will be allowed to take it.

**Reflection Paper/Term Paper:** Papers must be typed and be in APA format style I will not accept emailed papers and do not come to class with your disk complaining you were “UNABLE” to print the file. Plan ahead and be responsible for your work. Remember this is college not high school – all submitted papers MUST be typed, stapled and submitted at the beginning of class the date they are due.

**Additional Point Assignments**: On rare occasions extra credit assignments may arise. They will be briefly announced in class and written on the board. It is the students responsibility to find out more information from the instructor and to have them turned in by the deadline. Extra credit is not to take the place of other work. It will only be accepted from those students who have submitted and attempted all assignments. Students with excessive absences will not be allowed to submit any extra credit. Students who miss a speech cannot submit any extra credit.

I am willing to look at your work and give you feedback as long as you get it to me at least 3 full days before it is due.

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The schedule may change at the discretion of the instructor.

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

**Date Topic ` Required Reading**

|  |  |  |  |
| --- | --- | --- | --- |
| 1/13 | Tuesday | Course Introduction & Syllabus |  |
| 1/15 | Thursday | Introduction Speeches |  |
| 1/20 | Tuesday | Communication ApprehensionPuzzle Speech Assigned |  |
| 1/22 | Thursday | Canons-Arrangement/outliningDelivery | Chapter 12 |
| 1/27 | Tuesday  | Introduction to group discussion | Chapter 1 |
| 1/29 | Thursday | Understanding the Group as a system  | Chapter 2 |
| 2/3 | Tuesday | Exploring the group system | Chapter 3 |
| 2/5 | Thursday | Individual choice that affects the group | Chapter 4 |
| 2/10 | Tuesday | Individual choice that affects the group | Chapter 4 |
| 2/12 | Thursday | Outline workshop  | **2 Copies Required** |
| 2/17 | Tuesday  | **Exam 1 Ch. 1-4** | **Outlines Due** |
| 2/19 | Thursday | **Puzzle Speeches**  |  |
| 2/24 | Tuesday | **Puzzle Speeches**  |  |
| 2/26 | Thursday | **Puzzle Speeches** |  |
| 3/3 | Tuesday | Second Speech AssignedUnderstanding the charge | Chapter 7 |
| 3/5 | Thursday | Understanding and phrasing the question | Chapter 8 |
| 3/10 | Tuesday  | Fact Finding | Chapter 9 |
| 3/12 | Thursday | Library Research |  |
| 3/17 | Tuesday | Outline workshop | **2 Copies required** |
| 3/19 | Thursday | **Informative Presentations**Conflict | **Outlines Due**Chapter 6 |
| 3/24 | Tuesday | **Informative Presentations**Conflict | Chapter 6 |
| 3/26 | Thursday | **Informative Presentations**Persuasive Speech Assigned |  |
| 3/31 | Tuesday  | **No Class: Spring Break** |  |
| 4/2 | Thursday | **No Class: Spring Break** |  |
| 4/7 | Tuesday | **Informative Presentations**Persuasive Elements |  |
| 4/9 | Thursday | **Informative Presentations** |  |
| 4/14 | Tuesday | **Exam 2 Ch. 6-9** | **Reflection Paper Due** |
| 4/16 | Thursday | Setting criteria and limitations | Chapter 10 |
| 4/21 | Tuesday  | Discovering and selecting solutions | Chapter 11 |
| 4/23 | Thursday | Outline workshop | **2 copies required** |
| 4/28 | Tuesday | **Persuasive Presentations**Leadership | **Outlines Due**Chapter 5 |
| 4/30 | Thursday | **Persuasive Presentations**Leadership | Chapter 5 |
| 5/5 | Tuesday | **Persuasive Presentations**Ceremonial Speeches Assigned |  |
| 5/7 | Thursday | **Persuasive Presentations**Preparing and presenting | Chapter 12 |
| 5/12 | Tuesday  | **Persuasive Presentations**Preparing and presenting | Chapter 12 |
| 5/14 | Thursday | **Ceremonial Speeches** | **Final Reflection Paper Due****Peer evaluations Due** |
| 5/19-5/21 | Finals Week | **See Below: Exam #3 Ch. 5 & 10-12** |  |

**Final Exam**

|  |  |  |
| --- | --- | --- |
| TTh 8:00 a.m. – 9:15 a.m. | Thursday, May 21st | 8:00 a.m. |