

***Communication 8 – Small Group Communication - Spring 2016***

**(51434)TuTh 8-9:15 SOC39 – FINAL 5/17 8-9:50**

**INSTRUCTOR: Jennifer Graber-Peters Office hours:** in Comm Lab by appointment

**Phone:** 559-859-6455 (text preferred) **Last Day to Drop w/Refund**: January 22

**Email address:** rcspeechtwo@yahoo.com **Last day to drop w/o a W**: January 29

 jenny.graber-peters@reedleycollege.edu **Final drop date**: March 11

**Required Materials:**

**1)TEXT**

Staller, M. J., Thorson, A., & Hirayama, B. (2014). *Small Group Work in the Real World: A Practical Approach* (14th Edition). Dubuque, IA: Kendall Hunt.
ISBN 978-1-4652-4064-4

**2) 882-E Scantrons** (5)

**Recommended Materials**: MLA/APA Style Guide

***COURSE ADVISORY*:**

**It is recommended that you are eligible to take English 1A** (already completed English 125) at the time you take this course. This course involves research and organization skills which may be a challenge for you if you are not eligible for this English level.

***COURSE DESCRIPTION, OUTCOMES, AND OBJECTIVES*:**

**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.

**Student Learning Outcomes**:

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

 1.identify and apply effective communication strategies that are grounded in group theories.

2.construct/deliver dynamic, competent and ethical presentations adapted to the purpose and the audience.

3.utilize organizational patterns and research materials that incorporate sufficient, credible, relevant evidence.

4.explain the principles of human communication by critically evaluating public speeches through constructive critique and self-analysis.

 **Objectives**:

 In the process of completing 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, leadership skills, reasoned decision making.

3.analyze and employ effective conflict management strategies that will assist with problem solving

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, decision making and implementation into group projects.

8.develop skill in extemporaneous speaking for informative, and persuasive presentations. (may also include ceremonial presentations)

9.utilize practical assignments and exercises that will reinforce theoretical group concepts.

10.present a variety of speeches and will be expected to present for approximately 25 minutes each during the course of the semester.

***COURSE REQUIREMENTS:***

**Attendance: is required.** Attendance is crucial in a communication course. Not only does attendance count toward your participation grade, but it shows respect for the speaker and regular attendance has been shown to increase overall course grades. Roll will be taken at the start of each class. Excused absences are allowed for verified school events or documented illness only. Verification must be submitted within a week of the absence. Absences for any other reason may be discussed prior to class. Absences for doctor’s appointments, work schedules, vacations, car trouble, etc. will not be excused. It is *your* responsibility to notify me by phone or email if you will be absent and to make arrangements to get notes and/or turn in the days assignments. A grade of “0” will be assigned if you miss a speech or exam without an acceptable excuse.

More than a week of unexcused absences will result in a reduction of 10 participation points for each additional absence. DO NOT BE LATE. Excessive tardiness will result in a reduction of 10 participation points for every two tardies. Any student who misses more than **2** weeks of class before the final drop date will be dropped.

Doors will be locked on speech days. **If you are late on a speech day, please wait outside until the speaker has finished**. Failure to do so will result in a reduction of points from your speech that day. **If you lose all participation points, you will also forfeit your right to complete extra credit.**

**Participation**: In addition to attending class, you are expected to actively participate in all classroom activities and group discussions. Class participation is essential in a course of this nature where we work in groups, pairs, etc. You are expected to listen to both the instructor and your fellow classmates. You will also be asked to give peer evaluations on speech days; both oral and written. Therefore, plan on arriving to class on time and remaining until class is dismissed. If you arrive late or leave early, you will have participation points deducted for the day. If you arrive late or leave early on a day an assignment is due, you will receive a 0 for that assignment.

Disruptive and rude behavior will not be tolerated. **Please turn off all phones for the class period.** Anyone seen texting in class will be asked to leave for the day. This also applies to homework, laptops, and any other devices or materials you may have with you. When you are in the classroom, you are here to learn. **When someone is speaking, your desk must be cleared of all other materials.**

**Computer Access:** Since you will be spending considerable time researching and collecting sound evidence, you **must** have access to a computer (either in the RC library or at home). You should also have a basic knowledge of Word and Power Point.

**Blackboard:** You must have a basic knowledge of BB. You will be able to find the course syllabus, course documents, student examples of assignments, a place to ask questions and more. It would be wise to become familiar with Blackboard early on in this class. ***It is your responsibility to check BB for instructor absences, announcements, schedule changes, grades, etc.*** To log in, go to http://blackboard.reedleycollege.edu and use your college ID# as your username. If this is your first time, your password is also your college ID#. If you have used BB before, be sure to update your BB account and check to see that your email address is correct. Many phones now allow you to link to blackboard and/or receive email. You may want to consider this option.

**Communication Lab:** Check out our Comm Lab in Soc 37 (next door) for help with all of your assignments. Lab hours will be posted on the door. Be sure to take all your course materials with you and sign in when you arrive. You may also want to check out the Tutorial Center in the library and/or the Writing Center in Hum 59.

**COURSE POLICIES:**

**Cheating and Plagiarism**: Cheating and Plagiarism will not be tolerated in this class. Any act of cheating or plagiarism, whether large or small, will be treated the same. Students who are caught cheating or plagiarizing will receive an “F” on the assignment in question, will be reported to the proper authorities, and will be required to drop the class.

**Changes to the Syllabus**: The instructor reserves the right to make changes to the syllabus throughout the course of the semester. Any changes made to the course syllabus will be done in the best interest of the students. Changes may be announced verbally or online. It is your responsibility to make sure you are informed about any changes that occur.

**Students with Disabilities**: If you have a verified need for an academic accommodation or materials in alternate media (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.

**COURSE ASSIGNMENTS:**

**Introduction Speech-Me In A Bag**: You will introduce yourself to the class in a fun way. There are NO Make-Ups. Further details will be given in class.

**Readings**: You will be responsible for all of the readings assigned from the text. Weekly reading assignments are posted on the class calendar and **should be read before class**.

**Speeches**: This class fulfills the oral component for general education requirements. Therefore four speeches are REQUIRED! 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 receive a 0 on the speech. Keep this in mind and do all four of the graded speeches.

**Group Responsibility**: It is essential that each group member take his or her responsibility seriously. Groups will create rules early on and group members will have the right to remove another group member for not adhering to the rules. Problems must be documented and both the group member and instructor must be informed of the problem. 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.

**Outlines:** Outlines must be submitted to me before the assigned speech date (dates are on the calendar). 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.

**Quizzes**: There will be four 50 point quizzes and a final exam. You will need a scantron 882-E for these. They will include, but not be limited to, multiple choice, true/false, and matching questions. Quizzes will begin at the beginning of class and the door will be locked to avoid interruptions. You must be on time in order to take the Quiz.

**Reflection Papers/Term Paper:** Papers must be typed and be in APA format style I will not accept emailed papers. 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. Further details will be given in class.

**Extra Credit**: There may be opportunities for extra credit assignments. This is your opportunity to make up any missed work. Further details will be discussed in class. Remember, extra credit means “extra effort, extra work, and extra care.” ***Late assignments will not be accepted for any reason. Additionally, if you have more than a week of unexcused absences, you will not be eligible for extra credit.***

**Final:**

The Final will be held in the same classroom but not necessarily at the same time. Please make a note on your calendar so you are aware of the time and date of your final. BE ON TIME. The door will be locked when finals are given out and anyone arriving late will not be able to take the final.

I will NOT allow anyone to take the final prior to finals week without a documented medical excuse. Accommodations will not be made for vacation or travel reasons. Again students are required to bring their own scan tron to the final.

**Final note from the Instructor**

As your instructor, I am always happy to meet with you. Please feel free to meet with me if you are confused about any of the information covered in class or in the textbook. If you have questions regarding an upcoming assignment or presentation, I recommend you contact me before the last minute. I am here to help you in any way I can and my goal is for you to have a rewarding experience in Communication 8. Nonetheless, remember it is your responsibility as the student to:

1. Ask questions when confused and seek help
2. Come see me before it is too late
3. Be responsible for your grades
4. And read and understand this syllabus

**GRADE TRACKING SHEET**

I have provided you with this sheet so you can keep track of your grades as the semester progresses. By recording your grades on this sheet, you will always know what grade you are currently achieving. To figure out your grade, add up the total points possible at any given time and then multiply that number by 90%, 80%, 70%, and so on. Then add up your actual points and see where you fall on the grading scale. For example, if by mid semester there are 50 points possible, 90% (A) would be 45-50; 80% (B) would be 40-44;etc. If you had 42 points, you would be in the “B” range.

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| **Assignments** | **Points Possible** | **Your Score** |
| Introduction Speech (MeInABag) | 25 |  |
| Group Puzzle Speech  | 50 (25 individual / 25 group) |  |
| Puzzle Outline  | 20 (10 individual / 10 group) |  |
| Informative Speech | 100 (50 individual / 50 group) |  |
| Informative Outlines | 40 (20 individual / 20 group) |  |
| Informative Reference Page | 25 |  |
| Persuasive Speech | 150 (75 individual / 75 group) |  |
| Persuasive Outline  | 40 (20 individual / 20 group ) |  |
| Persuasive Reference Page | 25  |  |
| Audience Eval (3 @ 10 each) | 30 |  |
| Peer Eval (3 @ 20 each) | 60 |  |
| Reflection Papers (3 @ 20 ea) | 60 |  |
| Participation | 75 |  |
| Quiz 1 | 50 |  |
| Quiz 2 | 50 |  |
| Quiz 3  | 50 |  |
| Quiz 4 | 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 or less = F

Let’s make this a positive and fun experience: This means NO PUT-DOWNS or PERSONALITY ATTACKS. Honest disagreements are welcomed – challenge an idea, but never a person. Profane, obscene, or derogatory language is not acceptable.

Keep an open mind, relax, and make some new friends!