

**COMM 8 – Group Communication**

**Spring 2019 – Course #55709**

**TTh 8:00-9:15 a.m. SOC 39**

**Instructor**: Alisha Kennedy **E-mail**: alisha.kennedy@reedleycollege.edu

**Office hours**: By appointment **Preferred Method of Contact**: Canvas

**Required Materials:**

* In Mixed Company: Communicating in Small Groups and Teams by J. Dan Rothwell 10th edition. ISBN: 978-0-19-091990-0
* 882-E Scantrons
* Recommended Materials: MLA/APA Style Guide

**Course Description**:

Group communication introduces students to how communication can be used as a vehicle for solving problems and making decisions imperative to successful social and professional interaction. Students will develop a conceptual understanding of small group principles and contexts, putting this knowledge into action through a variety of experiential activities. Students will study and practice theories, behaviors, and the process of group interactions. Students will construct and deliver informative and persuasive public presentations. 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 that are grounded in group theories.

2. Construct and deliver dynamic, competent and ethical presentations that are adapted to the purpose and the audience.

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

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

**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, leadership skills and 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.

**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.

**Cheating**: Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism**: Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

**Disciplinary Procedures**: When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

* Will arrange a conference with the student and at that time advise the student of the allegations.
* Will notify the dean of the division in writing that an act of dishonesty has occurred.
* 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.

**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 assigned 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**: More information will be given about these assignments in class. \*\* Signify signature assignments. These assignments **MUST** be completed for a student to pass the course.

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| **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 |  |
| \*\*Speech Critique | 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 pts

**Attendance Policy and Participation Points**: 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. Class points will be drastically reduced by absences. Understanding that perfect attendance can only happen in a utopian world each student is allowed 4 absences. I will no longer investigate or decide if an absence is excused or not. Every student has **four freebies – after that I will deduct 25 points for EVERY absence regardless of reason**. These points will come from your participation points. Absences can exhaust a students’ participation points. Four tardies and/or early departures will be equivalent to one absence. It is the responsibility of the student arriving late to let the instructor know they were present when class is over. Leaving early, arriving late, or not being mentally present in the classroom will affect your participation points. It is the student’s responsibility to keep track of their absences. If there is an error in attendance the student has one week after the error was made to correct it with the instructor. If you know in advance that you will be absent please inform the instructor so that accommodations prior to your absence can be made. 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.

**Student Responsibility**: You are responsible for checking Canvas and your student email account regularly for course related announcements and changes. It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check Canvas 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 instructor and ask, “What did I miss?” Instead, make an effort to schedule a meeting or ask another student for missed assignments/announcements.Please note that work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences

**Late and Missed Assignments**: I **will NOT accept any late work. If a student is having an issue the assignment can be emailed to me prior to the deadline. Nothing will be accepted after.** For students with a serious illness or family emergency, the instructor may consider exceptions on a case-by-case basis and at her discretion. To be considered for an exception, students must notify the instructor in advance ***and*** provide legitimate documentation. ***Clear and prompt communication is the key.*** If the instructor allows a student to make-up an assignment it has to be completed within a week of the absence unless the instructor states otherwise.

Please note most of your work is due through Canvas for grading. It is your responsibility to make sure your computer, internet, and Canvas portal are working correctly.

**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, will earn a 0 on the missed speech, and will be ineligible to complete the final speech and final exam, 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 10 minutes late on the day you are scheduled to speak the door will be locked and 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. 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. 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. Any student who misses a presentation will forfeit ALL participation points.

**Outlines**: Outlines must be submitted 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 and speech. 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. 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. These speeches are to be properly researched with the use of appropriate sources. Group reference pages must contain sources to support each individual speaker.

**Exams**: There will be three 100 point exams. 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. The door will be locked 10 minutes into the exam time.

**Reflection Paper:** Must be typed and in APA format. Paper will be submitted on Canvas due the class session after the student presents their informative presentation. More information will be given at a later time.

**Speech Critique:** This is an in class activity that students must participate in. This is a signature assignment so if it is not completed the student will fail the course. If a student is absent on the day of the activity they will be required to do a speech critique individually on their own time due within a week of the assignment in class.

**Peer Evaluations:** Since this is a group communication course students will work with classmates this semester. Each student will be assigned to one group for the duration of the semester. At the end of the semester students will be asked to fill out a grading rubric regarding each of their group members’ performance.

**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 student’s 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 on time. Students with excessive absences will not be allowed to submit any extra credit. Students who miss a speech cannot submit any extra credit. Students may only earn up to 50 points of extra credit.