

***Spring 2022***

***Communication 8 – Group Communication***

**(#55529) M 6:00pm to 8:50pm SOC-39**

**Instructor:** Helen Chavez, M.A.

**Email Address:** Through Canvas Only

**Cell Number:** 559-702-6346

**Office Hours:** W (except holidays) at 5:00-6:00pm in the COMM LAB

**Final Drop Date**: March 11th (F)

**TEXTBOOK:**

Rothwell, J. Dan (2019). *In Mixed Company: Communicating in Small Groups and Teams* (10th Edition). Oxford, England: Oxford University Press.

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***COURSE REQUIREMENTS***

**Computer Access:**

You will be spending considerable time researching, collecting sound evidence, and communicating with your group members. You need to have access to a computer. You should also have a basic knowledge of Word and PowerPoint.

**Canvas:**

I send announcements in Canvas to remind you about due dates and other important matters. Also, you will be able to find the course syllabus, course schedule, course documents, inbox/email and more. Please become familiar with Canvas as soon as possible.

***COURSE POLICIES***

**SYLLABUS STATEMENT:**

If supports like extended testing time in an alternate location, audio books or note-taking assistance would be helpful to you, please contact Disabled Student Programs & Services (DSP&S) for an “interest” appointment. I believe the DSP&S staff will determine if you may have a qualifying condition. The DSP&S is located in the DSP&S Building on the Reedley College campus and can be reached by telephone at (559) 494-3032 or by TTY at (559) 638-0382.

**ACCESSIBILITY STATEMENT:**

This course is designed to maximize accessibility to the curriculum, assignments, and content. If any part of the class is not accessible to you (easy to use, obtain, or retrieve), please inform the instructor to discuss possible solutions and/or alternatives.​

**Changes to the Syllabus**:

The instructor reserves the right to make changes to the syllabus and the course schedule throughout the semester. Any changes made to the course syllabus or schedule will be done in the best interest of the students. I will do my part and communicated changes, but it is also your responsibility to make sure you are informed about any changes that occur.

**Contact Policy:**

Student emails (use the inbox in Canvas and not the “reedleycollege.edu” inbox) are answered as soon as possible. I will respond to text messages everyday including nights, early mornings and weekends. I am happy to answer questions and give feedback as needed. Please let me know who you are and the class and the college you attend (I teach and work at other locations).

**Drop Date:**

Be advised that after the drop date you will be issued a letter grade “A” through “F” if you are still enrolled in class. It is your responsibility to drop. However, I might drop you from the course if you miss more than three nonconsecutive days/nights of class and/or you have not completed any assignments.

**Group Responsibility**:

It is essential that each group member take their responsibility seriously. Everyone needs to be aware a student cannot pass this class without a group. It is imperative that each group has rules, everyone in the group follows those rules and that you do your share of the work in order to avoid losing a group. Members of the group may remove unproductive, uncooperative members with proper documentation and with permission from the instructor.

The instructor also reserves the right to disband groups and place responsible members in the other groups or create new groups. I do not need a group’s permission. This action can be done at any time including right before a presentation. In addition, the instructor reserves the right to adjust responsible members’ presentation points. For example, the group may earn 90/100 points but a person or persons in the group may earn additional points; not everyone in the group may end up earning the same points on the same group assignment.

**NOTE:**

The number one rule is YOU MUST PRESENT WITH YOUR GROUP; otherwise, you are an absentee presenter. There is a one-time makeup assignment for the absentee presenter; however, you will receive some points but not all of the points possible.

**Attendance**

Prep Days are mandatory for you and your group members to meet during class time. Group Presentations are also mandatory for everyone.

**Makeups, Late Work, Extra Credit, etc.**

Late work will always result in a deduction of points even as much as half of the assignment’s worth. No work will be accepted a week past the due date (this does not include group presentations; group presentations are due on the scheduled day/night).

**FYI:**

It is your responsibility to monitor your progress in this course and to know when assignments are due. I am capable of making mistakes, so you need to be aware of dates, times, grade points, etc. Let me know of any errors and problems that might arise, so keep a watchful eye on Canvas especially the grade center.

***COURSE ASSIGNMENTS and POINTS***

**Readings (Mandatory):**

You are responsible for reading all the chapters in the recommended textbook. You can also read the OER textbook provided for you in Canvas.

**Chapter and Group Reflection Papers (100):**

You will write a one-page paper after each of the first four group presentations. The focus of the paper is to connect what you read in the textbook to what you experienced working with others.

**Audience FeedbackX1-4 (100):**

You will write two separate paragraphs explaining what the other groups did well and what needs improvement in the presentations. Each section needs to be at least 50 words in length.

**Quizzes(100pts)**:

Quiz #1 will cover Chapters 1-6 and will include five multiple choice questions and five T/F questions for a total of ten questions worth five points apiece. The quiz will be taken in-class.

Quiz #2 will cover Chapters 7-12 and will also include five multiple choice questions and five T/F questions for a total of ten questions worth five points apiece. The quiz will be taken in-class.

**Group Presentations (480pts)**:

This class fulfills the oral component for general education requirements. If the group needs to reschedule, and if it is even possible to reschedule, points will always be deducted.

The Group Outline must be submitted to the instructor the day of the assigned presentation (dates/schedules will be announced and posted in Canvas). You mustgive the instructor the group outline before presenting; otherwise, points will be deducted. All members’ work must be included in the Group Outline.

Reference Page is required. These presentations are to be properly researched. APA style format is preferred. If you do not submit a reference page, points will be deducted, and again, all members’ work must be included.

**Participation (220)**:

You are expected to do the following: **1)** Present the Resume Presentation and turn in a typed outline; points will be deducted from the 220 participation points if you do not present (-30) or turn in a typed outline (-15) **2)** Actively participate with your group members on Prep Nights (8 nights at 20 points each) and **3)** Actively watch and even participate in Group Presentations including the Resume Presentation (6 nights at 10 points each).

**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. Nonetheless, remember it is your responsibility as the student to:

1. Read and understand this syllabus, course schedule, and the course shell in Canvas.
2. Ask questions when confused and seek help from me.
3. Be responsible for your grade
4. Talk with me before it is too late

**GRADE DISTRIBUTION:**

I give numerical scores to all work you do. I do not give letter grades on any assignment. There are 1000 points possible for the semester. Your points are added at the end of the semester to determine your grade. I strictly adhere to the below *Grading Scale*; however, a ten (10) point adjustment might be made if it will raise the grade to the next highest letter grade.

***Grade Scale***

**A=1000-900**

**B=899-800**

**C=799-700**

**D=699-600**

**F=599-0**

**Total Points: 1000**

Final Comment:

Cell phone use is prohibited in class. I will stop a lecture or a student presentation to ask you to put your cell phone away.

***Comm8 #55529***

**Tentative Schedule (Could Be Changed!)**

**M 6:00pm to 8:50pm**

***Monday***

***January 10***

Introduction to the class

Chapter 1 and Resume Assignment explained

***January 17***

No Classes Held

* Watch Chapters 2, 3 and 4 recordings in Canvas

***January 24***

**Resume Presentation & Outline Due**

* Partners Assigned!
* Famous Speech Group Presentation explained

***January 31***

Prep Night

* 1st Brainstorming Sheet Due end of class

***February 07***

Prep Night

***February 14***

**Famous Speech Group Presentation & Outline with Reference Page Due**

***February 21***

No Classes Held

* Watch Chapters 5 & 6 recordings in Canvas

***February 28***

***DUE: Chapter and Group Reflection Paper (Famous)***

***DUE: Audience Feedback X1 (Famous)***

* Partners Assigned!
* Event That Impacted the World Group Presentation explained
* 2nd Brainstorming Sheet Due end of class

Prep Night

***March 07***

**Quiz#1 (Midterm) Chapters 1-6 from the recommended textbook**

Prep Night

**Last Week to drop a full-term class. Letter grade given after this week.**

***March 14***

**Event That Impacted the World Group Presentation** **& Outline with Reference Page Due**

***March 21***

***DUE: Chapter and Group Reflection Paper (Event)***

***DUE: Audience Feedback X2 (Event)***

* Partners Assigned!
* “Why\_\_\_\_ can NOT work is because…” Group Presentation explained
* 3rd Brainstorming Sheet Due end of class
* (Watch Chapters 7 & 8 recordings in Canvas)

Prep Night

***March 28***

Prep Night

* Watch Chapters 9 & 10 recordings in Canvas

***April 04***

**“Why\_\_\_\_ can NOT work is because…” & Outline with Reference Page Due**

***April 11***

***NO CLASSES HELD (SPRING RECESS)***

***April 18***

***DUE: Chapter and Group Reflection Paper (Why)***

***DUE: Audience Feedback X3 (Why)***

* Partners Assigned!
* The Persuasive Group Presentation explained
* 4th Brainstorming Sheet Due end of class
* Watch Chapters 11 & 12 recordings in Canvas

Prep Night

***April 25***

Prep Night

***May 02***

**The Persuasive Group Presentation & Outline with Reference Page Due**

***May 09***

***DUE: Chapter and Group Reflection Paper (Persuasive)***

***DUE: Audience Feedback X4 (Persuasive)***

* The Last Group Presentation explained
	+ **What do you represent?**

***FINAL:*** MAY 16th (Monday) at 6:00 to 8:50pm

**Quiz#2 (Final) Chapters 7-12 from the recommended textbook**

GOODBYE AND ALL THE BEST ☺