**Reedley College**

**COMM 8 (55050)**

**Group Communication**

**FALL 2023**

# COURSE INFORMATION

|  |  |
| --- | --- |
| **Semester: FALL 2023** | **Department of Communication****Reedley College** |
| **COURSE NAME: Group Communication** | **INSTRUCTOR: Miranda Chapman** |
| **COURSE TIME:****Online Asynchronous, 2 live meetings** | **INSTRUCTOR EMAIL:****Miranda.chapman@reedleycollege.edu** |
| **CLASS LOCATION: Canvas/Zoom** |  |

#

## 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 semester

**Prerequisites for the course:** There are no prerequisites for this course.

## Course Structure

This course is to be conducted as a via face-to-face learning and some modality will take place via Canvas as well.

# REQUIRED COURSE MATERIAL

## Computer Requirements

To succeed in this course, you will need a computer/tablet, reliable internet, web camera, headphones, microphone, and video capabilities. Be sure to have an up-to-date browser, operating system, and some additional software on your computer to take this class. Check the ITS Helpdesk Student Resources page. Some documents in this course will be available to you in PDF. You will need to download and install Adobe Acrobat Reader software on your computer.

## Textbook & Readings

This course will require a textbook.

**Title:** An Introduction to Group Communication (2021)

**Authors:** LibreText

**Text Link:** https://socialsci.libretexts.org/Bookshelves/Communication/Public\_Speaking/An\_Introduction\_to\_Group\_Communication

# COURSE POLICIES

## Late Work and Incomplete Grade Policy

All assignments are to be submitted on canvas according to their specific due date, most assignments are due by 11:59 p.m. but to ensure you stay on top of the deadlines they are explicitly detailed in our course schedule. Do NOT expect to be allowed to turn in assignments late for full credit. If you experience problems with Canvas, e-mail the assignment to me before class on the day that it is due to receive full credit for the assignment. You will not be allowed to make up in-class assignments unless you have a documented, excused absence.

If possible, you should notify your instructor in advance via email if you are going to have a documented excuse to be absent from our class. It is your responsibility to provide written documentation from a third party of your emergency or excused absence. Work-related absences, work in other classes, oversleeping, or meetings with other professors are not considered personal emergencies. Because of time constraints in the class, there is no guarantee that you can make up oral presentations, even if you have a documented personal emergency.

## Attendance and Drop Policy

Attendance on speech and workshop days, as well as active participation are required to do well in this course, and you should note that attendance and grades are highly correlated in any class. If you miss a synchronous speech you will not be allowed to turn in assignments that were due in class for full credit or make up any assignments or speeches. Group assignments such as the speeches can NOT be made up in class. Except in the very rare case of last-minute serious emergencies, you should let your instructor know about any excused absences and make arrangements for making up any missed work in advance.

Your attendance in our asynchronous class will be noted through your engagement with the course. Failure to complete major assignments can result in being dropped from the course early on or receiving a lower grade. Your instructor will keep track of your attendance by reviewing the reports from the class meetings. If you are a member of a team or club on campus that will take you away from class, you must plan with me prior to your absence. Please plan in advance and sign up for a speech date you know you are able to attend.

You will be considered a No Show if you do not complete week 1 activities and will be dropped from the course to make room for students on the waitlist. You will be considered a non-participant if you fail to complete all assignments in Modules 1 and 2 by week 2 and will be dropped from the course. If there are extenuating circumstances for non-participation, please contact me as soon as possible.

## Classroom Respect

You are expected to be respectful toward the instructor and other members of the course and not engage in behaviors that show disrespect for or distract from others’ learning. This includes, but is not limited to, the following:
(1) You should not be playing video games, online shopping, engaging social media or otherwise be distracted when in class.

(2)  You should come to each class on time, have your course materials organized, and be prepared to learn and to engage in classroom activities.
(3) You should not interrupt another student’s speech. Be respectful in listening to your peers as they present their speeches. Do not be off-task during another student’s presentation.

## Important Dates (FA23)

* August 7 (M)
	+ Start of Fall 2023 semester
* August 7 - October 6
	+ Short-term Fall 2023 classes, first nine weeks
* August 18
	+ Last day to drop a Fall 2023 full-term class for full refund
* August 25
	+ Last day to register for a Fall 2023 full-term class in person with add authorization
* August 25
	+ Last day to drop a Fall 2023 full-term class to avoid a “W” in person
* August 27
	+ Last day to drop a Fall 2023 full-term class to avoid a “W” on Self-Service
* August 27
	+ Last day to add a Fall 2023 full-term class with add authorization on Self-Service
* September 4
	+ Labor Day holiday (no classes held, campus closed)
* October 1
	+ Deadline to apply for graduation for Fall 2023 completion
* October 6
	+ Last Day to drop a full-term Fall 2023 class (letter grades assigned after this date)
* October 9 - December 8
	+ Short-term Fall 2023 classes, second nine weeks
* November 10
	+ Veterans Day observed (no classes held, campus closed)
* November 23-24
	+ Thanksgiving holiday (no classes held, campus closed)
* December 4-8
	+ Fall 2023 final exams week
* December 8
	+ Last day to change a Fall 2023 class to/from Pass/No-Pass grading basis
* December 8
	+ End of Fall 2023 semester
* December 11-29
	+ Winter Recess (campus is open December 11-22; campus closed December 25-January 1)

## Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (ie: Braille, large print, electronic text, etc.) per the American With Disabilities Act or Section 504 of the Rehabilitation act please contact your instructor as soon as possible. You may contact the DSPS office Monday’s through Friday’s 8AM to 5PM. The building is located on our campus at Reedley college, across from the student center.

Phone: (559) 494-3032

Fax: 800-624-1499

Address: Reedley College

 Attn: DSP&S

 995 N. Reed Ave

 Reedley, CA 93654

More information on DSPS to view certain accommodations made for students and identify if should such adjustments be made: <https://www.reedleycollege.edu/student-services/disabled-student-programs-and-services/dspands-eligibility-and-disability-verification.html>

**CLASSROOM POLICIES**

• Your presence and consistent engagement with this class is expected to succeed. Students must consistently check Canvas and remain posted on any and all updates and announcements.

• COMM 8 is a lecture, discussion, and performance course; open participation in this learning environment requires that we all respect the right of students and the instructor to present diverse and controversial ideas. Differences of viewpoint should be offered in a manner that promotes the free exchange of ideas and the development of mutual understanding.  Student conduct that disrupts the learning process will not be tolerated and may lead to disciplinary action and/or removal from class.

# COURSE COMMUNICATION

## Interaction with Instructor

I will make every effort to communicate frequently with students through announcements and postings within Canvas. Questions of a more personal nature can be sent via email miranda.chapman@reedleycollege.edu. As a student, you should expect to receive assignment feedback within one week from submission, and responses to emails within 24 hours Monday-Friday during regular business hours, and 48 hours on weekends. Holidays and breaks may lead to delayed response time.

## Online Communication Guidelines

When emailing the instructor, students must use a specific format.

* In the subject line list the class, time, and campus. (For example: COMM 8, 12:45 PM, Reedley College.
* Include full name in the body of the email.
* Emails should definitely be more formal than electronic communication to friends:
* (i.e. “Hi Professor Chapman., I hope your morning is going smoothly; interestingly enough mine is not. My car won’t start; therefore, I will not be in class today. I will call one of my classmates to clarify any in-class activities. Take care and have a lovely day! –Cheers! Student”)
* Check and use SCCCD email weekly; at times the instructor will post announcements (like assignment changes, extra credit opportunities, etc.) to Canvas, which will be emailed to SCCCD email addresses only.

## Course Assignments in Brief

* Introductory Speech: Once students are all randomized into their groups for the semester, you will be tasked with recording an introductory speech and posting it to your group discussion boards. The purpose of this speech is for your classmates to properly get to know you before getting started as a group through the duration of this semester. Students can cover a variety of different topics including hobbies, job, major, favorites, or interests. Student **do not** have to turn in an outline for this speech specifically. **This speech will 3-5 *minutes* long.**
* Informative Speech: In this speech, students will develop a panel discussion in which the group will inform the class about a serious problem facing our local community. The presentation will be formatted similarly to a panel addressing the concerns for our community. The problem may also exist in other communities (i.e. air pollution, school violence, and LGBTQ youth) but each speaker must support their cause through sufficient citations of research that focuses in on the locality of the problem. An interesting introduction and conclusion should be part of the presentation and audio-visual materials (i.e. PowerPoint, videos, charts etc.) should be used. Students will be evaluated on their use of strong speech delivery skills including appropriate use of language, engaging vocal variety and animation, energetic and enthusiastic gestures, and strong eye contact. This presentation is worth 125 points. **This speech will be 15-20 *minutes* long.**
* Persuasive Speech: In this speech, groups will write a creative, well-rehearsed problem-solving discussion that will unveil several brainstormed solutions that the group believes will help solve the problem locally. Solutions may include ideas (found and supported through research) that are being used in other communities. The presentation should include an interesting introduction and conclusion. Students will be evaluated on their use of strong speech delivery skills including appropriate use of language, engaging vocal variety and animation, energetic and enthusiastic gestures, and strong eye contact. This presentation is worth 175 points. **This speech will be 20-25 *minutes* long.**
* Informative Reflection Paper: Each group member will hand in an individual paper discussing the use of ethos (credibility), pathos (emotion) and logos (logic) in their presentation strategies. The paper must be 1-2 pages long and is worth 50 points.
* Persuasive Reflection Paper: Each student will write a paper of 2-3 pages, describing the group communication patterns of his/her group, conflicts faced within the group and how they were able to manage them. Papers must include and refer back to concepts discussed and covered from the text. This paper is worth 50 points.
* Attendance & Participation: Given that this is a online course, participation will be measured by the completion of assignments week-by-week. I will check your engagement on Canvas. A large sum of participation will also be deduced by whether students complete signature assignments (informative and persuasive speeches) or if students do not complete weekly discussion boards.
* Discussion Boards: Each week, students are expected to demonstrate their observations and thoughts with the weekly readings via the weekly discussion boards. There are 12 discussion boards total. Your initial posts will be due by the Friday of each week and two responses to your classmates are due by the following Sundays. All discussion boards will accumulate to 120 points total.
* Quizzes: Instead of a midterm or final exam, students will have three 100-point quizzes throughout the duration of the semester. Quizzes will only account for whatever material we as a class had gone over but there will be no overlap between each quiz. For example, you will not see content from chapter 1 all the way in quiz 3. Quizzes will be unlocked for three days total and will be completed online. Quiz dates are located in the syllabus as well as in Canvas. Reminders will be set in class.
* Outlines: All outlines will be scored as a portion of the speech assignment. As a group, you are responsible to develop and write a fully developed outline. I suggest dividing the work up subjective to the section you’ve been assigned to. However, everything is graded as a group effort in terms of outlines. To assist students in preparing a solid outline a template will be provided through Canvas.

# GENERAL ASSIGNMENT GUIDELINES:

• Readings should be completed in their entirety by the first class for which they are assigned.

• There are no make-ups for speeches or exams that are missed without a university-excused absence. You must inform me in writing prior to missing class for religious holidays or university-sponsored activities, and excuses for illness or emergencies require appropriate written documentation within one week of the absence.

• Written assignments turned in late without an excused absence or a prior con will receive a reduction of one full letter grade (10%) for each calendar day past the original due date.

• Written assignments must be typed, double-spaced, 12pt font, in Microsoft Word format (.doc or .docx) or PDF format *(.pages will not be accepted!),* and have one-inch margins. The minimum page length on written assignments is a minimum; below the minimum, assignments will receive a corresponding deduction in credit (e.g., 375 words of a 500-word paper = original grade x 75%). Keep a copy of all of your work. I recommend that you email yourself a copy of your assignment, so that you will have proof that you completed the assignment on time in the event that a technological issue prevents me from receiving the assignment.

• Stylistic form and bibliographies are to be consistent with APA style manuals.  Please spell-check and proofread your work.

• You will submit all papers through Canvas. Canvas submissions will utilize Turnitin.com. Your work will be used by Turnitin.com for plagiarism detection and for no other purpose. You may indicate in writing that you refuse to participate in the Turnitin.com process, in which case I will use other electronic means to verify the originality of your work.  In this case, you will be required to email me your paper, as well as turn in a physical copy with a written note attached indicating that you would not like your work submitted through Turnitin.com.

# GRADING POLICY

|  |  |
| --- | --- |
| **Assignment** | **Points** |
| Introductory Speech  | 100 |
| Group Informative Speech & Outline | 125 |
| Group Persuasive Speech & Outline | 175 |
| Peer Evals (2x25) | 50 |
| Informative Speech Reflection Paper | 50 |
| Persuasive Speech Reflection Paper | 50 |
| Discussion Board (12x5) | 120 |
| Topic Selection (2x5) | 10 |
| Speech Sign-Ups (2x5) | 10 |
| Group Check-Ins (2x5) | 10 |
| Quiz 1 | 100 |
| Quiz 2 | 100 |
| Quiz 3 | 100 |
| **TOTAL** | **1000** |

Grading scale

o 1000—900 A

o 800—899 B

o 700—799 C

o 600—699 D

o 599—below F

## Grading Criteria

You can view your grades using the GRADES button in the Canvas course navigation. Please check your grades regularly to make certain that I have received all your assignments. If you have a question about a grade, wait 24 hours after receiving the grade and then email me. Please note you must receive a final grade of C- or better to pass this General Education Course.

To help understand how to read and access your grades on Canvas, follow this link: <https://community.canvaslms.com/docs/DOC-16532-4212829286>

# COURSE SCHEDULE of READINGS & ASSIGNMENTS

The schedule breaks down which topics will be covered and the chapter that correlates to that topic. The schedule indicates the chapters that are due according to the topic

***\*This schedule is also subject to change to fit the needs of both the instructor and students.\****

**Asynchronous Meeting Structure**

**For the persuasive and informative speeches only, all students will be required to sign-up for one-hour Zoom meetings to synchronously present your speeches. You will present in your assigned small groups and present live. For the speeches, presenters must have cameras on and an operative microphone. For your introductory speech you will present asynchronously and post your speech recordings to a group discussion board.**

**Students are required to submit an outline of their speeches to Canvas by the assigned date. There are four speeches and four outlines total. Student will receive two separate grades based off of speech delivery and the content of the outline.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Days** | **Topic(s)**  | **Reading & Assignments** |
| WEEK 1 | MON-FRI8/7-8/11 | Introduction to the courseReview of Syllabus | * READ: Syllabus
* **Introduction speech due in Canvas by Friday (8/11)**
 |
| WEEK 2 | MON-FRI8/14-8/18 | Introduction to the group communication*\*Aug 18th - Last day to drop a Fall 2023 full-term class for full refund* | * READ: CH. 1
* **DUE: Syllabus Quiz on Canvas Friday (8/18) at 11:59 PM**
* **Discussion Board #1 due in Canvas by Sunday (8/20) at 11:59 PM**
 |
| WEEK 3 | MON-FRI8/21-8/25 | Group Communication Theory*\*Aug. 25th Last day to drop a Fall 2023 full-term class to avoid a “W” in person* | * READ: CH. 2
* **Discussion Board #2 due in Canvas by Sunday (8/27) at 11:59 PM**
 |
| WEEK 4 | MON-FRI8/28-9/1 | Group DevelopmentInformative Speaking*\*Assign Informative Speech**\*Aug 27th Last day to drop a Fall 2023 full-term class to avoid a “W” on Self-Service* | * READ: CH. 3
* PDF chapter/slides provided
* **Discussion Board #3 due in Canvas by Sunday (9/4) at 11:59 PM**
 |
| WEEK 5 | TUES-FRI9/5-9/8 | Group Membership*\*Groups Assigned*Topic Selection/Group Names | * READ: CH. 4
* DUE: Topic Selection & Official Group Name
* **Discussion Board #4 due in Canvas by Sunday (9/10) at 11:59 PM**
 |
| WEEK 6 | MON-FRI9/11-9/15 | Listening Group Check In | * READ: CH. 7
* **DUE: Group Check-In by Friday (9/15) at 11:59 PM**
* **Discussion Board #5 due in Canvas by Sunday (9/17) at 11:59 PM**
 |
| WEEK 7 | MON-FRI9/18-9/22 | Groups and MeetingsPresentation Sign-UpsCOMPLETE: QUIZ #1 | * READ: CH. 12
* **DUE: Informative Speech Signups by Friday (9/22) in Canvas**
* **Quiz #1 due in Canvas by Friday (1/27) at 11:59 PM**
* **Discussion Board #6 due in Canvas by Sunday (9/24) at 11:59 PM**
 |
| WEEK 8 | MON-FRI9/25-9/29 | **GROUP INFORMATIVE SPEECHES DUE – LIVE MEETING DATES TBA** | * **Informative Outline due Friday (9/29) on Canvas at 11:59 PM!**
* **Peer Evals due SUNDAY (10/1) in Canvas by 11:59 PM**
 |
| WEEK 9 | MON-FRI10/2-10/6 | Improving Verbal and Nonverbal Interactions*\*Oct. 6th Last Day to drop a full-term Fall 2023 class (letter grades assigned after this date)* | * READ: CH. 6
* **DUE: Informative Reflection Paper Due MONDAY (10/2)** **on Canvas at 11:59 PM**
* **Discussion Board #7 due in Canvas by Sunday (10/8) at 11:59 PM**
 |
| WEEK 10 | MON-FRI10/9-10/13 | Group LeadershipCOMPLETE: QUIZ #2 | * READ: CH. 8
* **Quiz #2 due in Canvas by Friday (2/17) at 11:59 PM**
* **Discussion Board #8 due in Canvas by Sunday (10/15) at 11:59 PM**
 |
| WEEK 11 | MON-FRI10/16-10/20 | Persuasive Speaking***Assign Persuasive Speech\**** | * PDF chapter/slides provided
* **Discussion Board #9 due in Canvas by Sunday (10/22) at 11:59 PM**
 |
| WEEK 12 | MON-FRI10/23-10/27 | Team BuildingCOMPLETE: QUIZ #2 | * READ: Chapter 8 (cont.)
* **Quiz #2 due in Canvas by Wednesday (3/29) at 11:59 PM**
 |
| WEEK 13 | MON-FRI10/30-11/3 | Conflict | READ: CH. 10**Discussion Board #10 due in Canvas by Sunday (11/5) at 11:59 PM** |
| WEEK 14 | MON-THURS11/6-11/9 | Groups and Problem Solving | * READ: CH. 11
* **Discussion Board #11 due in Canvas by Sunday (11/12) at 11:59 PM**
 |
| WEEK 15 | MON-FRI11/13-11/17 | Logical Fallacies | * PDF chapter/slides provided
* **Discussion Board #12 due in Canvas by Sunday (11/19) at 11:59 PM**
 |
| WEEK 16 | MON-WED11/20-11/22 | Extra Credit Opportunity Persuasive Speech Signups  | * **DUE: Persuasive Speech Signups by Wednesday (11/22) in Canvas**
* **DUE: EXTRA CREDIT**
 |
| WEEK 17 | MON-FRI11/27-12/1 | **GROUP PERSUASIVE SPEECHES DUE – LIVE MEETING DATES TBA** | * **Persuasive Outline due Friday (12/3) on Canvas at 11:59 PM!**
* **Peer Evals due in Canvas SUNDAY (12/3)** **by 11:59 PM**
 |
| WEEK 18 | MON-FRI12/4-12/8 | **FINALS WEEK** | * **Persuasive Reflection Paper Due Monday (12/4)** **on Canvas at 11:59 PM!**
* **Quiz #3 due on Friday (12/8) Canvas by 11:59 PM!**
 |
|  |  | **WINTER RECESS****(campus is open December 11-22; campus closed December 25 January 1)** |  |