

***Fall 2023***

***Communication 8 – Group Communication***

**(#56190) TH 12:30pm-1:45 SOC-36 Hybrid Class**

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

**Email Address:** Through Canvas Only

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

**Final Drop Date**: 10/06/2023 (F)

**Office Hours:**

Thursday (except holidays) at 3:45pm-4:45pm in the COMM LAB, Zoom or Cell

**OER TEXTBOOK: an-introduction-to-group-communication (1).pdf**

**(You will find the pdf in Canvas)**

Software Requirements:

* Computer
* Browser: The latest version of Google Chrome or Mozilla Firefox are preferred.
* [Adobe Acrobat Reader](https://get.adobe.com/reader/).
* Microsoft Office (Word and PowerPoint)
* Printer

***COURSE DESCRIPTION & STUDENT LEARNING OUTCOMES***

***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. ADVISORIES: English 1A or 1AH. (A, CSU-GE, UC, I) (C-ID COMM 140)

***Student Learning Outcomes*:**

1. Construct and deliver dynamic, competent, and ethical presentations adapted to the purpose and the audience.

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

3. Identify and apply effective communication strategies grounded in group theories.

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

*Student Learning Outcomes are statements about what the discipline faculty hope you will be able to do at the end of the course.  This is NOT a guarantee: the ultimate responsibility for whether you will be able to do these things lies with you, the student.  In addition, the assessment of Student Learning Outcomes is done by the department in order to evaluate the program as a whole, and not to evaluate individual faculty performance.*

***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 use 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.

**Presentations in Zoom:**

Camera must be turned on when presenting. Without a camera, you will not be able to earn full points. The teacher must be able to see and hear all of you.

***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 for 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; it does not matter if you provide your group with your share of the work. Someone is willing to read your notes and present your part. You still will receive zero for the group presentation assignment.

**Attendance:**

Thursdays are mandatory for everyone and are linked to your participation points (See page 5, *Participation*).

**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***

**Assignments** ***point value***

1. Mini Group Presentations (Informative)
	1. Chapters 1-4 90
	2. Chapters 5-8 90
	3. Chapters 9-12 90
2. Class Notes: Mini Group Presentation
	1. Chapters 1-4 45
	2. Chapters 5-8 45
	3. Chapters 9-12 45
3. Full Group Presentations (Persuasive)
	1. Full Group Presentation #1 100
	2. Full Group Presentation #2 (Recording) 125
4. Comprehensive Examination 100
5. Participation 270

*Total Points* *1000*

**Readings (Mandatory):**

You are responsible for reading all the chapters in the OER textbook provided for you in Canvas.

**Mini Group Presentations (270pts):**

You along with others will inform and lecture on several chapters from the OER textbook. You can access the textbook in Canvas. Make sure to provide the instructor with a copy of the group outline the day of the presentation. Also, make sure to upload the PowerPoint slides in the appropriate Module in Canvas.

NOTE:

You can be denied from presenting if members can prove you have not attended prep meetings.

**Mini Group Presentation Class Notes (135pts):**

You will be required to turn-in the notes you took during the *Mini Group Presentations*. You may scan your notes, take a picture of your notes, but typed notes are encouraged. I just need to be able to read and understand notes. Write clearly! Submit in Canvas.

**Full Group Presentations (225pts)**:

Two presentations are designed to strengthen students’ understanding of the process of working in groups. The main objective is to persuade. You and your group will pick a topic, decide what and how to persuade (example, “No one should exercise to lose weight”), come up with a plan and strategy, and then present in class.

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

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

NOTE:

You can be denied from presenting if members can prove you have not attended prep meetings.

**Comprehensive Quiz (100):**

The quiz will cover all the chapters in the OER Textbook. There will be 50 multiple choice questions and each question will be worth two points. The quiz will be in Canvas and will be opened for 24 hours.

NOTE:

If you miss taking the quiz, you will only have three days from the closing date and time to ask the instructor to reopen the quiz. If the quiz is reopened for you, points will be deducted from your score*.*

**Participation (270):**

You are expected to do the following: **1)** Complete the Meet-N-Greet Dance Card **2)** Actively attend prep days and group presentation days (14) and **3)** Attend the Final to “Cast your vote” for the persuasiveness of the last group presentation.

The Dance Card is worth 40 points. Prep days and group presentations days are worth 10 points each (14 x 10=140). Your vote for the persuasiveness for the last group presentation is worth 90 points.

**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 final 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/group presentation to ask you to put your cell phone away. Then you have to get your stuff and leave class. This will be counted as an absence.

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

**TH 12:30pm-1:45pm (#56190)**

**Online, Canvas M-F**

Week One: AUGUST 10 (Online, Canvas M-F)

 (Announcement) Introduction to the course: Discussion recorded by instructor

(Module) Introduction to Group Communication: Lecture recorded by instructor

(TH) Meet-N-Greet (Dance Card)

(TH) Forming Groups

Week Two: AUGUST 17 (Online, Canvas M-F)

Prep Week

Week Three: AUGUST 24 (Online, Canvas M-F)

**(TH) Due Mini Group Presentations (Informative): Chapters 1-4**

Week Four: AUGUST 31 (Online, Canvas M-F)

**(TH) Due Mini Group Presentations (Informative): Chapters 1-4**

Week Five: SEPTEMBER 07 (Online, Canvas M-F)

Prep Week

**Due Class Notes: Mini Group Presentation for Chapters 1-4 (upload by 11:59pm)**

Week Six: SEPTEMBER 14 (Online, Canvas M-F)

**(TH) Due Mini Group Presentations (Informative): Chapters 5-8**

Week Seven: SEPTEMBER 21 (Online, Canvas M-F)

**(TH) Due Mini Group Presentations (Informative): Chapters 5-8**

Week Eight: SEPTEMBER 28 (Online, Canvas M-F)

Prep Week

**Due Class Notes: Mini Group Presentation for Chapters 5-8 (upload by 11:59pm)**

Week Nine: OCTOBER 05 (Online, Canvas M-F)

**(TH) Due Mini Group Presentations (Informative): Chapters 9-12**

Week Ten: OCTOBER 12 (Online, Canvas M-F)

**(TH) Due Mini Group Presentations (Informative): Chapters 9-12**

(TH) Forming Groups

Week Eleven: OCTOBER 19 (Online, Canvas M-F)

(Module) Discussing Full Group Presentations: Lecture recorded by instructor

Prep Week

**Due Class Notes: Mini Group Presentation for Chapters 9-12** **(upload by 11:59pm)**

Week Twelve: OCTOBER 26 (Online, Canvas M-F)

Prep Week

Week Thirteen: NOVEMBER 02 (Online, Canvas M-F)

**(TH) Full Group Presentation#1**

Week Fourteen: NOVEMBER 09 (Online, Canvas M-F)

**(TH) Full Group Presentation#1**

Week Fifteen: NOVEMBER 16 (Online, Canvas M-F)

Prep Week

Week Sixteen: NOVEMBER 23 (Online, Canvas M-F)

**(TH) Holiday-No Classes Held**

Week Seventeen: NOVEMBER 30 (Online, Canvas M-F)

**(TH) Full Group Presentation#2**

* **(Upload recording in Canvas by 11:59pm)**

**Comprehensive Quiz**

* **(Quiz in Canvas opens for 24 hours; day & time to be announced)**

**Week Eighteen:**

**FINAL: DECEMBER 07 (TH) at 12:00pm-1:50pm**

* “Cast your vote” (How persuasive was the last group presentations?)

GOODBYE AND ALL THE BEST ☺