

 ***Spring 2024***

***Communication 8 – Group Communication***

**Online Remote Instruction (#53077)**

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

**Email Address:** Through Canvas Only

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

**Final Drop Date**: 03/09/2024 (S)

**Office Hours:**

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

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

***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. It does not matter if someone is willing to read your notes and present your part. You still will receive zero for the group presentation assignment.

**Attendance:**

Your completed work marks your attendance. There is one assignment that you must complete on time to remain in the course; otherwise, you will be dropped…

**Dropped as a No Show:**
In order to remain in the course and not be dropped as a “No Show”, YOU MUST RECORD AND UPLOAD IN CANVAS your ***Introduction Video*** by the due date. Details about the speech assignment and the due date are in Canvas.

**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.Introduction Video** Attendance Recorded/uploaded by student
Note: If you do not complete, you will be dropped from the course as a No Show.

**2.Meet-N-Greet Dance Card: Introduction Video** 40

Note: If you don’t do the *Introduction Video* and if you are allowed to remain in class because you asked not to be dropped, you still will NOT BE ALLOWED to complete and submit this graded assignment.

**3.Presentations: Mini Group Chapter Presentation (Informative)**

Chapters 1-4 90 Present Live in Zoom

Chapters 5-8 90 Recorded/uploaded by student

Chapters 9-12 90 Recorded/uploaded by student

**4. Participation: Mini Group Discussion Boards**

Chapters 1-4 40

Chapters 5-8 40

Chapters 9-12 40

**5.Class Notes: Mini Group Chapter Presentations**

Chapters 1-4 60

Chapters 5-8 60

Chapters 9-12 60

**6.Presentation: Full Group Presentation (Persuasive)**

Full Group Presentation 160 Present Live in Zoom

 Recorded/uploaded by student

**7. Participation: Full Group Discussion Board**

Full Group Presentation 80

**8. Student Evaluation: Full Group Presentation**

Cast Your Vote 50

**9.Comprehensive Examination** 100

*Total Points* *1000*

**Readings (Mandatory):**

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

**Meet-N-Greet Dance Card: Introduction Video (40pts):**

You will watch all the Introduction Videos.  Using the Word Document in Canvas, make sure to write/type each speaker's name along with the one take way you learned about each person.

**Presentations: Mini Group Chapter 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.

**Participation: Mini Group Discussion Boards (120pts):**

You will use Discussions in Canvas to meet with your group online. Groups and group members will be determined by the instructor using People in Canvas.

**Class Notes: Mini Group Chapter Presentations (180pts):**

You are required to watch the Mini Group Chapter Presentations and take notes. You do not have to do notes for the chapters you cover with your group. You may scan your hand written notes or take a picture of your notes, but type notes are encouraged. I just need to be able to read and understand your handwriting. Write clearly! Submit in Canvas.

**Presentation: Full Group Presentation (160pts):**

The last presentation is 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.

**Student Evaluation: Full Group Presentation (50pts):**

For the last group presentation, you will vote on the persuasiveness of all the presentations; no voting on your own group presentation.

**Participation: Full Group Discussion Board (80pts):**

**You will watch and comment on one** of the group presentations. Your comments will focus on answering two questions. The questions are in Discussions in Canvas.

**Comprehensive Quiz (100pts):**

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:

The quiz is scheduled the week of finals; therefore, if you miss taking the quiz, it will not be reopened.

**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**

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

**Weekly, you are required to look over each *Week’s Module* until the end of the semester!!**

**All students are required to do two one hour Zoom sessions for live speeches: Days and times to be announced. Might even include weekends!**

* **Presentation Schedule dates and times will be announced in Canvas and are on a first come, first serve basis.**

Week One: JANUARY 08-12

* LECTURE RECORDING: Introduction to course
* LECTURE RECORDING: Introduction to Group Communication
* LECTURE RECORDING: Mini Group Chapter Presentation (Informative)
* LECTURE RECORDING:

Introduction Video and Meet-N-Greet Dance Card Assignments

* Forming Groups: Mini Groups Chapter Presentations (Chapters 1-12)

Make sure to click on “People” in Canvas to know who are your group members!

* Make sure to meet with your group members in “Discussions”.
* **Chapters 1-4 Prep Week**
* **DUE 01/12 (F) by 11:59pm Introduction Video**

**(Upload Recording in Canvas Yourself)**

Week Two: JANUARY 15-19

**01/15 (M): Holiday-No Classes Held**

* Make sure to meet with your group members in “Discussions”.
* **Chapters 1-4 Prep Week**

Week Three: JANUARY 22-26

* Make sure to meet with your group members in “Discussions”.
* **Chapters 1-4 Prep Week**
* **DUE 01/24 (W) by 11:59pm Meet-N-Greet (Dance Card): Introduction Video**

Week Four: JANUARY 29-FEBRUARY 02

**Live in Zoom**

**Mini Group Chapter Presentations 1-4**

* DUE: **Participation: Mini Group Discussion Board**

Week Five: FEBRUARY 05-09

**Live in Zoom**

**Mini Group Chapter Presentations 1-4**

* DUE: **Participation: Mini Group Discussion Board**

Week Six: FEBRUARY 12-16

**02/16 (F): Holiday-No Classes Held**

* Make sure to meet with your group members in “Discussions”.
* **Chapters 5-8 Prep Week**

Week Seven: FEBRUARY 19-23

**02/19 (M): Holiday-No Classes Held**

* Make sure to meet with your group members in “Discussions”.
* **Chapters 5-8 Prep Week**
* **DUE 02/21 (W) by 11:59pm Class Notes: Chapters 1-4**

Week Eight: FEBRUARY 26-MARCH 01

**DUE 02/28 (W) by 11:59pm Mini Group Chapter Presentations 5-8**

**(Upload Recording in Canvas Yourselves)**

* DUE: **Participation: Mini Group Discussion Board**

Week Nine: MARCH 04-08

* Make sure to meet with your group members in “Discussions”.
* **Chapters 9-12 Prep Week**

**03/09 (F): Last day to drop a full-term class**

 **Letter grade assigned after this date**

Week Ten: MARCH 11-15

* Make sure to meet with your group members in “Discussions”.
* **Chapters 9-12 Prep Week**
* **DUE 03/13 (W) by 11:59pm Class Notes: Chapters 5-8**

Week Eleven: MARCH 18-22

**DUE 03/20 (W) by 11:59pm Mini Group Chapter Presentations 9-12**

**(Upload Recording in Canvas Yourselves)**

* DUE: **Participation: Mini Group Discussion Board**

MARCH 25-29

**Spring Break-No Classes Held**

Week Twelve: APRIL 01-05

* LECTURE RECORDING: Full Group Presentation (Persuasive)

Make sure to click on “People” in Canvas to know who are your group members!

* Make sure to meet with your group members in “Discussions”.
* **Prep Week**

Week Thirteen: APRIL 08-12

* Make sure to meet with your group members in “Discussions”.
* **Prep Week**
* **DUE 04/10 (W) by 11:59pm Class Notes: Chapters 9-12**

Week Fourteen: APRIL 15-19

* Make sure to meet with your group members in “Discussions”.
* **Prep Week**

Week Fifteen: APRIL 22-26

* Make sure to meet with your group members in “Discussions”.
* **Prep Week**

Week Sixteen: APRIL 29-May 03

**Live in Zoom**

**Full Group Presentation**

* DUE: **Participation: Full Group Discussion Board**

Week Seventeen: MAY 06-10

**Live in Zoom**

**Full Group Presentation**

* DUE: **Participation: Full Group Discussion Board**

**Week Eighteen: FINALS WEEK MAY 13-17**

* DUE 05/13 (M) at 11:59pm:

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

* DUE 05/15 (W) at 8:00am: Comprehensive Examination (Closes 05/16 (TH) at 8:00am)

GOODBYE AND ALL THE BEST ☺