**Communication 8 Syllabus**

Fall Semester 2011

Instructor: Vanessa Buldo

Course Code: 50992

Room: Business 40

Class meeting time MWF 9-9:50

E-mail address: vanessab@cos.edu

Required Materials:

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| Textbook: Adams, K. & Galanes, G. (2009). Communicating in groups: applications and skills (7th ed.). San Francisco: McGraw Hill.  (5) Scan-tron forms |

Course Description

This course will introduce various components of small group including primary and secondary groups and committees in our lives. In this course theoretical foundation for group communication will be introduced and applied to life situations and experiences. Students will learn about assumptions and common characteristics of the dynamics of group communication.

Course Objectives:

* Construct and deliver informative and persuasive speeches with communicative competence.
* Choose appropriate organizational patterns and research supporting material for speeches.
* Design speeches for various contexts, occasions and audiences.
* Apply effective listening skills while communicating in groups or public speaking situations.
* Demonstrate effective reasoning skills when constructing and evaluating speeches.
* Apply group problem solving, decision making, and conflict resolution strategies.
* Evaluate group processes and behaviors in order to improve group participation skills.
* Demonstrate an understanding of leadership styles.
* Identify roles played by individuals in the group process and adapt personal communication to accommodate those roles.
* Recognize the function of group systems in everyday life.

Assignments:

Presentations

Introduction Speech: 50 (25 Ind. 25 Group)

Cultural Speech: 100 (50 Ind. 50 Group)

World Issues Speech: 150 (75 Ind. 75 Group)

Persuasion Speech: 200 (100 Ind. 100 Group)

Outlines 100 (5 @ 20 pts each)

Reflections 100 (4 @ 25 pts each)

Exams 1 50

2 50

3 50

4 50 (Final)

Participation 100

The following numerical guidelines will be used in the assignment of final grades.

900-1000 = A

899-800 = B

799-700 = C

699-600 = D

599-0 = F

Dropping and adding classes

It is the student’s responsibility to add or drop a class by the designated date. Failure to drop a class prior to the drop date will result in an F in the class. Add and drop dates can be found in the schedule of courses.

Late and missed assignments:

1. A presentation that is not presented on the assigned date will receive zero points for that assignment. **NO LATE WORK ACCEPTED**. No attachments by e-mail accepted for any assignment. If a student wants an assignment reviewed prior to the date it is due he/she must provide a hard copy.
2. It is the responsibility of the student to contact the instructor and inform him or her of any problem.
3. Accommodations will be made for students with a verifiable medical excuse.

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. Turn cell phones and laptops off before coming to class. Text messaging during class is not appropriate.

**Plagiarism and cheating will not be tolerated and will result in a zero on an assignment and proper consequences for all students involved.**

Student Rights:

So that students are fully aware of their rights and responsibilities they are encouraged to become familiar with the Schedule of Courses. Students with disabilities should identify themselves so that appropriate accommodations can be made.

Daily Schedule

Chapters

|  |  |  |
| --- | --- | --- |
| 8-15 | Introductions and Syllabus |  |
| 8-17 | Orientation to Small Group Systems | 1 |
| 8-19 | Class assessment |  |
| 8-22 | Small Group Communication | 2 |
| 8-24 | Groups as Open Systems |  |
| 8-26 | Group Activity |  |
| 8-29 | Assign Groups |  |
| 8-31 | Foundations of Small Group | 3 |
| 9-2 | Communication Principles | 3  **Last day to drop with a W** |
| 9-5 | **Labor Day Holiday** |  |
| 9-7 | Speech Outlines  Group Formation | 3 |
| 9-9 | Mini Presentations |  |
| 9-12 | Introduction Speeches |  |
| 9-14 | Continue Speeches |  |
| 9-16 | Finish Speeches |  |
| 9-19 | Group Relations | 4 |
| 9-21 | Verbal and Nonverbal Communication | 4 |
| 9-23 | Review for Test 1 |  |
| 9-26 | Test 1 (1-4) |  |
| 9-28 | Individuals to Group  Group Climate  Assign Cultural Speech | 5 |
| 9-30 | Diversity in Small Groups | 6 |
| 10-3 | Enhancing Group Communication  Discuss Cultures | 6 |
| 10-5 | Groups Meet |  |
| 10-7 | Speeches Begin |  |
| 10-10 | Continue Speeches |  |
| 10-12 | Speeches |  |
| 10-14 | Finish Speeches | **Last day to drop** |
| 10-17 | Review for Exam # 2 |  |
| 10-19 | Exam # 2 (5-6) |  |
| 10-21 | Bridging Differences and Conflict | 7 |
| 10-24 | Collaboration | 8 |
| 10-26 | Ethical Communication |  |
| 10-28 | Critical Thinking  Discuss World Issues Speeches | 8 |
| 10-31 | Group Decision Making | 9 |
| 11-2 | Discuss Final Essays  World Issues Speeches Begin | 10 |
| 11-4 | Continue Speeches |  |
| 11-7 | Speeches |  |
| 11-9 | Finish Speeches |  |
| 11-11 | **Veterans Day Holiday** |  |
| 11-14 | Creativity in Groups | 11  **Final Essays due** |
| 11-16 | Leadership Styles | 12 |
| 11-18 | Review for Exam #3 (7-11) |  |
| 11-21 | Exam #3 (7-11) |  |
| 11-23 | Discuss Persuasion |  |
| 11-25 | **Thanksgiving Holiday** |  |
| 11-28 | Practice Speeches  Groups Meet |  |
| 11-30 | Persuasive Speeches |  |
| 12-2 | Continue Persuasive Speeches |  |
| 12-5 | Speeches |  |
| 12-7 | Finish Speeches |  |
| 12-9 | Review for Final (13-18) |  |
| 12-12 | Final Exam  Monday December 12th 9-10:50 am |  |

\*Schedule is subject to change depending on the needs of the class.