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## Communication 8 - Group communication

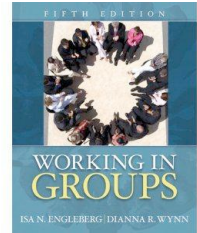
### **Required text:**

Engleberg, I.N., Wynn, D.R. (2010). *Working in groups* (5th ed.). Boston, MA: Pearson.

**(4th edition is acceptable, any older editions are not)**

### **Recommended text:**

Bourhis, J., Adams, C., Titsworth, S. (2008). *Style manual for communication studies* (3rd ed.). New York, NY: McGraw Hill.



### **Course Description:**

Group communication introduces students to how communication can be used as a vehicle for solving problems and making decisions. Students will study and practice theories, behaviors and the process of group interactions. Students will develop a conceptual understanding of small group principles and concepts, putting this knowledge into action through a variety of experiential activities.

### **Course Outcomes:**

Upon completion of this course, students will be able to:

- identify and apply effective communication strategies within the context of group process.
- construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
- utilize research materials that incorporate sufficient, credible, and relevant evidence.
- choose appropriate organizational patterns.
- analyze the effectiveness of communication through constructive critique.

### **Course Objectives:**

In the process of completing this course, students will:

- identify roles individuals play in groups and understand how those roles relate to the group goals.
- utilize team-building strategies to strengthen group dynamics.
- analyze and employ effective conflict management strategies.
- identify barriers to listening and incorporate effective strategies.
- learn and apply key aspects of verbal and nonverbal communication to small group situations.
- learn how perceptions, values and culture can affect communication.
- incorporate goal setting, planning, and implementation into group projects.
- develop skill in extemporaneous speaking for informative, persuasive and ceremonial presentations.
- utilize practical assignments and exercises that will reinforce the theoretical concepts taught in this course.

### **Policies and Rules:**

**Attendance** - Attendance will be taken, but will not count towards your final grade. You are adults. Deciding when and when not to come to a course that you have paid for is up to you. However, there are no assignment makeups or late work accepted. And, from my experience, students with poor attendance do poorly in the class. **Note: if you are absent 5 or more times before the drop deadline (3/9), or absent within the first two weeks without notifying me, I will drop you from the course.**

You are responsible for any information or handouts you miss because of an absence. I will not repeat a lecture or activity, and I will not have extra handouts and/or assignment prompts.

I reserve the right to add unannounced quizzes/assignments to encourage attendance.

**Any student absent during presentations will lose 20 points from their own speech grade.**

**Assignments** - All assignments are due within the first five minutes of class on the due date.

Assignments that are more than one page must be stapled, or they will not be accepted. Extensions will not be granted for 'stapler finding time.'

There is no late work accepted - this includes exams, homework, presentations, and in-class activities - even if you are absent. Extensions or exceptions will no be made for computer or printer issues.

All written work (homework, outlines, papers) will be evaluated on both content and mechanics. Good writing should be reasonably free of mistakes and without composition errors (sentence fragments, run-on sentences, subject-verb disagreement, misspelled words, and typographical errors). All of your written work **must be typed** and double-spaced. Please use APA 6th edition for formatting papers, and citing/documenting sources.

You will be required to deliver three prepared speeches. You will be evaluated on your skill in selecting and researching a topic, organizing, and delivering your speeches, and following instructor requirements. On each day that you are scheduled to perform a speech, you must turn in two typed copies of your outline. One outline will be graded and returned to you; the other copy will be kept in the course administration file. If you fail to turn in the required copies, you will receive a zero for the entire assignment.

Detailed requirements, grading criteria, and deadlines will be posted and updated on Blackboard. It is your responsibility to copy the materials necessary.

| assignment                           | individual points | group points | your score | grading scale     |
|--------------------------------------|-------------------|--------------|------------|-------------------|
| reading quizzes (10 pts each) x 13   | 80                | 50           |            | A = 899.5-1000    |
| homework (15 pts each) x 5           | 75                |              |            | B = 799.5 - 899.4 |
| impromptu speeches (10 pts each) x 3 | 10                | 20           |            | C = 699.5 - 799.4 |
| individual famous speech             | 75                |              |            | D = 599.5 - 699.4 |
| individual famous outline            | 25                |              |            | F = 0 - 599.4     |
| group problem presentation           | 60                | 40           |            |                   |
| problem presentation outline         |                   | 50           |            |                   |
| group solution presentation          | 60                | 40           |            |                   |
| solution presentation outline        |                   | 50           |            |                   |
| group-work reflection paper          | 100               |              |            |                   |
| journal (25 pts each) x2             | 50                |              |            |                   |
| group contract                       |                   | 50           |            |                   |
| exams (45 pts each) x2               | 90                |              |            |                   |
| final exam                           | 75                |              |            |                   |

**Workload** - According to college regulations, one unit generally equals one hour of classroom time, plus two hours of study. During a regular 18 week semester, that equals an average of six hours outside of class each week for study.

During class, I will lecture occasionally. What I say and what I write on the board is important - you should take notes. We will do class activities that are individual, in pairs, in small groups, and in large groups. The purpose of these activities is for you to apply and practice concepts that I lecture about. You will not be graded on these assignments, but refusal to participate will lower your overall grade. It is essential for you to actively participate in the course and keep up with the readings. If you do not do the reading, do not expect to benefit substantially from the course. Class sessions **supplement** rather than review the reading material assigned. Chapters should be read before class so that you will be able to contribute to the class discussions, activities, and perform well on the exams.

**Cheating and Plagiarism** - Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive a zero for the assignment and will be reported to the College.

**This policy will apply regardless of the magnitude of the offense or the writer's intent.** I pursue any hint of plagiarism that I detect in your work. It is very important to note that plagiarism regulations are not limited to written assignments, but also extend to oral presentations.

The campus subscribes to the Turnitin plagiarism prevention service, and you will submit all written assignments to Turnitin. Your work will be used by Turnitin for plagiarism detection and for no other purpose.

**Classroom Behavior** - Students are expected to behave in ways that support the learning environment. Do not disrupt the work of others. Respect the rights of me and other students in the class. The exploration of controversial ideas is an essential component of college courses. I will ask you to leave the classroom if you do not comply. Students are also expected to work collaboratively with me and with other students. Do not read, sleep, do other class work, or talk to your neighbor while others are speaking.

**Do not enter the room while someone is giving a speech.**

**Electronic Devices** - Cell phones and electronic devices must be turned off and put away before class. If I see/hear your phone, you will be asked to leave and you will lose ten points on your next exam grade. If you are waiting for an emergency call, you must alert me in advance. No exceptions, no warnings. Use of laptops or tablet computers is permitted for note-taking only. You must remain engaged with the class - this means no surfing, games, IM, e-mail, or work for other classes. If you abuse this, your laptop privileges will be revoked.

**Children and Guests** - People who are not enrolled in the class may not be in the classroom. This includes guests, children, and animals.

**E-mail Policy** - I answer all emails within 24 hours during the week, and 48 hours on the weekend, and please know that I am happy to answer questions via e-mail. I am also happy to review speech outlines, and other written assignments in advance and give feedback as needed.

**Student Rights** - Students are encouraged to read the "Campus Policies" section of the Schedule of Courses, so they are fully aware of their rights and responsibilities. Students with disabilities should identify themselves so that appropriate accommodations can be made. If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

### **Group Misc.**

**Group work:** We will be working in groups everyday throughout this class. If you do not like groups, I strongly suggest taking a different course. I will be appointing groups. Approximately one third of your grade in this class will be determined by group effort.

**Group contract:** Each group will write and sign a contract stating the rules of their group. Items such as how to deal with unproductive members, being late or absent from meetings, and their consequences should be addressed. You should make a copy of this contract for each member of your group and for me. This contract will be used as the guideline in the event of group mediation meeting.

**Group challenge:** Throughout the course of the semester there will be competitions between groups. The group with the highest overall points at the end of the term will be allowed to take the final exam together. I will announce the winning group on the last day of class before the final.

**Disclaimer** - Due to unforeseen circumstances, I may need to change, add, or delete course assignments or materials. If you are absent, it is your responsibility to check on changes, assignments, and announcements you may have missed.

Schedule: Communication 8 - Spring 12. The schedule may change at my discretion.

If you are going to miss a deadline, contact me at least **one week** in advance so arrangements can be made. I will not make arrangements after the deadline. Note: Students should read the scheduled chapter for the class **before** they come to class. *4th edition reading in red.*

| Date | Topic   | Homework and Reading Due   |
|------|---|--|
| 1/9  | why work in groups?   |  |
| 1/11 | communication process and groups  | chapter 1, (chapter 1) <b>intro speech</b>                           |
| 1/16 | holiday   |  |
| 1/18 | the speechmaking process  | blackboard handout #1 / <b>quiz #1</b>                               |
| 1/23 | why people join groups + outlining  | chapter 3 (chapter 2 p. 35-41, chapter 4) / <b>quiz #2</b>           |
| 1/25 | why people join groups  | <b>homework #1</b>   |
| 1/30 | verbal and nonverbal communication  | chapter 7 (chapter 5) / <b>quiz #3</b>                               |
| 2/1  | verbal and nonverbal communication  | <b>homework #2</b>   |
| 2/6  | individual famous speeches  | <b>all outlines due</b>  |
| 2/8  | individual famous speeches  |  |
| 2/13 | group development   | chapter 2 (chapter 2 p. 31-34, p. 45-60) - intro to classroom groups |
| 2/15 | group development   | <b>group theory speeches</b>   |
| 2/20 | holiday   |  |
| 2/22 | creating contracts and getting to know group members / planning and conducting meetings | chapter 12 (chapter 12)  |
| 2/27 | structured and creative problem solving   | chapter 10 (chapter 9) / <b>quiz #4</b>                              |
| 2/29 | structured and creative problem solving   | <b>contracts due</b>   |
| 3/5  | test #1   | ch 1, 2, 3, 7, 10, 12, handout (ch 1, 2, 4, 5, 9, 12, handout)       |
| 3/7  | giving presentations in groups  | chapter 13 (chapter 13), <b>MOD speeches</b>                         |
| 3/12 | group leadership  | chapter 5 (chapter 8) / <b>quiz #5</b>                               |
| 3/14 | group leadership  | <b>homework #3</b>   |

| Date          | Topic   | Homework and Reading Due  |
|---------------|---|---|
| 3/19          | critical thinking and argumentation in groups | chapter 11 (chapter 10) / quiz #6                               |
| 3/21          | critical thinking and argumentation in groups |   |
| 3/26          | group problem presentations                   | <b>all outlines due</b>   |
| 3/28          | group problem presentations                   |   |
| 4/2 - 4/4     | holiday                                       |   |
| 4/9           | group diversity                               | chapter 4 (chapter 3) / homework #4                             |
| 4/11          | group motivation                              | chapter 6 (chapter 11) / quiz #7                                |
| 4/16          | listening in groups                           | chapter 8 (chapter 6)   |
| 4/18          | listening in groups                           | <b>homework #5</b>  |
| 4/23          | conflict and cohesion in groups               | chapter 9 (chapter 7) / quiz #8                                 |
| 4/25          | conflict and cohesion in groups               |   |
| 4/30          | technology and virtual groups                 | chapter 14 (chapter 14)   |
| 5/2           | test #2                                       | ch 4, 5, 6, 8, 9, 11, 13, 14<br>(ch 3, 6, 7, 8, 10, 11, 13, 14) |
| 5/7           | solution presentations                        | <b>all outlines due</b>   |
| 5/9           | solution presentations                        |   |
| 5/14<br>2-350 | comprehensive final exam                      |   |