

Fall Semester 2015 Course #56405 (M/W 2:00pm-3:15pm)

Communication 8: Group Communication Location: SOC-39

Instructor: Marcie Lierly Email: marcie.lierly@reedleycollege.edu

**Required Materials:**

Textbook: Young, K.S., Woods, J.T., Phillips, G. M., & Pedersen, D. J. (2007). *Group discussion: A practical guide to participation and leadership* (4th ed). Long Grove: Waveland Press.

Three scan-tron forms (882-E)

**Course ID#- Comm 140:**

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|  | **Catalog 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.

**Student Learning Outcomes**

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| *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**

In the process of completing 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 course of the semester.

**STUDENT RIGHTS:**

Students are encouraged to become familiar with the “Campus Policies” section of the Schedule of Courses. This material includes information regarding cheating and plagiarism, disruptive classroom behavior, and other instructional issues. Students caught cheating or plagiarizing in my class will receive a zero on the assignment and any assignment connected to that assignment (e.g. cheating or plagiarism on a speech will result in a zero on the speech, the outline, the reference page, the reflection and on all audience evaluations). Any student caught cheating or plagiarizing will also forfeit all participation points, all audience evaluation points and will not be allowed any extra credit points.

Students with disabilities: 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 the instructor as soon as possible.

**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 leave the class.** Turn cell phones off before coming to class. Text messaging during class is not appropriate. You may only use a laptop for class assignments or activities. Students using the computer for non-academic purposes will be asked to leave the class and will be marked as absent.

**ATTENDANCE:**

**Attendance Policy and Participation Points**: Due to the nature of this course, attendance is important. Roll will be taken at each class session. I will drop anyone who misses the first day of class. I will also drop anyone who misses the second day of class. Per college policy I can drop any student who misses 4 class periods. If a student misses 4 classes prior to the drop date I will drop that student. Roll will be taken at each class session. Class points will be drastically reduced by absences. I will subtract 25 points for each absence. Understanding that perfect attendance can only happen in a utopian world each student is allowed 2 absences. I will no longer investigate or decide if an absence is excused or not. Every student has two freebies – after that I will deduct 25 points for EVERY absence regardless of reason. These points will come from your participation points first. If your absences exceed the participation points I will deduct points from your reflection paper or peer points. Arriving late to class and leaving early are unacceptable and will result in a reduction of participation points. It is the student’s responsibility to keep track of their absences. If you know in advance that you will be absent please inform the instructor so that accommodations can be made for speeches or quizzes prior to your absence. Also understand that notifying the instructor does not excuse the absence and any assignment due during that absence MUST be made up prior to not after the fact. Please be aware that I WILL enforce this policy and will not make exceptions! It is your responsibility to keep track of your absences and tardies. I will not give warnings.

It is your responsibility to keep track of your grade including assignments in class. At any time during the semester you may check blackboard to see where you stand. If you are absent it is your responsibility to find out all announcements made during your absence. PLEASE do not approach the professor and ask, “What did I miss?” Instead, make an effort to go to her office hours or ask another student for missed assignments/announcements.In class group activities CANNOT be made up. Missing class during any graded in class activity will result in lower points. Please note that work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences. If however you know in advance that you will be absent please inform the instructor so that accommodations can be made for speeches or quizzes prior to your absence. Also understand that notifying the instructor does not excuse the absence.

**CHEATING AND PLAGIARISM:**

Any student found to plagiarize, fabricate or otherwise submit dishonest work will automatically receive a zero for the assignment, and all related materials (speech, outline, etc) 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. **Students who do not cite sources in their speeches will receive an automatic zero for the assignment and all related assignments.**

**CHEATING** – Cheating is the act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Examples include but are not limited to:

a. Copying or allowing another to copy a test, paper, project, or performance.

b. Using unauthorized materials during a test, for example, notes, formula lists, or “cheat sheets.”

c. Taking a test for someone else or permitting someone to take a test for you.

**PLAGIARISM** – Plagiarism is the act of representing the work of another as one’s own without giving credit. Plagiarism includes but is not limited to:

a. Incorporating the ideas of words of another’s work without giving appropriate credit.

b. Representing another’s artistic or scholarly works such as musical compositions, computer programs, photographs, etc., as one’s own.

**CHANGES TO THE SYLLABUS:**

The instructor reserves the right to make changes to this syllabus and to the class calendar if extenuating circumstances arise. This right extends to assignments, evaluations, and all other aspects of the course. Denying that you have heard an oral assignment change or evaluation process change is not a basis for appealing the information contained in this syllabus.

**Group Responsibility**

Members have the right to remove a group member for irresponsible behavior.

Problems must be documented and both the group member and instructor must be informed of the problem. It is essential that each group member take his or her responsibility seriously.

Procedures will be discussed in class as to how a group member can be “voted off the island” –everyone needs to be aware that a student cannot pass this class without a group. It is imperative that you follow the rules and do your share in order to avoid losing your group. Any group member who does not have their work completed when an assignment is due will be dismissed from the group by the instructor. Due to the nature of this course your work is due “to the instructor” on the due dates not to each other. If your group has to assemble the work prior to submitting, then the group will have to set due dates PRIOR to the instructor due dates. **When outlines and reference pages are due –they are due at the beginning of class or the entire group takes a zero on the assignment.** Group members can turn in the work that is done by responsible members to save their grades and the members who did not give their work to the group will be eliminated by the instructor.

**Assignments**

|  |  |  |
| --- | --- | --- |
| **Graded Items** | **Points Possible** | **Score** |
| Introduction Speech | Credit/No Credit |  |
| Group Puzzle Speech | 50 |  |
| Puzzle outline (Individual/Group) | 20 |  |
| Informative Speech  | 100 |  |
| Informative Outlines (Individual/Group) | 35 |  |
| Informative Reference Page (Group Only) | 25 |  |
| \*Persuasive Speech | 150 |  |
| Persuasive Outline (Individual/Group) | 35 |  |
| Persuasive Reference Page (Group Only) | 25 |  |
| Ceremonial Speech | 50 |  |
| Peer Points | 40 |  |
| \*Audience Evaluations | 30 |  |
| \*Reflection Paper | 100 |  |
| Participation/In class group activities | 40 |  |
| Test #1 | 100 |  |
| Test #2 | 100 |  |
| Final | 100 |  |
| Total Points Possible | 1000 |  |

\*-denotes signature assignments

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

900-1000 = A

800-899 = B

700-799 = C

600-699 =D

599- 0 = F

The instructor reserves the right to increase points for students who are on the margin; this will be done on the basis of attitude and participation throughout the semester and is solely at the discretion of the instructor.

**Point distribution**

Group Puzzle Speech: Total Points 50 (25 Individual, 25 Group)

Outline: Individual 10 pts/Group 10 pts

Informative Speech: Total Points 100 (50 Individual, 50 Group)

Outlines: Individual 25 pts/Group 10pts

Reference Page: Group Only 25 pts

Persuasive Advocacy Speech: 150 (75 individual, 75 Group)

Outlines: Individual 25 pts/Group 10 pts

Reference Page: Group Only 25 pts

**LATE AND MISSING ASSIGNMENTS:**

***I will NOT accept any emailed or handwritten papers.***

***I have a very strict policy on late work.***

***ALL WORK IS DUE AT THE BEGINNING OF THE CLASS –***

***I WILL NOT ACCEPT WORK IF YOU ARE LATE TO CLASS.***

**ASSIGNMENT/SPEECH REQUIREMENTS:**

**PLEASE NOTE: You will NOT pass this class if you have failed to give one of the required speeches**. **Receiving a ZERO (0) on an assigned speech means you have not fulfilled the requirements of this class which will result in a failing grade.**

This class fulfills the oral component for a general education course, as such, participation in all presentations is necessary for successful completion of this course. All written assignments are to be turned in at the beginning of the class period. Assigned readings are to be completed before the assigned date—see course schedule.

**Speeches:**

Missing a speech means a zero on the speech, outline, reference page, participation points, audience points and extra credit. I do not allow any late speeches due the Group element – they cannot be made up. If a group is unable to present on their assigned date the entire group will be given a 0 on that assignment. Group members absent on the day of presentations will receive a 0 unless some prior arrangement has been made with me. The group however, must go on without the absent member. Students who are late on their assigned speaking day will NOT be allowed to speak. The door will be locked when speeches begin to avoid interrupted speeches. Students who miss a speech will not be allowed to take the final exam.

**Outlines:**

Outlines must be submitted to me one class day prior to the first assigned speech date. No one will be allowed to give their speech without giving the instructor their outline ON TIME. So without an outline that student will receive a 0 on their outline, speech and reflection grade. Keep in mind this affects the individual AND it will also affect the group. Outline format will be taught in class. All outlines must be typed and in the proper format. Group outlines must contain outlines from each individual –students whose work is not included in the group outline will not be allowed to speak.

**Reflection paper:**

The reflection paper must be turned in on time. I will not accept these if they are late. The Reflection paper is due after your past presentation. Students will submit a two to three page typed paper reflecting on their group interaction (Formatting should be standard APA style). These are not given back if you are concerned about the grade on this assignment email the instructor. Reflection papers that do not meet the guidelines will receive a zero.

**Quizzes:**

Students are responsible to bring their OWN scan tron –students without a scan tron will not be allowed to take quizzes. Doors will be locked when quizzes are handed out to avoid interruptions. Be on time or get a zero.

**Reference Pages:**

Reference Pages are required on two speeches, the informative and the persuasive speech. They must be typed and in APA style format. If you do not submit a reference page you will NOT give a speech. These speeches are to be properly researched with the use of appropriate sources. Group reference pages must contain sources to support each individual speaker. Students who do not submit their sources on the group reference page will not be allowed to speak.

**Example of APA Citation for Reference Page:**

Young, K.S., Woods, J.T., Phillips, G. M., & Pedersen, D. J. (2007). *Group discussion: A practical guide to participation and leadership* (4th ed). Long Grove: Waveland Press.

**Examples of APA In text citation:**

There are three functions of groups: task orientation, social orientation, and educational purposes. (Young, Wood, Phillips, & Pedersen, 2007).

While task groups seem multifunctional the main function of a task group is to “govern, solve problems, or complete tasks” (Young, Wood, Phillips, & Pedersen, 2007, p. 5).

According to Young, Wood, Phillips, & Pedersen , “many groups fall under the heading of task groups because their purpose and function is to govern, solve problems, or complete tasks (2007, p.5).

**Participation Points**:

This class is interactive, participation is vital to the classroom environment. Each student is expected to attend class, be prepared to discuss ideas, and participate in class activities. Please come to class prepared to engage the material. We will do many “in class” group activities on non-speech days –these cannot be made up. Absences, late arrivals and leaving early, in addition to a lack of participation in class discussions and activities will adversely affect participation points. Participation points are strictly given on days with no speeches or quizzes. Please note that your participation points can be completely exhausted on the basis of attendance or missed assignments.

**Additional Point Assignments:**

Limited extra credit assignments will be briefly announced in class and posted on the classroom Blackboard page. It is the student’s responsibility to turn them in by the deadline posted on blackboard. Extra credit assignments submitted by students who have missed speeches will not be accepted and can only be earned by students who have attempted all major assignments.

**Finals:**

Finals will be held in the same classroom but not necessarily at the same time. Please note schedule on calendar so that you are aware of the time and date of your final. Please note –I will not allow anyone who is late to take the final, the door will be locked when finals are given out.

Please be aware and be on time. I will NOT allow anyone to take the final prior to finals week without a documented medical excuse. Accommodations will not be made for vacation or travel reasons. Again students are required to bring their own scan tron to the final.

**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 in Communication 8. Nonetheless, remember it is your responsibility as the student to:

1. Ask questions when confused and seek help
2. Come see me before it is too late
3. Be responsible for your grades
4. And read and understand this syllabus