Communication 8

**GROUP COMMUNICATION (#59066)**

Spring 2017

Reedley College

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

**Email:** helen.chavez@reedleycollege.edu

**Classroom: SOC39**

**Time/Days: 3:30-4:45 pm on Mondays and Wednesdays**

**COURSE DESCRIPTION**

Group communication is a course that 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 interaction. As a result of taking this course students will develop skill in the use of communication in small group contexts. Specifically, students will enhance their competency in the production and management of communication behavior in task oriented groups. Additionally, students will enhance their ability to construct and deliver informative and persuasive public presentations. Students will develop a conceptual understanding of small group principles and concepts and putting this knowledge into action through a variety of experiential activities. 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**

1. Identify and apply effective communication strategies within the context of group process.
2. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience
3. Utilize research materials that incorporate sufficient, credible, and relevant evidence.
4. Choose appropriate organizational patterns.
5. Analyze the effectiveness of communication through constructive critique.

**E-MAIL POLICY**

Student emails are answered Sunday afternoons/evenings and please know that I am happy to answer questions and review assignments via email. When emailing me, please let me know who you are (Helen Chavez) and the course name, date and time (COMM 8, Mon/Wed, 3:30pm).

**CANCELED CLASS NOTIFICATION**

Seldom do I cancel class, but it is a good idea to check your student email right before coming to class because I will try to send a message using Bb if I need to be absent. I will also notify the college so that a notice will be posted on the classroom door.

**ACCOMMODATIONS FOR 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 identify yourself to the college’s Disable Students Services and to your instructor(s) so reasonable accommodation for learning and evaluation within the course can be made.

**ACADEMIC DISHONESTY (plagiarism and cheating)**

So that students are fully aware of their rights and responsibilities, students are encouraged to become familiar with the college’s policies regarding student conduct in classes including cheating and plagiarism, disruptive classroom behavior, and other instructional issues located in the college catalogue and the schedule of courses. Any act of plagiarism or cheating may result in a zero on any and all assignments and/or may result in failing the course. Stating that you did not know what plagiarism/cheating is will NOT be an excuse.

**CLASSROOM DEPORTMENT**

Students are expected to be polite and courteous to both the instructor and fellow classmates. Students will refrain from speaking during presentations, using cell phones, or engaging in private conversations when others are lecturing or presenting. Also, on presentation days, students may not enter/leave the room while a student is speaking. Violations will result in a deduction of points taken off the total grade distribution at the instructor’s discretion. In other words, points will be deducted from the 1000 points and/or you will be asked to leave the classroom.

**DROP DATE and DROP POLICY**

Be advised that after the drop date (end of 9th week for semester-length class) you will be issued a letter grade “A” through “F” if you are still enrolled in class. It is *your responsibility to drop* the course, it is *NOT MINE*! However, I may drop you from the course if you miss more than three nonconsecutive days/nights of class.

**ATTENDANCE**

Participation is vital once presentations begin. Each student is expected to attend class on time and stay/be engaged the entire time. Understand that two (2) tardies or leaving early two (2) times (or a combination of the two) equals one (1) absence. If you come in late, be sure to check in with me after class so you will not be marked absent otherwise you will lose points (see the *PARTICIPATION* section for details).

**ELECTRONIC DEVICES**

Cell phones and electronic devices must be turned off and put away before class. Each time I see/hear your phone or electronics, you will lose points per offense. At the instructor’s discretion, points will be taken off the total grade distribution. In other words, points will be deducted from 1000 points every time you take out your phone, earplugs, etc. No exceptions, No warnings. Note: The points could also will be deducted from Participation points.

**MAKEUPS, LATE WORK, EXTRA CREDIT, ETC.**

I accept hard copies only. I will NOT accept any emailed or handwritten papers.

I do NOT accept late work and I do NOT offer extra credit points.

The very nature of this class make makeup assignments/presentations impossible. I must enforce this or it will put everyone behind schedule.

**GROUP CONTRACT**

Once you are placed in a group, you will remain in that group the entire semester. Each group will write and sign a contract stating the rules of the group. Items such as how to deal with unproductive members, being late or absent from meetings, lack of participation and contribution, etc. 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 and /or member removal.

**GROUP MEMBER REMOVAL**

Once a group contract has been signed, members have the right to remove a group member for irresponsible behavior as dictated in the group’s contract. 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. *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.

*Second Chance*: If a group member is given a second chance to stay in the group he/she has been “voted off”, the highest grade the student can receive for the entire class is a C. This is because the member was not willing to do the work the first time. It would be unfair to receive any grade above a C since the lack of effort affected not only the member but the other group members as well. Please understand it is the highest grade you can receive for the course, it is not the lowest grade. You could still receive a letter grade of D or F it just depends on the overall points earned.

**CHANGING GROUPS**

A student will only be allowed to change groups if he/she talks with me first. If I agree to the group change (I reserve the right to deny the move, and I do not have to provide a reason or justification for the refusal), the student will have to speak to the entire class and ask a group to adopt him/her. If no group will take you in, you will have to live with the consequences. Meaning, no one can pass this class without a group! Also, if a group does take you in, you will then be under the Second Chance policy (Read the above paragraph).

**FYI**

It is your responsibility to monitor your progress in this class, and to know when class 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. If I fail to mark down your points or incorrectly marked down your points in Canvas, you must show me the graded assignment if you want me to make any corrections. Therefore, keep every graded assignment that is returned to you as proof of your status in class at least until you receive your final grade at the end of the semester. No proof, no points.

Also, I cannot and will not re-teach a lesson. My PowerPoint presentations are for students who come to class and take notes. Students who are not in class will have to rely on the textbook and/or notes from a classmate. Also, you are NOT allowed to take photos of my Power Point Presentations and I will NOT email them to students!

*Additional class rules, policies, conditions, assignment details, etc. will be stated in class during the course of the semester.*

**TEXTBOOK**

Staller, Mark L., et al. Small Group Work In The Real World: A Practical Approach. (Second edition), Iowa: Kendall Hunt Publishing Company., 2016.

**Assignments**

*Assignments* *Points*

Informative Group Presentations & Outlines

 a. Famous Speech 100

 b. Events That Impacted the World 110

 c. Social/Political Problem Analysis 120

Persuasive Group Presentations & Outlines

 a. Social/Political Problem-Solving Analysis 130

 b. “Why \_\_\_\_ can NOT work is because…” 140

Chapter Summaries

 a. Ch. 1-5 100

 b. Ch. 6-10 100

Class Lecture Exams (3) 90

Participation 110

*Total Course Points* 1000

**Assignment Details**

* Informative Group Presentations & Outlines

There will be three informative group projects: Famous Speech, Events That Impacted the World, and Social/Political Problem Analysis. More information will be provided at a later time.

* Persuasive Group Presentations & Outlines

There will be two persuasive group projects: Social/Political Problem-Solving Analysis and “Why \_\_\_\_ can NOT work is because…” More information will be provided at a later time.

* Chapter Summaries

All the details for this assignment is on Canvas, and you will turn-in these assignments on Canvas. If you are unable to use Canvas, talk with me so we can make arrangements.

* Class Lecture Exams

There will be three exams. The exams will focus on what was said during lecture so make sure to take good class notes. These exams will consist of 15 multiple choice questions, and each question will be worth two points apiece. The exams might be timed! Make sure you are punctual because you will not be given extra time!! In addition, these exams cannot be made-up! I am not kidding!! Reschedule your doctor appointments NOW!!!

* Participation

Missing class (regardless of the reason) especially when others are giving speeches/arguments/debates/presentations WILL hurt this section of your grade. You will lose 15 participation points for each absence. In addition, any student tardy twice (early departures included) during presentations will also lose 15 participation points.

In addition, I might have you do a few non graded assignments like in-class activities and/or take home assignments. You are expected to complete these as well. If you are absent or if you do not participate in these activities/assignments, you will lose 15 or more participation points.

**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, I (the instructor) reserve the right to adjust a student’s final points/grade; for example, I can change your 899 points to 900 points. This is absolutely at the teacher’s discretion.

**TOTAL POINTS: 1000**

***Scale***

**1000-900 A**

**899-800 B**

**799-700 C**

**699-600 D**

**599-000 F**

**Proposed Schedule**

**Monday and Wednesday**

**January**

9th & 11th Introduction to the class

 Communicating in Groups

16th & 18th (M) *NO CLASS, CAMPUS CLOSED (HOLIDAY)*

 Leadership

 Achieving Team Visions

23rd & 25th ***(M) Exam 1* & Resume Presentation & Outline Due**

 Meet-N-Greet (Select Group Members)

**January/February**

30th & 1st Planning

 Bring Individuals Together

6th & 8th Listening

 Verbal/Nonverbal Communication

 ***(W) Exam 2***

13th & 15th Task Questions and Resources

 Logical and Critical Thinking

20th & 22th  (M) *NO CLASS, CAMPUS CLOSED (HOLIDAY)*

 Creative Thinking

 Decision Making

**February/March**

27th & 1st Meeting Challenges

 Managing Obstacles

 ***(W) Exam 3***

6th & 8th *PREP Days*

 **(F) Canvas: Chapter Summaries (1-5) are Due**

***Last week to drop a full-term class; letter grade assigned after this week?!***

**March**

13th & 15th **Famous Speech Presentation & Outline Due**

20th & 22nd *PREP Days*

27th & 29th **Events That Impacted the World & Outline Due**

**April**

3rd & 5th *PREP Days*

10th & 12th *NO CLASS, CAMPUS CLOSED (Spring Break)*

17th & 19th **Social/Political Problem & Outline Due**

24th & 26th **Social/Political Problem & Outline Due**

**May**

1st & 3rd *PREP Days*

8th & 10th **“Why \_\_\_\_ can NOT work is because…” Outline**

 **(F) Canvas: Chapter Summaries (6-10) are Due**

**(M) 15th Final: 3:00-4:50**

 **Award Presentations**

GOODBYE AND ALL THE BEST ☺