

***Communication 8 – Small Group Communication – Fall 2018***

**(54206) MW 8-9:15 SOC39 – FINAL 12/10 8-9:50**

**INSTRUCTOR: Jennifer Graber-Peters Office hours:** in Comm Lab by appointment

**Phone:** 559-859-6455 (text preferred) **Last Day to Drop w/Refund**: August 24

**Email address:** [rcspeechtwo@yahoo.com](mailto:rcspeechtwo@yahoo.com) **Last day to drop w/o a W**: August 31

[jenny.graber-peters@reedleycollege.edu](mailto:jenny.graber-peters@reedleycollege.edu) **Final drop date**: October 12

**Required Materials:**

**1) TEXT** Staller, M. J., Thorson, A., & Hirayama, B. (2017). *Small Group Work in the Real World: A Practical Approach* (3rd Edition). Dubuque, IA: Kendall Hunt. ISBN:

**2) 882-E Scantrons** (5)

**Recommended Materials**: MLA/APA Style Guide

***COURSE ADVISORY*:**

**It is recommended that you are eligible to take English 1A** (already completed English 125) at the time you take this course. This course involves research and organization skills which may be a challenge for you if you are not eligible for this English level.

***COURSE DESCRIPTION, OUTCOMES, AND OBJECTIVES*:**

**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**:

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/deliver dynamic, competent and ethical presentations adapted to the purpose and the audience.

3.utilize organizational patterns and research materials that incorporate sufficient, credible, relevant evidence.

4.explain the principles of human communication by critically evaluating public speeches through constructive critique and self-analysis.

**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, 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.

***COURSE REQUIREMENTS:***

**Attendance: is required.** Attendance is crucial in a communication course. Not only does attendance count toward your participation grade, it also shows respect for other speakers and has been proven to increase your overall course grades. Roll will be taken at the start of each class. Absences will be excused for verified school events or documented illness only. If you are a member of a team or club on campus that will take you away from class, you must make arrangements with me prior to your absence. If you are ill, verification must be submitted within one class period of the absence. Absences for doctor’s appointments, work schedules, vacations, car trouble, etc. will not be excused. Please plan in advance. It is *your* responsibility to notify me by email if you will be absent and to make arrangements to get notes from a classmate and/or turn in the days assignments. A grade of “0” will be assigned if you miss a speech or exam without an acceptable excuse (which may lead to you failing the class-see “Speeches” section).

Each unexcused absence will result in a reduction of 10 participation points (30 points in Friday class). More than a week of unexcused absences may result in you being dropped from the course.

**Participation**: In addition to attending class, you are expected to actively participate in all classroom activities and group discussions. Class participation is essential in a course of this nature where we work in groups, pairs, etc. You are expected to listen to both the instructor and your fellow classmates. You will also be asked to give peer evaluations on speech days; both oral and written. Therefore, **plan on arriving to class on time and remaining until class is dismissed**. If you arrive late or leave early, you will have participation points deducted for the day. If you arrive late or leave early on a day an assignment is due, you will receive a 0 for that assignment.

Disruptive and rude behavior will not be tolerated. **Please silence all phones for the class period and leave in your bag** unless otherwise directed. Anyone seen texting in class will be asked to leave for the day. This also applies to homework, laptops, and any other devices or materials you may have with you. When you are in the classroom, you are here to learn principles of Public Speaking. **When someone is speaking, your desk must be cleared of all other materials.**

**Computer Access:** Since you will be spending considerable time researching and collecting sound evidence, you **must** have access to a computer (either in the RC library or at home). You should also have a basic knowledge of Word and Power Point.

**Canvas:** You will be able to find the course syllabus, course documents, student examples of assignments, a place to ask questions and more on Canvas. It would be wise to become familiar with Canvas early on in this class. ***It is your responsibility to check Canvas for announcements, schedule changes, grades, instructor absences, etc.*** To log in, go to http://www.reedleycollege.edu and click on the "instructions for using Canvas link"

**COURSE POLICIES:**

**Cheating and Plagiarism**: Cheating and Plagiarism will not be tolerated in this class. Any act of cheating or plagiarism, whether large or small, will be treated the same. Students who are caught cheating or plagiarizing will receive an “F” on the assignment in question, will be reported to the proper authorities, and will be required to drop the class.

**Changes to the Syllabus**: The instructor reserves the right to make changes to the syllabus throughout the course of the semester. Any changes made to the course syllabus will be done in the best interest of the students. Changes may be announced verbally or online. It is your responsibility to make sure you are informed about any changes that occur.

**Students with Disabilities**: If you have a verified need for an academic accommodation or materials in alternate media (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.

**COURSE ASSIGNMENTS:**

**Introduction Speech-Me In A Bag**: You will introduce yourself to the class in a fun way. There are NO Make-Ups. Further details will be given in class.

**Readings**: You will be responsible for all of the readings assigned from the text. Weekly reading assignments are posted on the class calendar and **should be read before class**.

**Speeches**: This class fulfills the oral component for general education requirements. Therefore four speeches are REQUIRED! Students who miss a speech will deplete all participation points and will earn a 0 on the missed speech, which will cause the student to only be able to earn a D in the course overall. **I do not allow any late speeches due the Group element – they cannot be made up**. Groups must go on without the absent member. Mathematically students who miss a speech would have a difficult time passing this course. If you are more than 15 minutes late on the day you are scheduled to speak you will not be allowed to give your speech. **The door will be locked when speeches begin to avoid interruption.** After you complete your speech you are required to stay until class is dismissed. If you give your speech and leave, you will receive a 0 on the speech. Keep this in mind and do all four of the graded speeches.

**Group Responsibility**: It is essential that each group member take his or her responsibility seriously. Groups will create rules early on and group members will have the right to remove another group member for not adhering to the rules. Problems must be documented and both the group member and instructor must be informed of the problem. 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 may receive a zero on the assignment.

**Outlines:** Outlines must be submitted to me before the assigned speech date (dates are on the calendar). No one will be allowed to give their speech without giving me their group outline ON TIME. 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.

**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 along with your outline 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.

**Quizzes**: There will be four 50 point quizzes and a final exam. You will need a scantron 882-E for these. They will include, but not be limited to, multiple choice, true/false, and matching questions. Quizzes will begin at the beginning of class and the door will be locked to avoid interruptions. You must be on time in order to take the Quiz.

**Reflection Papers:** Papers must be submitted on Canvas. I will not accept emailed papers. Plan ahead and be responsible for your work.

**Extra Credit**: There may be opportunities for extra credit assignments. This is your opportunity to make up any missed work. Further details will be discussed in class. Remember, extra credit means “extra effort, extra work, and extra care.” ***Late assignments will not be accepted for any reason. Additionally, if you have more than a week of unexcused absences, you will not be eligible for extra credit.***

**Final:**

The Final will be held in the same classroom but not necessarily at the same time. Please make a note on your calendar so you are aware of the time and date of your final. BE ON TIME. The door will be locked when finals are given out and anyone arriving late will not be able to take the final.

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

**GRADE TRACKING SHEET**

I have provided you with this sheet so you can keep track of your grades as the semester progresses. By recording your grades on this sheet, you will always know what grade you are currently achieving. To figure out your grade, add up the total points possible at any given time and then multiply that number by 90%, 80%, 70%, and so on. Then add up your actual points and see where you fall on the grading scale. For example, if by mid semester there are 50 points possible, 90% (A) would be 45-50; 80% (B) would be 40-44;etc. If you had 42 points, you would be in the “B” range.

|  |  |  |
| --- | --- | --- |
| **Assignments** | **Points Possible** | **Your Score** |
| Introduction Speech (MeInABag) | 25 |  |
| Group Puzzle Speech | 50 (25 individual / 25 group) |  |
| Puzzle Outline | 20 (one per group) |  |
| Informative Speech | 100 (50 individual / 50 group) |  |
| Informative Outlines | 40 (one per group) |  |
| Informative Reference Page | 25 (one per group) |  |
| Persuasive Speech | 150 (75 individual / 75 group) |  |
| Persuasive Outline | 40 (one per group) |  |
| Persuasive Reference Page | 25 (one per group) |  |
| Audience Eval (3 @ 10 each) | 30 |  |
| Peer Eval (3 @ 20 each) | 60 |  |
| Reflection Papers (3 @ 20 ea) | 60 |  |
| Participation | 75 |  |
| Quiz 1 | 50 |  |
| Quiz 2 | 50 |  |
| Quiz 3 | 50 |  |
| Quiz 4 | 50 |  |
| Final | 100 |  |
| Total Points Possible | 1000 |  |

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 or less = F

Let’s make this a positive and fun experience: This means NO PUT-DOWNS or PERSONALITY ATTACKS. Honest disagreements are welcomed – challenge an idea, but never a person. Profane, obscene, or derogatory language is not acceptable.

Keep an open mind, relax, and make some new friends!

**Comm 8: Speech of Introduction - Me In A Bag**

You will prepare and present a short speech based on the theme, “Me In A Bag.” You are to fill “any old bag” with three items. The bag and each item chosen should symbolize something about your life.

1. The first item should describe something about your past.
2. The second item should relate something about your present.
3. The third item should explain something about your future.

Remember, the bag should also symbolize you in some way.

Everyone will have an opportunity to share their items and explain how each item and the bag exemplifies their life. Be innovative. Choose items that give us insight into your interests, hobbies, career, goals, etc. Make sure the item is not too small or too common. Be creative and have fun! You will have 2 minutes to show your bag and items to the class

Reflection Papers

Reflection papers are due the class period following your speech. They must be submitted on Canvas before class starts. Complete one for each speech; Puzzle, Informative and Persuasive.

Goals:

• Recognize and be prepared to capitalize on your strengths as a speaker

• Identify areas of improvement with a prescription for making those improvements

• Discuss the successfulness and difficulties in your group

Requirements:

- At least one full page, but not more than two.

- Typed, double spaced, in 12 point font

Things to include:

Group

• Did your group meet and were the meetings effective and productive?

• Did every group member contribute equally?

• Are there difficulties within your group? If so what?

• How could your group more effectively work together?

Individual

• How often did you practice? Where? Did you practice in front of anyone?

• How did you prepare for the presentation?

• What do you think you did well? What could you improve upon?

• How did you feel during the speech?

• How did you feel about the content of your speech? How could you improve the content?

• How did you feel about the delivery of your speech? How could you improve the delivery?

**Communication 8:** **Group Puzzle Speech**

This assignment is designed to introduce students to the process of working as a group. The task is to present a series of separate speeches (3-4 minutes each) on a central theme. (i.e. vacation spots, coffee drinks, music genres, wonders of the world, desserts from foreign lands, theme parks, colors, etc.) The central theme should emerge as elements important to your identity.

Try to utilize your cultural background or personal interests as common ground to show the audience the diversity and similarity of your group members. Culture is not only connected to ethnicity but to language, values, foods, music, traditions, holidays and styles of dress. Each member should pick several topics that are important to them, then as a group list your topics to see if there is a central theme that will work for a group presentation. Hopefully this presentation will allow you to get to know each other on a deeper level.

The thrust of the speeches is to be informative (descriptive) rather than persuasive (tell us about something, not how something is better). Also this information should be personal knowledge and not require any research. Each presentation should have an introduction which contains an attention getting device and a thesis statement. The body of each speech should be divided into a minimum of three main points with sufficient support for each point. There should be a conclusion that pulls the entire presentation together.

Each group should select an individual(s) who will serve as moderator introducing and concluding the overall presentation. The moderator(s) should point out both diversity and commonalities the group discovered in the process of this presentation. Keep in mind that the moderator(s) MUST present their portion of the presentation in addition to the overall group introduction and conclusion.

Groups should consider how they are connected and implement a way to show that to the audience. For example maybe all of the speakers will have the same first main point (history of a genre of music or background of their chosen wonder of the world), then the rest of the speech can be totally different. The “Theme” the group chooses should be represented by the “puzzle.” Puzzles can be any visual way of connecting the groups. Some suggestions would be making a giant puzzle from poster boards, having a bowl of candy with each candy representing a student in the group or playing a song play list with each song representing a specific member. Have fun and be creative.

More information on the outline format and the grading criteria will be given in class.

**Communication 8:** **Informative Group Speech**

**Assignment:** The informative group speech seeks to provide distinctive awareness about a person who has had a significant impact in the Central Valley: i.e., Derek Franks is a from Kingsburg and has made quite a name for himself as the Executive Managing President of the Fresno Grizzlies. He was the youngest G.M. in the PCL and helped guide the Grizzlies to their national win. You can select whoever you’d like (*from Reedley, Kingsburg, Dinuba, Sanger, etc.*), whether that is a person who played a significant role in our area in the past, or someone who is currently making an impact.

**Speech Length:** 5-6 minutes for each group member.

**Outline:** Each group must have a typed outline (introduction, body, conclusion, references) handed in at the beginning of their presentation. Your group outline must clearly identify each group member’s part.  
  
**Sources:** Every speaker must cite at least ***2 different sources*** which support their part of the presentation. The group must also list all sources/references in APA or MLA format on the group outline.

**Dress:** Professional attire or “themed” clothing. In other words, look the part.

**Presentation Aid**: Some form of PowerPoint (or Prezi) must be utilized to assist each of you in your speech You may also use other visual aids to help get your message across.

**Speaking Style:** Each member of your group should use an extemporaneous speaking style during the course of this presentation. NO Reading!

More information on the outline format and the grading criteria will be given in class.

**Communication 8 Persuasive Speech Project**

For this presentation groups will be involved in selling a particular product, service or company. Each group will be a business/company pitching a product, service or company idea. Groups will develop a marketing strategy to draw consumers in. Remember creativity counts and the approach to marketing is critical. You may use power points, videos, commercials, or any other selling tactic deemed necessary. Grading will be based on research, delivery, the involvement of each group member, cohesion, creativity, marketing tactics, and whether the company receives funding or not. Presentations should be 25-30 minutes in length and each group will turn in a clear group outline with a group reference page attached. Every group member must participate and speak for at least 5-6 minutes.

Groups will present based on the following criteria-Use this as a checklist.

\_\_ Choose a company name

\_\_ Develop a product or service

\_\_ Create a product/service name and slogan for the product

\_\_ Determine marketing strategy: consider target audience, product need, and competition.

\_\_ Establish a budget for the product; cost to make and sell, raw materials, labor, etc.

\_\_ Include credible research and statistics to verify the need for this product (2 minimum per person)

At the end of the presentation an investor will determine whether or not the company will receive funding or not. Remember presentations need to be professional and clearly organized. Audience members will also ask for clarification on the information presented. Responding to those questions is a graded component of this presentation.

Questions to ask yourself when considering ideas:

- What is something that I would use?

- How much would I pay for something like this?

- What is already out on the market?

- How can I benefit from a product like this?

- Would I buy this product?

- Does this product solve a problem common to consumers?

- How can I use research in my presentation?

- What areas would be best to market?

- What are some marketing strategies used by others? Have those strategies been successful?

Keep in mind the fundamental forms of proof – how can you persuade your audience that your product/service is a viable idea? **Utilize ethos, logos and pathos** when doing your presentation. Information should be ethical and logical but your group should also include a passionate appeal. The use of visual aids will also be a graded portion of this presentation.

More information on the outline format and the grading criteria will be given in class.