

Comm. 8

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 Canvas Messenger works best.

**Required Materials:**

Rothwell, J. D. (2019). In mixed company: Communicating in small groups and teams. (10th ed.). New York, NY: Oxford University Press.

**COMM 8 GROUP COMMUNICATION (3 Units)**

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.

**Course 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 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:**

Upon completion of 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

**ADVISORIES: Eligibility for English 1A or 1AH. (A, CSU-GE, UC, I) (C-ID COMM 140)**

**Classroom Deportment**: Each student is expected to respect the rights of the other students and instructor in the class. 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. When presentations are in progress students arriving late are to stay outside until the presentation is complete. If removed from the classroom you will lose your participation points for that day.

**Student Rights:** So that students are fully aware of their rights and responsibilities they 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 with disabilities should identify themselves so that appropriate accommodations can be made.

**Changes to 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.

**Cheating:** Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism:** Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

## Course Policies

### Participation. This course is a lecture, discussion, and performance course, and open participation in this learning environment requires that we all respect the right of students and instructor to present diverse and controversial ideas. Differences of viewpoint should be offered in a manner that promotes the free exchange of ideas and the development of mutual understanding. Student conduct that disrupts the learning process will not be tolerated and may lead to disciplinary action and/or removal from class.

### Course Material and Readings. Readings should be completed in their entirety by the first class for which they are assigned. By having the reading completed before the lecture, we can answer questions that may arise together during meeting times. This is a course centered around public speaking and students are encouraged to comment on the material.

### Due Dates are Firm. **There are NO makeups for speeches or exams that are missed WITHOUT a university-excused absence.** The instructor must be informed in writing prior to missing class for religious holidays or university-sponsored activities, and excuses for illness or emergencies require appropriate written documentation within one week of the absence.

### Attendance Policy and Participation Points: Attendance is factored in as a part of your grade. Check Canvas regularly to stay up to date on your stance in the class. Attendance is mandatory on speech day in order to participate in activities that contribute to your participation points. Excused absences are accepted as long as they are documented. If, however, you know in advance that you will be absent please inform the instructor so that accommodations can be made prior to your absence. Also understand that notifying the instructor does not excuse the absence. Official documentation must be provided by the next class period in order for an absence to be excused. If you are absent it is your responsibility to find out all announcements made during your absence

1. Monitor Our Canvas Course Page*.* Our course will use Canvas as a place to store and keep important course documents (e.g., syllabus, assignment descriptions, class announcements), record student grades, and submit assignments. You should regularly check our Blackboard page throughout the semester (multiple times a week especially).
2. *Learn how to use Canvas:* All work will be submitted via Canvas. No work will be accepted via email, hard copy, etc. The “I didn’t know how” or the “I didn’t have internet” excuse will not be accepted. Make sure you have ample time to submit assignments via the library computers if that is the case.

### Classroom Code of Conduct. In this course, we are learning the building blocks that will allow us to better communicate not only on a platform, but with our peers, colleagues and friends. This college prides itself on diversity, which means we will have not only diversity among ethnicity, but amongst values, ideas, religions, and political views. In order to foster a positive environment, there are a few tips to respect diversity and foster good discussions. **Sexist, racist, transphobic, and homophobic language will not be tolerated in the classroom.** If you have opposing views, express them without derogatory language. Be sure to allow everyone’s voice to be heard and if you are not sure if you are being respectful, remember the golden rule: treat others as you wish to be treated. In this class, we will discuss differences, not dispute them, and keep an open environment to facilitate good conversation and communication practices.

1. *Technology Policy:* Tech is allowed in the classroom as long as it is not a distraction. At times tech will be used in order to engage in educational purposes. Although, students who are excessively on their phones or using laptops for non-relevant reasons (i.e. social media, online shopping) will be asked to put away their technology. *TECHNOLOGY IS NOT ALLOWED IN THE AUDIENCE DURING SPEECHES*; I ask that we are mindful of your peers and provide them with your full attention.

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| Graded Item | Points Possible | Your Score |
| Partner-Introduction Speech  | 50 |  |
| Informative Group Project and Presentation | 100 |  |
| Problem Solving Group Project and Presentation | 200 |  |
| Speech Preparation Outline (2 @ 50 points each) | 100 |  |
| Peer Evaluation | 25 |   |
| Attendance  | 75 |  |
| Movie Review Paper | 100 |  |
| Test 1 | 100 |   |
| Test 2 | 100 |   |
| Test 3 | 100 |  |
| Final Exam  | 50  |  |
| Total Points Possible  | 1000 |   |

Grading Scale

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.

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

599 or less = F