Syllabus/Course Overview

***Communication 8 - Group Communication***

***Fall 2020 - 50503***

**INSTRUCTOR: Mrs. Jenny Peters**

**Office: ZOOM**[**https://cccconfer.zoom.us/my/j.peters (Links to an external site.)**](https://cccconfer.zoom.us/my/j.peters)

**Office Hours:**Wednesday 2-3 pm,  Monday, Tuesday, Friday 9:30-10:30 am and afternoons/evenings by appointment

**Email address:** [jenny.peters@reedleycollege.edu](mailto:jennifer.peters@reedleycollege.edu)

**Required:**

1) TEXTS: [In Mixed Company-IMCPreview the document](https://scccd.instructure.com/courses/54556/files/8444457/download?wrap=1) (and a few readings from [Small Group CommunicationPreview the document](https://scccd.instructure.com/courses/54556/files/8155645/download?wrap=1)-SGC and [An Introduction to Group CommunicationPreview the document](https://scccd.instructure.com/courses/54556/files/8155652/download?wrap=1)-IGC) -all PDFs are in the files).

2) Computer with a camera ( a tablet or phone will work, but a computer is preferred). If you need to borrow a laptop from the college, [visit this resource page (Links to an external site.)](https://www.reedleycollege.edu/covid-19/online/additional-student-resources.html).

3) Reliable internet access.

**Suggested:**

1) Attendance at Zoom lecture/discussions: Wednesdays 2-3 pm

2) Note cards

**\*PLEASE TAKE NOTE**:

**1) Since this course fulfills the Area A1 requirement for Oral Communication, you should be aware you will be presenting  several group speeches. Some of the speeches will require you to meet "live" online, with me and a small group of classmates. I will offer various day/time options for speeches to meet the needs of all students.**

**2) Additionally, you must have access to the internet and  a computer with a camera in order to participate in class assignments and present speeches.  The college is currently loaning laptops with cameras and providing wifi access in some campus parking lots. Let me know if you need more information.**

**\*If you cannot meet these requirements, you will need to take this class at another time. Questions? Please message me ASAP.**

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

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.

**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 POLICIES:***

**Attendance/Drops:**

Attendance is crucial in a communication course; but especially in an online course.  Roll will be taken once a week through a poll or other assignment, as listed on the schedule.  While you are not required to log in to every “live” lecture discussion, you are required to log in at least once a week, to watch the recorded lecture, participate in the live lecture discussion, and/or participate in the weekly group assignments. If you do not log in and complete the weekly poll/assignment, you will be marked absent.

You will also be **required to log in “live” for the week one orientation** and to present and listen to all Group Speeches as described below. These speeches will be presented "live" on Zoom and  you will sign up for a time/day that works for your group members.

 Absences will be excused for extenuating circumstances only.  Please send me a message explaining the reason for your absence for the week and together we will determine the best course of action. Please plan in advance when you sign up for a speech date and choose a day/time you know you are able to attend.  A grade of “0” will be assigned if you miss a speech or quiz without an acceptable excuse (which may lead to you failing the class-see “Speeches” section).

You will be considered a **No Show** week one, if you do not complete the "Welcome Module" and **will be dropped from the course.**

You will be considered a **Non-Participant** if you fail to complete all the assignments in Module 1 by the end of week 4 and **will be dropped from the course**.  If there are extenuating circumstances for your non participation, please contact me as soon as possible.

**Late Work**:

Assignment due dates are clearly indicated for each assignment. Late assignments will be accepted only for unavoidable circumstances, after being reviewed by the instructor and with up to a 20% reduction in points. Module Assessments (Quizzes) must be completed by the assigned due dates. If you do not take the quiz by the due date, you will forfeit your points.

**Communicating With You**:

**Canvas Inbox** – I will send you a direct message through the Canvas Inbox if I need to speak with you. Please make sure your Canvas notification settings are set to send an email to your school account.

**Announcements** – I will be posting Announcements on Canvas often. Announcements will remind you of what is due, what we are covering in the lecture discussions, and various other topics that are for the entire class. Make sure your settings are configured to notify you of new announcements.

**Course Modules** – There will be a course module for each of three sections. Modules contain everything you need to know for the listed weeks; links to Lectures, lecture discussions, assignments and quizzes.

**Zoom Lectures/Discussions** - Recorded Zoom Lectures will be posted weekly. The "live" lecture discussions will be held on **Zoom on Wednesdays, from 2-3 pm** (see the Schedule for more specifics). You are not required to attend but are strongly encouraged to participate. This serves as our "class time" where content is discussed, questions are answered, assignments are explained and extra credit is given.

**Communicating With Me:**

**Canvas Inbox** – If you need to contact me directly, please use the Inbox first. I will respond to your messages within 24 hours during the weekdays; but usually within the hour. I only check my Canvas Inbox regularly during the weekdays between the hours of 7:00 am and 7:00 pm.  If you message me over the weekend, I  may not get back to you until Monday.

Canvas messages automatically forward to my email and I will be notified when you have sent a message; you do not need to send a message through both Canvas and Email. When sending a message, clearly state your question, and include your name and class section.

Email -  If Canvas is down, you may send an email to [jenny.peters@reedleycollege.edu](mailto:jenny.peters@reedleycollege.edu). When sending an email, please use your school assigned email only. Also, please remember to clearly state your question, and include your name and class section.

**Canvas Cafe - Q & A** – You can ask questions here that you think might be of interest to other students. All students are encouraged to respond if they know the answer and can be of assistance. If a student hasn't responded to you in 24 hours, I will reply here as well.

**Zoom Meetings/Office Hours** – Zoom meeting days and times are listed on the schedule. This is a good time to ask questions.

You can also attend Zoom Office hours, Wednesday 2-3 pm, Tuesday 9:30-10:30 am and afternoons/evenings by appointment

**Communicating With Each Other:**

**Canvas Groups:**You will be assigned to a group and have your own page on Canvas to brainstorm and work on ideas. You must use this space to work together so I can see your progress.

**Canvas Cafe - Q & A -** see comments above

**Peer Evaluations** - You will have the opportunity to help your classmates prepare and analyze their speeches. More details to come.

**Participation**:

Even though this class is not face to face, you are expected to actively participate in lecture discussions and speeches. You will also be asked to give peer evaluations on speech days; both oral and written. Therefore, **plan on arriving to your Zoom hour on time and remaining until all students have presented their part of the group speech.** If you have a job or other commitment that will regularly keep you from participating, please take this class at another time.

**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 and will be reported to the dean.

**Changes to the Syllabus**:

I reserve 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 will be shared in the announcements. 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. You will record this speech and submit by 11:59 on Friday, of week 2. There are NO Make-Ups.

**Readings**: Daily reading assignments are posted on the class schedule and **should be read before the Zoom lecture discussions**.

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**Quizzes**: You will take three true/false, multiple choice, short answer quizzes. **Quizzes will be taken on Canvas** and must be completed before the due date (on a Friday at the end of the particular module) and in the time allotted. Each quiz will cover information from the readings and lectures. No make-ups will be granted.

**Peer Evaluations:** Before each group presentation, you will submit a "peer evaluation" that discusses how each group member participated. More details to come.

**Speeches:** As with anything, “Practice may help you make perfect!” Therefore, you will be given several opportunities to master your skills at Group Communication (with both recorded  and live assignments). You will sign up for a speech day/time that works for you.

As a reminder:

This class fulfills the oral component for general education requirements. **Four speeches are REQUIRED!**

I take this very seriously. **Students who miss a speech will deplete ALL participation points and will not be allowed to complete extra credit or the final quiz; this means the highest grade you may possibly earn in the course is a D.**

**I do not allow any late speeches due to 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.   After you complete your speech you are required to stay until the group speeches have finished.  If you give your speech and leave, you will receive a 0 on the speech.

In addition, no student will receive points for any of the other assignments connected to the speech they missed such as outlines, reference pages, or reflection papers.  Mathematically students who miss a speech would have a difficult time passing this course.

Keep this in mind and do all of the graded speeches. Prompts with specific requirements for each speech are on Canvas.  **Please realize your group must turn in an outline (some with references) for every speech on the due date in order to give your speech.** If you fail to turn in an outline with references on the due date you will not be allowed to give your speech and will therefore earn a 0 on that speech.

**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 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.

**Outlines/Reference pages**: You are required to turn in  one group outline and reference page for each speech (unless otherwise noted) which **MUST be submitted on the due date.** Plan ahead and be responsible for your work.

**Reflection paper**s: After each Speech you will spend some time reflecting on both the content and delivery of your performance. Then you will type a 1 page self-evaluation discussing what you did well, what you could improve upon, and how you can make improvements. Reflections are due on Friday, the week after you speak.

**Extra Credit:** There  may be opportunities  to make up for missed points. Further details will be be provided. Remember, extra credit means “extra effort, extra work, and extra care.” ***Late assignments will not be accepted for any reason.***

**Final note from the Instructor**

As your instructor, I am always happy to meet with you.  If you have questions regarding an upcoming assignment or presentation, I recommend you read the syllabus/schedule first. If you still have a question, contact me in Canvas Inbox. 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.

**This syllabus serves as a contract between you and me. By reading and discussing this syllabus, you agree to knowing what it contains and abiding by my student “ABCs”:**

**A-Ask questions** about assignments or policies early on.

**B-Be responsible** for your grades, for knowing the syllabus, for attendance, etc.

**C-Come to class on Zoom**