

***Communication 8 – Small Group Communication –Summer2020***

**(CRN#52443) MTWTH 11:00-1:00**

**Instructor: Helen Chavez**

**Office Hours:** Cell Phone Only (559-702-6346)

**Email Address:** Use Canvas Only

**Final Drop Date**:

**Required Material:**

**TEXTBOOK: **

Rothwell, J. Dan (2019). *In Mixed Company: Communicating in Small Groups and Teams* (10th Edition). Oxford, England: Oxford University Press.
ISBN#9780190919900

**OPTIONAL TEXTBOOK:**

**Open Educational Resources (OERs) Textbook Link in Canvas**

**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 are statements about what the discipline faculty hope you will be able to do at the end of the course.  This is NOT a guarantee: the ultimate responsibility for whether you will be able to do these things lies with you, the student.  In addition, the assessment of Student Learning Outcomes is done by the department in order to evaluate the program as a whole, and not to evaluate individual faculty performance.***

**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:***

**Computer Access:** This a remote instructional Group Communication online course. You must log in daily and interact with the other enrolled students. In addition, you will be spending considerable time researching and collecting sound evidence, you **must** have access to a computer. You should also have a basic knowledge of Word and PowerPoint.

**Canvas:** You will be able to find the course syllabus, course documents, assignments, examples, inbox/email and more. It would be wise to become familiar with Canvas as soon as possible.

***It is your responsibility to check Canvas for announcements, schedule dates, schedule changes, grades, etc.***

To log in, go to http://www.reedleycollege.edu and click on the "instructions for using Canvas link":

          **Username**: Your 7-digit student ID number.

          **Password**: If you have not previously changed your password, it is:
              *First name initial* (upper case) + *last name initial* (lowercase) + *date of birth* (mmddyy)
              **Example**: John Smith born on July 9th of 1988     Password =Js070988

          **If you do not know your password and need assistance**: (559) 499-6070

***COURSE POLICIES:***

**Cheating and Plagiarism**: Cheating and Plagiarism will not be tolerated. 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 course.

**Changes to the Syllabus**: The instructor reserves the right to make changes to the syllabus throughout the course. Any changes made to the course syllabus will be done in the best interest of the students. 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.

**Contact Policy:** Student emails (Canvas only) are answered as soon as possible. I read emails Monday-Thursday. I will respond to text messages everyday including weekends. I am happy to answer questions and give feedback as needed. Please let me know who you are and the class and the college you attend (I teach and work at other locations).

**Drop Date:** Be advised that after the drop date (**I’M NOT SURE WHEN IS THE DROP DATE, FIND OUT FOR YOURSELF!**) 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* although I reserve the right to drop you at any time for any reason!

**Group Responsibility**: It is essential that each group member take his or her responsibility seriously. Everyone needs to be aware a student cannot pass this class without a group. It is imperative that each group has rules, everyone in the group follows those rules and do your share of the work in order to avoid losing a group because members of the group may remove unproductive, uncooperative members.

The instructor also reserves the right to disband groups and place responsible members in the other groups or create new groups. I do not need a group’s permission. This action can be done at any time including right before a presentation. In addition, the instructor reserves the right to adjust responsible members’ presentation points. For example, the group may earn 90/100 points but a person or persons in the group may earn additional points; not everyone in the group may end up earning the same points.

Also, the group outline is due before the presentation. I do deduct points for incomplete outlines, unformatted outlines and outlines turned in after the presentation concludes. A SAMPLE of the outline can be found in Canvas.

**FYI:** It is your responsibility to monitor your progress in this course and to know when 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 especially the grade center.

***COURSE ASSIGNMENTS and POINTS:***

**Readings (Mandatory):** You are responsible for reading all the chapters in the textbook or the Open Educational Resources (OERs) Textbook Link in Canvas if you cannot afford the required book!

**Chapter Summaries (240):** After reading the chapters, type an outline summary of each chapter you read. Upload summaries as soon as you are finished with each chapter.

**Group Presentations (600pts)**: This class fulfills the oral component for general education requirements. Therefore, five to six presentations/speeches are REQUIRED! Students who miss a presentation/speech might earn a zero (0) on the missed assignment. **I do not allow any late presentations/speeches– presentations cannot be made up**. If the group is unable to present on the assigned date, points may be deducted as much as zero. Almost all of the time, groups must go on without the absent member. Mathematically, students who miss a presentation would have a difficult time passing this course.

***[NO LONGER APPLICABLE: After you complete your presentation, you are required to stay until dismissed. If you give your presentation and leave, points will be deducted.]***

**Note: Group Outline and the Reference Page:**

The group outline must be submitted to the instructor the day/night of the assigned presentation (dates/schedules will be announced and posted in Canvas). **You must** give the instructor the ***group*** ***outline*** before presenting; otherwise, points will be deducted at the instructor’s discretion. All **members work must be included in the Group Outline!**

Reference Page is required. These presentations are to be properly researched with the use of appropriate sources. APA style format is preferred and again, all **members’ work must be included!** If you do not submit a reference page points will be deducted at the instructor’s discretion.

**Peer Evaluation (160pts)**: You are expected to do the following: **1)** Chat with your classmates daily (Monday through Thursday) from 11am to 1pm **2)** present your Resume during ConferZoom **3)** submit five (5) group agendas **4)** attend five (5) group presentations, one of each type

**Extra Credit**: Maybe. Extra credit is absolutely at the teacher’s discretion.

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

1. Read and understand this syllabus
2. Study and understand Canvas Modules and where assignments are uploaded
3. Ask questions when confused and seek help
4. Be responsible for your grades
5. Talk with me before it is too late

**Proposed Schedule**

**MTWTH**

JUNE 22 MANDATORY MEETING!

Introduction to the class and Lecture Chapter 1

JUNE 23 Lecture Chapters 2, 3 and 4

JUNE 24 Lecture Chapters 5 and 6

JUNE 25 MANDATORY MEETING!

**Resume Presentation & Outline Due** (Select Group Members)

**MTWTH**

JUNE 29 MANDATORY MEETING!

*PREP DAY*

JUNE 30 *PREP DAY*

JULY 1 **Famous Speech Presentation & Outline Due**

JULY 2 **Famous Speech Presentation & Outline Due**

**MTWTH**

JULY 6 *PREP DAY*

JULY 7 *PREP DAY*

JULY 8 **Events That Impacted the World & Outline Due**

JULY 9 **Events That Impacted the World & Outline Due**

**MTWTH**

JULY 13 *PREP DAY*

[Chapter Lecture Slides for Chapters 7, 8 and 9]

JULY 14 *PREP DAY*

JULY 15 **Social/Political Problem & Outline Due**

JULY 16 **Social/Political Problem & Outline Due**

**MTWTH**

JULY 20 *PREP DAY*

JULY 21 *PREP DAY*

JULY 22 **Social/Political Problem-Solving Analysis & Outline Due**

JULY 23 **Social/Political Problem-Solving Analysis & Outline Due**

**MTWTH**

JULY 27 *PREP DAY*

[Chapter Lecture Slides 10, 11 and 12]

JULY 28 *PREP Day*

JULY 29 **“Why \_\_\_\_ can NOT work is because…” Outline**

JULY 30 **“Why \_\_\_\_ can NOT work is because…” Outline**

**NOTE: Upload Chapter Summaries as soon as possible throughout the summer semester; however, the last day to upload Chapter Summaries is July 30th.**

**Goodbye and all my best 😊**