

***Spring 2021***

***Communication 8 – Group Communication***

**(#52595) Online/Synchronous Instruction**

**2:00pm to 3:15pm TTH**

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

**Email Address:** Through Canvas Only

**Cell Number:** 559-702-6346

**Office Hours:** Pending

**Final Drop Date**: March 12th (F)

**TEXTBOOK:**

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

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**Zoom Link:**

Go to Canvas, click on the course and click on ConferZoom on the left of your computer screen.

***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 (SLO)**1. Students will understand the planning, organizing, and implementing of communication

 techniques.

2. At the end of this course, students will have presented with a group of peers using

 communication techniques learned in class.

3. At the end of this course, students will understand dynamics, processes and management of

 group interactions.

*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.*

**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**

Attendance is crucial in a communication course. A few days are set aside for mandatory attendance. This is for your benefit. Try to attend those days.

In Chat, make sure to type “HERE”. This is how attendance will be taken weekly.

**Canvas**

It would be wise to become familiar with the course shell in Canvas. It is your responsibility to check Canvas for instructor absences, announcements, schedule changes, grades, etc.

**ConferZoom**

Camera must be turned on when presenting.

**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. Groups may remove unproductive, uncooperative members. There is a procedure for member removal. Talk with the instructor first to find out about the procedure.

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.

**NOTE:** The number one rule is YOU MUST PRESENT WITH YOUR GROUP; otherwise, you are an absentee presenter. There is a makeup assignment, and you will receive some points but not all.

**FYI**

Monitor your progress in this class, and 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 arise, so keep a watchful eye on Canvas. If I fail to mark down your points or incorrectly marked down your points in Canvas, let me know as soon as possible. We are in this together

***COURSE POLICIES***

**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.

**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 the Access and Ability Center at the college.

**E-mail Policy**

Student emails are answered as soon as possible. I always make sure to read emails Sunday afternoons/evenings. Please let me know who you are and the class you attend, e.g., “This is Jane Doe from your Comm. 1 class on Tuesday nights…”

**Drop Date**

Be advised that after the drop date you will be issued a letter grade “A” through “F” if you are still enrolled in class. It is *your responsibility to drop*. However, I might drop you from the course if you miss more than three nonconsecutive days/nights of class.

**Late Work**

Late work will always result in a deduction of points. No work will be accepted a week past the due date.

***COURSE ASSIGNMENTS and POINTS***

**Readings (Mandatory)**

You are responsible for reading all the chapters in the textbook and watching Zoom lectures.

**Chapter and Group Reflection Papers (100)**

You will write a one-page paper after each group presentation (there are five) connecting what you read in the required textbook to what you experienced working with others.

**Quizzes(100pts)**

Quiz #1 will cover Chapters 1-6 and will include five multiple choice questions and five T/F questions for a total of ten questions worth five points apiece. The quiz will be in Canvas and available for 24 hours (see the course schedule for the date and time).

Quiz #2 will cover Chapters 7-12 and will also include five multiple choice questions and five T/F questions for a total of ten questions worth five points apiece. The quiz will be in Canvas and available for 24 hours (see the course schedule for the date and time).

If you forget to take the quiz, you will receive a zero (0). There will be NO Makeups. I will NOT reopen because “you forgot” or “I started to take the quiz, but then I had to go to the store, and I forgot all about finishing it”.

**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. If the group is unable to present on the assigned date, points may be deducted or the group may earn a zero. Almost all of the time, groups must go on without an absent member. Mathematically, students who miss a presentation have a difficult time passing this course.

The **Group Outline** must be submitted in Canvas the day of the assigned presentation (dates/schedules will be announced and posted in Canvas). You must submit the group outline before presenting; otherwise, points will be deducted. Also, 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. Rule of thumb, there should be at least one source per member. If you do not submit a reference page points will be deducted.

**Participation Part 1 (80)**

You are expected to do the following: **1)** present your Resume in ConferZoom and upload the outline in Canvas **2)** Complete the Dance Card and upload in Canvas **3)** submit five (5) group agendas and…

**Participation Part 2 (120)**

…**4)** provide audience feedback by writing and submitting your comments in Canvas.

**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. Ask questions when confused and seek help (Emails are read Sundays and make sure you identify yourself and the class in the email)
2. Come see me before it is too late
3. Be responsible for your grades
4. Read and understand this syllabus and the course shell in Canvas.

**Grading Scale**

The following numerical guidelines will be used in the assignment of final grades.

A=1000-900

B=899-800

C=799-700

D=699-600

F=599 or less

**NOTE:** 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. A five (5) point adjustment will only be made if it will raise the grade to the next highest letter grade.

**Tentative Schedule (Could Be Changed!)**

**2:00pm to 3:15pm TTH**

***Tuesday and Thursday***

January 12 & 14: Mandatory Attendance Week

(MW) Introduction to the class and Canvas course shell 😊

(W) Discussion: Resume Assignment

January 19 & 21: Mandatory Attendance Week

(MW) ***DUE:* Resume Presentation & Outline**

(W) Discussion: “Famous Speech Presentation”Assignment

* Partners Assigned!

January 26 & 28

Chapters 1, 2 and 3 Zoom Link for lectures available in Canvas…WATCH THEM!

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February 02 & 04

(W) ***DUE: Famous Speech Group Presentation***

 Chapter 4 Zoom Link for lecture available in Canvas…WATCH IT!

February 09 & 11

(MW) ***DUE: Famous Speech Group Presentation***

February 16 & 18

(M) Mandatory Attendance Day:

* Discussion: “Events That Impacted the World”Assignment
* Partners Assigned!

 (W) ***DUE: Chapter and Group Reflection Paper (Famous)***

Chapter 5 Zoom Link for lecture available in Canvas…WATCH IT!

February 23 & 25

(W) ***DUE: Audience Feedback X1 (Famous)***

Chapter 6 Zoom Link for lecture available in Canvas…WATCH IT!

March 02 & 04

(MW) ***DUE: Events That Impacted the World Group Presentation***

March 09 & 11

(M) ***DUE: Events That Impacted the World Group Presentation***

(W) Mandatory Attendance Day:

* Discussion: “Social/Political Problem Analysis”Assignment
* Discussion: “Social/Political Problem-Solving Analysis”Assignment
* Permanent Partners Assigned!

 (W) ***DUE: Chapter and Group Reflection Paper (Events)***

(W) **DUE: Quiz#1** covering Chapters 1-6 (Opens at 3:30pm for 24hrs only)

Chapters 7 and 8 Zoom Link for lectures available in Canvas…WATCH THEM!

**Last Week to drop a full-term class. Letter grade given after this week.**

March 16 & 18

(W) ***DUE: Audience Feedback X2 (Events)***

Chapters 9 and 10 Zoom Link for lectures available in Canvas…WATCH THEM!

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March 23 & 25

(MW) ***DUE: Social/Political Problem Analysis Group Presentation***

March 30 & April 01

 (M) ***DUE: Social/Political Problem Analysis Group Presentation***

(W) ***DUE: Chapter and Group Reflection Paper (Social Analysis)***

April 06 & 08

(W) ***DUE: Audience Feedback X3 (Social Analysis)***

Chapters 11 and 12 Zoom Link for lectures available in Canvas…WATCH THEM!

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April 13 & 15

***DUE: Social/Political Problem-Solving Analysis Group Presentation***

April 20 & 22

(M) ***DUE: Social/Political Problem-Solving Analysis Group Presentation***

(W) Mandatory Attendance Day:

* Discussion: “Why \_\_ Can Not Work is Because…”Assignment

(W) ***DUE: Chapter and Group Reflection Paper (Social Solving)***

April 27 and April 29

(W) ***DUE: Audience Feedback X4 (Social Solving)***

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May 04 & 06

(W) ***DUE: Why\_\_Can Not Work is Because…” Group Presentation***

May 11 & 13

(MW) ***DUE: Why\_\_Can Not Work is Because…” Group Presentation***

***FINAL:*** MAY 20th (Thursday) no later than 4:00pm

* ***DUE: Chapter and Group Reflection Paper (Why)***
* ***DUE: Audience Feedback X5 (Why)***
* ***DUE: Dance Cards***

***FINAL:*** MAY 20th (Thursday) at 4:00pm

* **DUE: Quiz#2** covering Chapters 7-12
* (Opens 05/18 at 4pm and Closes on 05/19 at 4pm)

GOODBYE AND ALL THE BEST ☺