

***Summer 2022***

***Communication 8 – Group Communication***

**(#56164) MTWTH 10:15am to 11:40am SOC-36**

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

**Email Address:** Through Canvas Only

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

**Final Drop Date**: 6/30/2022

**OER TEXTBOOK: an-introduction-to-group-communication (1).pdf**

**(You will find the pdf in Canvas)**

Software Requirements:

* PC: Windows 11 or later.
* Mac: macOS 12.4 or later.
* Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
* [Adobe Acrobat Reader](https://get.adobe.com/reader/).
* Microsoft Office (Word and PowerPoint)

***COURSE ADVISORY, DESCRIPTION, OUTCOMES, AND OBJECTIVES***

***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*:**

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*:**

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.*

***Course 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.

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 15 minutes

 each during the course of the semester.

***COURSE REQUIREMENTS***

**Computer Access:**

You will be spending considerable time researching, collecting sound evidence, and communicating with your group members. You need to have access to a computer. You should also have a basic knowledge of Word and PowerPoint.

**Canvas:**

I use Announcements in Canvas to remind you about due dates and other important matters. Also, you will be able to find the course syllabus, course schedule, course documents, inbox/email and more. Please become familiar with Canvas as soon as possible.

***COURSE POLICIES***

**Syllabus Statement:**

If supports like extended testing time in an alternate location, audio books or note-taking assistance would be helpful to you, please contact Disabled Student Programs & Services (DSP&S) for an “interest” appointment. I believe the DSP&S staff will determine if you may have a qualifying condition. The DSP&S is located in the DSP&S Building on the Reedley College campus and can be reached by telephone at (559) 494-3032 or by TTY at (559) 638-0382.

**Accessibility Statement:**

This course is designed to maximize accessibility to the curriculum, assignments, and content. If any part of the class is not accessible to you (easy to use, obtain, or retrieve), please inform the instructor to discuss possible solutions and/or alternatives.​

**Changes to the Syllabus:**

The instructor reserves the right to make changes to the syllabus and the course schedule throughout the semester. Any changes made to the course syllabus or schedule will be done in the best interest for students. I will do my part and communicated changes, but it is also your responsibility to make sure you are informed about any changes that occur.

**Contact Policy:**

Student emails (use the inbox in Canvas and not the “reedleycollege.edu” inbox) are answered as soon as possible. I will respond to text messages everyday including nights, early mornings and 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 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 and/or you have not completed any assignments.

**Group Responsibility:**

It is essential that each group member take their 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 that you do your share of the work in order to avoid losing a group. Members of the group may remove unproductive, uncooperative members with proper documentation and with permission from the instructor.

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 on the same group assignment.

**NOTE**

The number one rule is YOU MUST PRESENT WITH YOUR GROUP; otherwise, you are an absentee presenter. There is a one-time makeup assignment for the absentee presenter; however, you will receive some points but not all the possible points.

**Attendance:**

Prep Days are mandatory for you and your group members to meet during class time. Group Presentations are also mandatory for everyone.

**Makeups, Late Work, Extra Credit, etc:**

Late work will always result in a deduction of points even as much as half of the assignment’s worth. No work will be accepted a week past the due date (this does not include group presentations; group presentations are due on the scheduled day/night).

**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***

**Assignments** ***point value***

1. Group Presentations:
2. Chapters 1-3 100
3. Chapters 4-6 110
4. Chapters 7-9 120
5. Chapters 10-12 130
6. The Last Group Presentation 60
 \*What do you represent?
7. Chapter and Group Reflection Papers 80
8. Audience Feedback X1-4 40
9. Quiz Questions:
	1. Chapters1-3 15
	2. Chapters 4-6 15
	3. Chapters 7-9 15
	4. Chapters 10-12 15
10. Comprehensive Examination 100
11. Prep Days and Brainstorming 200

*Total Points* *1000*

**Readings (Mandatory):**

You are responsible for reading all the chapters in the OER textbook provided for you in Canvas.

**Group Presentations (520pts)**:

This class fulfills the oral component for general education requirements. If the group needs to reschedule, and if it is even possible to reschedule, points will always be deducted.

The Group Outline must be submitted to the instructor the day of the assigned presentation (dates/schedules will be announced and posted in Canvas). You mustgive the instructor the group outline before presenting; otherwise, points will be deducted. Make sure the outline is detailed including all the steps of the chapter headings used and the concepts/terms discussed (define and explain).

PowerPoint slides are required. Make sure to email slides to my Canvas inbox.

**Chapter and Group Reflection Papers (80):**

You will write a one-page paper after each of the first four group presentations. The focus of the paper is to connect what you read in the textbook to what you experienced working with others.

**Audience Feedback X1-4 (40):**

You will write two separate paragraphs explaining what the other groups did well and what needs improvement in the presentations. Each section needs to be at least 50 words in length.

**Quiz Questions (60pts):**

This is your chance to write your own test questions. You will create five multiple choice questions for each chapter in the OER Textbook. Provide the answer and the page number where the answer can be found.

**Comprehensive Examination (100):**

Using the questions that you and the other students created, there will be a quiz. The quiz will be in Canvas and will be opened for 24 hours: 50 multiple choice questions worth two points each.

**Participation (200):**

You are expected to do the following: **1)** Present the Resume Presentation and turn in a typed outline; points will be deducted from the 200 participation points if you do not present or turn in a typed outline **2)** Actively participate with your group members on Prep days (14 days (there are twenty days but you can miss six) at 10 points each) and **3)** Actively watch and even participate in Group Presentations including the Resume Presentation (6 days at 10 points each).

**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, course schedule, and the course shell in Canvas.
2. Ask questions when confused and seek help from me.
3. Be responsible for your grade
4. Talk with me before it is too late

**GRADE DISTRIBUTION:**

I give numerical scores to all work you do. I do not give letter grades on any assignment. There are 1000 points possible for the semester. Your points are added at the end of the semester to determine your grade. I strictly adhere to the below *Grading Scale*; however, a ten (10) point adjustment might be made if it will raise the final grade to the next highest letter grade.

***Grade Scale***

**A=1000-900**

**B=899-800**

**C=799-700**

**D=699-600**

**F=599-0**

**Total Points: 1000**

Final Comment:

Cell phone use is prohibited in class. I will stop a lecture or a student/group presentation to ask you to put your cell phone away.

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

**Comm8 #56164**

**MTWTH 10:15am to 11:40am SOC-36**

**June 6th (M) to July 28th (TH)**

***First Week***: June 6th-9th

Introduction to the class & Presentations explained

Lectures: A Look into Group Communication or Working with Others

Resume Assignment explained

**Resume Presentation & Outline Due**

**Meet-N-Greet (the Dance Card) Due**

***Second Week***: June 13th-16th

* Partners Assigned!

Prep Week

***Third Week***: June 20th-23rd

(M-W) Prep Days

* 1st Brainstorming Sheet Due Wednesday
* **Group Presentation June 23rd:**

 **Chapters 1-3: Group Presentation, Outline & PowerPoint Slides Due**

* ***DUE End of Week in Canvas: Quiz Questions Chapters 1-3***

***Fourth Week***: June 27th-30th

(M-W) Prep Days

* 2nd Brainstorming Sheet Due Wednesday
* **Group Presentation June 30th:**

 **Chapter 4-6: Group Presentation, Outline & PowerPoint Slides Due**

* ***DUE End of Week in Canvas: Quiz Questions Chapters 4-6***

***DUE End of Week: Chapter and Group Reflection Paper (Chapters 1-3)***

***DUE End of Week: Audience Feedback X1 (Chapters 1-3)***

***Fifth Week***: July 5th-7th

* Partners Assigned!

Prep Week

***DUE End of Week: Chapter and Group Reflection Paper (Chapters 4-6)***

***DUE End of Week: Audience Feedback X2 (Chapters 4-6)***

***Sixth Week***: July 11th-14th

(M-W) Prep Days

* Partners Assigned!
* 3rd Brainstorming Sheet Due Wednesday
* **Group Presentation July 14th:**

 **Chapter 7-9: Group Presentation, Outline & PowerPoint Slides Due**

* ***DUE End of Week in Canvas: Quiz Questions Chapters 7-9***

***Seventh Week***: July 18th-21st

(M-W) Prep Days

* Partners Assigned!
* 4th Brainstorming Sheet Due end of the week
* **Group Presentation July 21st:**

 **Chapter 10-12: Group Presentation, Outline & PowerPoint Slides Due**

* ***DUE End of Week in Canvas: Quiz Questions Chapters 10-12***

***DUE End of Week: Chapter and Group Reflection Paper (Chapters 7-9)***

***DUE End of Week: Audience Feedback X3 (Chapters 7-9)***

***Eighth Week***: July 25th-28th

The Last Group Presentation explained

* **Group Presentation July\_:**

**Group Presentation: What do you represent?**

* **July 27th (W): Comprehensive Examination**

**(Quiz in Canvas opens for 24 hours; time to be Announced)**

***DUE End of Week: Chapter and Group Reflection Paper (Chapters 10-12)***

***DUE End of Week: Audience Feedback X4 (Chapters 10-12)***

GOODBYE AND ALL THE BEST ☺