

***Spring 2023***

***Communication 8 – Group Communication***

**(#51482) M 6:00pm-8:50pm SOC-36**

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

**Email Address:** Through Canvas Only

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

**Final Drop Date**: 03/10/2023 (F)

**Office Hours:**

**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 DESCRIPTION & STUDENT LEARNING OUTCOMES***

***Course Description*:**

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

***Student Learning Outcomes*:**

1. Construct and deliver dynamic, competent, and ethical presentations adapted to the purpose and the audience.

2. Explain the principles of human communication by critically evaluating public speeches through constructive critique and self-analysis.

3. Identify and apply effective communication strategies grounded in group theories.

4. Utilize organizational patterns and research materials that incorporate sufficient, credible, and relevant evidence.

*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 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. An absentee presenter will receive no points for the group presentation unless the group members who did present allow the absentee presenter to receive some points. Never all the 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. Resume Presentation 45
2. Informative Mini Group Presentation
	1. Chapters 1-4 60
	2. Chapters 5-8 60
	3. Chapters 9-12 60
3. Class Notes: Mini Group Presentation
	1. Chapters 1-4 40
	2. Chapters 5-8 40
	3. Chapters 9-12 40
4. Full Group Persuasive Presentation
	1. The Problem and How to Solve It 150
5. Papers
	1. Meet-N-Greet (Dance Card) 15
	2. Full Group Persuasive Feedback Response 40
	3. The High, Low, and Buffalo of Working in Groups 50
6. Comprehensive Examination 100
7. Participation 300

*Total Points* *1000*

**Readings (Mandatory):**

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

**Resume Presentation (45):**

You will prepare a presentation explaining your strengths as a possible group member and what areas you think needs to be improved. You will present in front of the class.

**Informative Mini Group Presentation Chapters 1-12 (180pts):**

You along with others will inform and lecture on several chapters from the OER textbook. You can access the textbook in Canvas. Make sure to provide the instructor with a copy of the group outline the day/night of the presentation. Also, make sure to email the PowerPoint slides to the instructor by Canvas email

**Class Notes: Mini Group Presentation Chapters 1-12 (120pts):**

You will be required to turn-in the notes you took during the *Mini Group Presentations*. You may scan your notes, but typed notes are encouraged. I just need to be able to read and understand your notes. Write clearly! Submit in Canvas.

**Full Group Persuasive Presentation: The Problem and How to Solve It (150pts)**:

This presentation is designed to strengthen students’ understanding of the process of working in groups. The main objective is to persuade the audience. Your group will pick the topic

Group Outline must be submitted to the instructor the day of the assigned presentation (dates/schedules will be announced in class and posted in Canvas). You mustgive the instructor the group outline before presenting; otherwise, points will be deducted. All members’ work must be included.

Reference Page is required. These presentations are to be properly researched. APA style format is preferred. If you do not submit a reference page, points will be deducted, and again, all members’ work must be included. Your name must be next to the source(s) you researched.

**Papers (105):**

F*irstly*, you will fill out the Meet-N-Greet Dance Card by talking to each of your classmates and find out one thing about each person. *Secondly*, for the last Full Group Persuasive Presentations, you will comment on each of the groups’ presentations. *Thirdly*, you will write a one-page paper reflecting on your working in groups experience.

**Comprehensive Examination (100):**

The quiz will cover all the chapters in the OER Textbook. There will be 50 multiple choice questions and each question will be worth two points. The quiz will be in Canvas and will be opened for 24 hours.

*Note:*

*If the quiz is reopened for you, points will be deducted from your score. If you come the night of the final and take the quiz in class, no points will be deducted.*

**Participation (300):**

You are expected to do the following: **1)** Actively participate with your group members on Prep Days/nights () and **2)** Actively watch and even participate in Group Presentations ().

Note:

You may miss two days of Presentations or one night of Presentations.

In addition, you may miss two Prep Days or one Prep Night.

**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!)**

**M 6:00pm-8:50pm (#51482)**

Week One: JANUARY 09

 Introduction to the course

 Lecture: Introduction to Group Communication

Week Two: JANUARY 16

**Holiday-No Classes Held**

Week Three: JANUARY 23

**Due Resume Presentation**

Assignment: Meet-N-Greet (Dance Card)

Forming Groups

Week Four: JANUARY 30

Prep Night

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

Week Five: FEBRUARY 06

Prep Night

Week Six: FEBRUARY 13

**Due Informative Mini Group Presentation Chapters 1-4**

Week Seven: FEBRUARY 20

**Holiday-No Classes Held**

Week Eight: FEBRUARY 27

Prep Night

**Due Class Notes: Mini Group Presentation for Chapters 1-4**

Week Nine: MARCH 06

**Due Informative Mini Group Presentation Chapters 5-8**

Week Ten: MARCH 13

Prep Night

**Due Class Notes: Mini Group Presentation for Chapters 5-8**

Week Eleven: MARCH 20

**Due Informative Mini Group Presentation Chapters 9-12**

Week Twelve: MARCH 27

Discussion: Full Group Persuasive Presentation & Forming Groups

**Due Class Notes: Mini Group Presentation for Chapters 9-12**

APRIL 03-07

**Spring Break-No Classes Held**

Week Thirteen: APRIL 10

Prep Night

Week Fourteen: APRIL 17

Prep Night

Week Fifteen: APRIL 24

Prep Night

Week Sixteen: MAY 01

**Full Group Persuasive Presentation: The Problem & How to Solve It**

Week Seventeen: MAY 08

**Full Group Persuasive Presentation: The Problem & How to Solve It**

* Comprehensive Examination: 05/08 (M) at 10pm to 05/09 (T) at 10pm

**(Quiz in Canvas opens for 24 hours)**

Week Eighteen: FINAL May 15th (M) at 6:00pm-8:50pm

PAPERS DUE:

* Full Group Persuasive Feedback Response
* The High, Low, and Buffalo of Working in Groups

GOODBYE AND ALL THE BEST ☺