LOS ANGELES MISSION COLLEGE
Communication Studies: Small Group Communication 151
Fall 2013
Day and Time:
Wednesday
Sec. 3319, 6:50pm to 10:00pm
Room: INST 1012

ASSOCIATE PROESSOR: JOHN GLAVAN Ph.D. **OFFICE PHONE**: **213-763-3931**
OFFICE LOCATION / HOURS: Faculty Area 6:00pm to 6:30pm or by appointment
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COURSE OVERVIEW:
This course provides an analysis of the purposes, principles, and types of group communication processes. Development of individual skills in leadership and problem solving is achieved by responsible group participation.

(Small Group Communication) Student Learning Outcomes (SLO's):
At the end of the semester, students will know and/or be able to:
1. Demonstrate effective verbal and nonverbal communication skills by collaboratively working in small groups.
2. Apply problem solving, conflict management, decision making, and leadership skills in group settings.
3. Produce and implement solutions to problems to reach mutually satisfactory results.

COURSE OBJECTIVES:
1. Relate what is known and what has been experienced regarding small group communication to what will be presented in the course.
2. Select between different group types and their influence on an individual.
3. Organize and apply the skills necessary to make an individual an effective group member.
4. Compare leadership approaches in a group environment and deduce the most appropriate one to use in a given group situation.
5. Employ the five step problem solving method developed by John Dewey
6. Evaluate various creative problem-solving techniques and apply them to group assignments.

REQUIRED MATERIALS:
Beebe, S.A., Masterson J.T., Communicating in small groups: Principals and practices, 10th ed. Pearson 2012. (ISBN: 13-978-0-205-77063-2)

COURSE PROTOCOL AND PROCEDURES and Class Conduct: (Failure to comply with these rules and procedures can result in dismissal from the course as instructor I reserve the right to do so.
- I do not accept email attached assignments (no excuses)
- I do not accept unstapled work (no excuses)
- Only typed assignments will be accepted
- NO LATE PAPERS DUE if you miss class or a paper due date you will have to get it to me no later than 1pm on the due date but class will still be unexcused if the excuse does not fall under accepted excuse
- You will fail your group if you do not do your part group grades are unanimous meaning you all get the same score or grade. If a group member is not doing their

job and you have tried to work out the conflict as directed by the course then you must notify me as a group regarding the member so I can take appropriate action as to not negatively affect the others in the group.

- If you dispute a grade please do so by the next class period no later than that or else the grade will stand
- Keep all work I hand back to you with a grade recorded on it.
- THERE IS NO EXTRA CREDIT GIVEN IN THIS CLASS!
- Failure to turn in a typed outline or manuscript will result in a zero for the assignment.
- I will not give letter grades on speeches and tests just points if you want to know your letter grade you can divide the amount you received by the total amount of the assignment.
- Do not ask me how you are doing in the class you can monitor your own progress based on the points grading system…it is designed to effectively indicate to you how you are doing every step of the ay throughout the semester.
- You will not be allowed to make up a presentation or test if you did not contact me via email or phone call by 10 pm of the same evening of absent day with only one excuse a legitimate illness or family emergency please use this excuse sparingly!!!
- If you are late to a scheduled presentation day or test the door will lock 10 minutes after scheduled class start time you do not knock to be let in or enter when a student steps out you need to wait until the end of class period with meeting me to discuss why you're late.
- No laptops to be used during lectures for note taking or emailing of internet surfing failure to comply will result in dismissal of class and potentially the course if you are repeating this offense.
- No text messaging or cell phone will be tolerated during class time failure to comply will result in dismissal of class and potentially the course if you are repeating this offense.
- Be positive stay positive and communicate positively and success will be most attainable.
- There is no eating of any kind inside the classroom
- No speaking or disruptive behavior of any kind during group presentations
- No Hats or sunglasses, gum chewing or clothing that is deemed distraction or derogatory will be allowed during group presentations.
- You must complete the final exam to complete the course failure to complete the final will result in a failing class grade, even if you are passing up to the point of the final exam.

CLASSROOM CONDUCT:

College level behavior is expected of all students. With each classroom situation you will be required to be professional and courteous to the instructor and your fellow classmates. **FAILURE TO COMPLY WILL RESULT IN DISMISSAL FROM THE CLASS! (Instructor reserves the right to dismiss student from class session or drop from course entirely if student fails to comply with rules and listed protocol)** This is your class contract read it thoroughly!!!

ACADEMIC DISHONESTY POLICY:

(Board Rule 9803.28) as follows: "Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. For more information on the Standards of Student Conduct refer to the college catalog available in hardcopy and online at www.lattc.edu."

ATTENDANCE POLICY:

All students are required to attend class. **This is a participatory course that requires MANDATORY participation and attendance. For all emergencies and illnesses please notify me in ADVANCE of class or email or call me AFTER class until 5 pm of that same evening to respond with your excuse or it will result in a zero for an assignment that was due on that day. ACCEPTED EXCUSE**: Illness

UNACCEPTED EXCUSES: Work (new job schedule), picking someone up from the airport, Vacation, Prior Commitments that conflict with class time (If this is something mandatory you need to negotiate it with me two weeks in advance) or else you will suffer the consequences loosing points for your overall grade. **BE ADVISED AFTER 2 UNEXCUSED ABSCENCES YOU WILL BE DROPPED FROM THE COURSE prior to the drop deadline after the drop deadline each unexcused absence carries a 20 point penalty. You are responsible for adding and dropping you own courses not the responsibility of the instructor!!**

TARDY POLICY:

Class will begin on time and you are required to be on time. If are more than 5 minutes late to class, you will be counted as absent from the class unless you check in with your excuse at the end of class. **SHOWING UP TO CLASS AND LEAVING EARLY IS CONSIDERED AN UNEXCUSED ABSENCE.**

STUDENTS WITH DISABILITIES:

If you are a student with a disability you must present documentation to me the instructor in accordance with Los Angeles Mission College's Disabled Student Services (DSP&S). For further information please contact the LA Mission DSP&S Office at 818-364-7734.

EMERGENCY PROCEDURE: If a campus emergency that poses risk to students occurs, please be prepared to immediately follow the instructions of your Professor or Instructor. Do not exit the classroom until instructed to do so. If building evacuation is required, you will be asked to leave **all** of your non-essential personal belongings in the classroom and quickly, yet orderly and safely, exit the classroom and the building, preferably through the main doors on the north end of Building 29. Proceed to a safe location near the walkway intersection. As the last person to exit, I will lock the classroom door behind me and meet you outside of the building in order to account for your presence and safety.

GRADING CRITERIA: **(TOTAL POSSIBLE POINTS = 350)**

1. Paper 1: 3 to 4 pages typed MLA 30 points
2. Paper 2: Group paper 60 points 4 to 5 pages typed MLA
3. Group Presentation 1: 30 points
4. Group Presentation 2: 50 points

5. Final Small group presentation: 80 points
6. Final Exam 100 points

GRADING BREAKDOWN:

350 TOTAL POINTS IN CLASS
A= 350-315 100-90%
B= 314-280 89%-80%
C= 279-245 79%-70%
D= 244-210 69%-60%
F= 209-0 59%-0%

ASSIGNMENT SCHEDULE: Fall 2013 Small Group 151 Wednesday

August

28 Introduction to class handout syllabus In Class Dyad activity Small Groups Small group lecture chapter 1 and 2

September

4 Group formation lecture Group culture lecture
11 Discussion of Paper 1 assignment continue with group lectures Rough draft of paper 1 in class due for discussion and overview
18 Paper 1 due in class typed in MLA format
25 GROUP FORMATION How to collaborate as a group / relating to other Groups Chapter 4, 5, and 6

October

2 MOVIE 12 Angry Men in class
9 Lecture Chapter 7discuss movie, Discuss group presentation 1 in class
16 Group Presentation 1 in class due!!
23 Chapter 8, and 9 Lecture Group paper # 2 discussed
30 Paper # 2 due in class Group dialogue in class checking in continued

November

6 Conflict discussion in class web information Conflict resolutions continued in lecture
13 Lecture on Chapters 10 Making decisions and problem solving. Group Presentations # 2 explained
20 Group Presentation # 2 in class
27 Chapters 11 and 12 Problem Solving techniques and Creative group techniques. Final group presentations explained. **Small Group final presentations in class 20 minutes each CONFLICT**

December

4 Final class will review final exam study guide grade overview in class

FINAL EXAM SCHEDULE:

Wednesday December 11 from 7:30 pm to 9:30 pm Final exam in class Ch 1-12 need a SCAN TRON SHEET NO 2 pencil!!!!

Syllabus and Schedule Subject to Change by Instructor!!!