LA Mission College Spring 2014 COMM 151 Small Group Communication 6:50-10:00 W Classroom INSTR 1012 Section # 3366

Adam M. J. Kaminsky

Email: Kaminsky.adam@gmail.com (don't email me with a question until you have thoroughly looked through the documents provided in class and on blackboard)

Office Hours: Monday & Wednesday from 10:50-12:20 CCC (Location TBA)

Course Description and Course Objectives:

This course provides an opportunity to explore the process of groups and decision making through the practical application of theoretical concepts to a variety of group activities and public group discussion. Theories of group decision making and leadership will be explored to analyze group interaction. Preparation for the workplace will be emphasized through critical thinking and problem solving. Strategies for successful group interaction will be discussed.

Student Learning Outcomes:

The student will be able to:

Demonstrate the ability to plan, research, and participate in the writing and presenting of an ad hoc committee symposium.

Course Goals

- I. To become familiar with major theories in group communication
 - A. Models of leadership
 - B. Principles of power and conflict management
 - C. Decision-making strategies
- II. To apply ideas about effective group communication techniques to practical settings.
- III. To develop your personal communication competency in small group settings
 - A. Create awareness and increased sensitivity to your own communication behavior and practices in small group interactions
 - B. Enhance small group discussion and presentation skills

Required Texts and Materials:

Beebe, S. A., & Masterson, J. T. (2009). Communicating in small groups: Principles and practices. Tenth Edition. New York, NY: Longman.

A <u>computer, printer, scantron</u>, and <u>stapler</u> are required materials needed for this course. There will be other supplemental material on Blackboard under the "content tab."

Policies:

<u>Due Dates</u> – <u>NO LATE WORK IS ACCEPTED!</u> We are on a tight schedule. Assignments are due on assigned days. Extensions and make-ups are NOT available. Documented illnesses or emergencies are the only exception to this policy. If an emergency arises, you must contact the instructor <u>before</u> the assignment is due and supply documentation.

Participation - Participation is essential in a course of this nature since a major part of the class involves presenting, responding to speeches, and **collaborating** with your group members. Therefore, a group has the right to vote a group member out of the group if their participation isn't satisfactory to the group and the Professor. Course grades will be adjusted on the basis of participation. It is not possible to participate if you are not in class. Your group members anonymously score your level of participation throughout the semester (so make them happy ©).

***You will need flexibility in your schedule to meet with your group. Both face to face and computer mediated are acceptable, but this class demands that a lot group work outside the classroom.

<u>Kicking a Member Out of the Group</u>: A person can get kicked out of a group for a variety of reasons (e.g. not doing work, not communicating via phone and/or email, being disrespectful, completing tasks, etc...). A group will need to present their reasons for removal to the Professor before the Professor makes the final decision. A person cannot be kicked out of a group without going through the following steps:

- 1. Group members will describe the events in detail in your journal entries.
- 2. Schedule a group appointment with the Professor where an open mediated discussion between dissatisfied group members and the accused will take place. All group members must be present at this time.
- 3. Schedule a 2nd mediated appointment with the Professor and the entire group. The Professor will meet with the accused and the prosecution separately. The Professor will make the final decision as to whether the person will be removed from the group or not and reserves the right to remove a group member at any time.

When a Person is Voted Out of the Group: A person who has been kicked out of a group does NOT receive an automatic failing grade in the course. They will need to turn in a 6-8 page research paper on Group Communication. The Professor will provide a descriptive outline. This paper will need to be submitted to turnitin.com and receive a plagiarism score under 25% or it is an automatic failure. The paper will be graded on a very STRICT rubric based on organization, research, APA format, grammar, theory comprehension, and theory application.

Excused Absences: Absences due to personal illness, court dates, or medical emergencies must be cleared via written documentation ON THE DAY YOU RETURN TO CLASS (no exceptions). Changes in work schedule, personal celebrations (e.g., birthdays), transportation problems, etc. are NOT considered to be legitimate reasons for me to excuse an absence. If you are traveling on College related business, you should notify me <u>in advance</u> of your scheduled absence.

<u>Day of Presentations</u>: Outlines, handouts and speeches will be docked 50% if they are not turned in on time or if you show up late the day of your presentation! You will be docked 100% of your grade if you do not appear on the day you are scheduled to present. You will also be docked 50% if you interrupt a classmate's speech by walking in when a "do not enter" sign is visible on the door. These are individual deductions. An entire group will not be punished for one member's actions. The group members that are punctual will need to start the presentation as scheduled even if others are late. This could negatively impact your grade if you are unable to do so in a professional and organized manner.

<u>Group Project</u>: Overall, you are going to help the community in some way. There are an infinite amount of possibilities as to what you can do and who you can choose to help. Each individual in the group will be deducted a full grade in the class if the group does not do follow through with an act of philanthropy.

<u>Promptness</u> is expected as a general rule, but especially on speech days. If you should happen to be late on a speech day, wait outside the door until you hear applause and then enter. Habitual tardiness over the course of the semester will count against your participation grade. We have many quizzes at the beginning of the class and they cannot be made up.

<u>Academic Honesty</u> – Students are responsible for understanding and adhering to College policies regarding academic honesty. Cheating in any form, or plagiarizing any part or parts of any oral or written work is automatic grounds for receiving a failing grade in the course. In addition, a report will be filed with the Dean of Students for further possible action (including expulsion from the College).

Assignments:

CR/NC*	Introduction Speech
15%	Proposal- Group Presentation
15%	Chapter Presentation
15%	Reflection- Group Presentation (20% deduction if no activity is completed by this presentation)
15%	Journal Assignments
15%	Final Exam

15% Class Activities/Quizzes Group Evaluations & Participation 10% 100 pts Total in the class total *Note: I reserve the right to adjust final course grades on the basis of your performance on these activities. *All graded presentations & exams must be completed to receive a passing course grade. Course Grades Will Be Determined Using the Following Scale: 90-100 = A60-69.99 = D80-89.99 0 -59.99 = F= B70-79.99 = C**Tentative Course Schedule** *Indicates an assignment is due that day 2/12 Go over Syllabus and participate in Ice Breakers **CR/NC Intro Speeches** 2/19 Ch. 1 Introduction to Group and Team Principles and Practices Ch. 2 Small Group Communication Theory 2/26 Ch. 3 Group Formation Ch. 4 Preparing to Collaborate 3/5 Ch. 5 Relating to Others in Groups and Team *Choose Groups Ch. 6 Improving Group Climate 3/12 Delivery and Structure in Group Presentations Public Speaking in a "Nut Shell" 3/19 Proposal Presentation Explanation *Journal #1 Due 3% *Plan A and Plan B Outline (10% of 3/26 Group meeting with Professor group presentation grade) 7:00 Group _____ 7:30 Group _____ 8:00 Group ______ 8:30 Group _____ 9:00 Group _____ 9:30 Group _____ 4/2 **Proposal- Group Presentation (15%)** Group _____ Group _____ Group _____

4/9 SPRING BREAK

Group _____ Group ____

4/16 12 Angry Men (the movie) *Journal #2 Due 4% Group Meetings (Pick chapters located at bottom end of syllabus)

4/23	Group meeting with Professor	*12 Angry Men Paper 5% * Outline (10% of group presentation grade)
	7:00 Group	
	7:30 Group	-
	8:00 Group	=
	8:30 Group	-
	9:00 Group	-
	9:30 Group	- -
4/30	Chapter Presentations & Handout (Group	15%)
	Group	
5/7	Remaining chapter/s that weren't cove Meet with groups	ered in Group Ch. Presentations *Journal #3 Due 4%
5/14	Reflection Presentation Explanation Delivery and Structure in Group Prese	ntations Continued
AI		TED BY THIS DATE OR YOU WILL BE DEDUCTED 10% OF A GRADE IN THE COURSE
5/21	Group meeting with Professor	*Group & Personal Outline Due (10% of group presentation grade)
	7:00 Group	_
	7:30 Group	_
	8:00 Group	_
	8:30 Group	-
	9:00 Group	-
	9:30 Group	_
5/28	Reflection- Group Presentation	*Journal #4 Due 4%
	Group	
6/4	Final Exam 15% and Extra Credit I	Due
	e Note: Final grades will not be g your final grade excluding the pee	iven over e-mail. You must show up on the last day if you er evaluation and extra credit.
Chapte	ers available for Group Chapter Prese	entation
Ch. 8 N	Enhancing Group Climate Managing Conflict Leadership	Ch. 10 Making Decisions and Solving ProblemsCh. 11 Using Problem-Solving TechniquesCh. 12 Enhancing Creativity in Groups and Teams