

 **School of Media and Communication**

 http://www.bgsu.edu/departments/scs/index.html

COMM 2030: Small Group Communication

Fall 2010 • Section #82760 • 005 Kohl Hall • Tu/Th 2:30p - 3:45p

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**Hours:** Tu/Th 12:00p – 2:00p **E-mail:** jennya@bgsu.edu

*I wish that I knew what I know now… when I was younger*. –The Faces “Ooh La La”

**Welcome!** This syllabus has been designed to give you a preview of the course and will answer many questions about policies. Please refer to these materials throughout the semester. I believe you will find your experience in this classroom to be worthwhile, enjoyable, and valuable to your future coursework and employment opportunities. I look forward to working with each of you over the next 16 weeks. The purpose of this course is to examine small group communication phenomena as it affects problem solving and policy formation processes. Theory and practice in the analysis of social interaction in small group processes will be examined along with concepts, essays, examples, discourses, videos, etc.; which help us to discover, discern, and examine small group communication. **Prerequisite: IPC 1020**.

**General Course Objectives:** After taking this course the student should be able to:

I. Display a comprehensive knowledge of small group and team communication processes.

II. Exhibit individual communication competence in small group and team settings.

III. Apply conceptual ideas about effective group discussion techniques to practical communication situations.

**Required Text:**

Rothwell, J. (2010). *In Mixed Company: Communicating in Small Groups and Teams* (7th ed). Boston, MA: Wadsworth Publishing/Cengage.

**Companion Website:** <http://www.cengage.com/communication/rothwell/inmixedcompany7e>.

**Participation & Ethical Communication Responsibility:** As human beings and active collegiate-level participants, it is important to recognize and respect each others' rights guaranteeing freedom of speech and empathetic attention. Members of this class will be held responsible for conducting themselves as respectful members of a learning community. The initiatives of this course may challenge your views, attitudes, and beliefs while also encouraging you to express yourself. However, racist, sexist, or other oppressive/violent language will not be tolerated. I strongly encourage you to express your opinions and question the opinions of others as you listen, discuss, and debate all topics in a respectful manner. Also, do not speak or whisper during instructor/peers’ presentations. Questions may be answered by a peer or the instructor by raising one’s hand. With this policy we will find that our classroom setting will be quite enjoyable and beneficial to everyone participating in the course. To insure participation points: attend every class, be considerate of others, be prepared, participate actively and complete all assignments on time. In short, be respectful.

**Response & Availability Policy:** Please utilize email to contact me as a primary method. Please refrain from calling/texting my cell phone unless it is an emergency. I may not respond. When emailing, please realize that I teach several classes (just like you attend more than just this class) and receive many emails. I will respond to you as quickly as I can but this could take longer than you anticipate. Incessant emailing will not be answered. I will do my best to respond within 24 hours of your email; however, the weekends are my free time as well, so I will not guarantee as speedy of a response rate then. My customary office hours are listed above, but other meeting times are available by appointment.

**Disability Policy:** If you have a specific learning and/or physical disability that require accommodation, please let me know by the second week of the semester so that your learning needs may be appropriately met. Also contact Disability Services on campus in 413 South Hall (419-372-8495) or at: http://www.bgsu.edu/offices/sa/disability/

**Writing Policy:** It is expected that all assignments in this course be word-processed in 12 point Times New Roman or Arial font, 1 inch margins, double-spaced, spell-checked, grammatically correct, with page numbers, and stapled. Please use paragraphs, introductions, conclusions, and transitions accordingly. Your name, the course number, my name, and the date should also appear on a title page separate from the rest of the document. Accurate APA or MLA formatted documentation and citations will be standard in this course; please refer to the appropriate style manual for stylistic guidelines. In terms of content, all papers should be focused, well-organized, and free of punctuation errors. I expect all writing to be nothing less than a model of brevity, clarity, and style. If you have questions about a writing assignment, please feel free to contact me to set up a time to meet and work through your questions. Writing assistance is also available and highly recommended in the Writing Center located in 303 Moseley Hall (419-372-2221) or at: http://www.bgsu.edu/offices/writingctr/

**Academic Dishonesty/Plagiarism:** All work must be original, and each student is expected to uphold the standards of academic honesty. Presenting the work of another as your own, whether through direct copying, plagiarism, forgery, cheating, unintended paraphrasing, or inadequate citation practices constitute plagiarism. If you don’t know how to give credit where it is due, please see the instructor. An assignment that is plagiarized in whole or in part will receive a failing grade, the student producing it will receive a failing grade, and the assignment will be turned over to the administrative supervisors to determine further action. Please remember that plagiarism is grounds for dismissal from the university. Any violation of this code will be vigorously pursued. BGSU’s policy about plagiarism can be found in the University’s Student Handbook: <http://www.bgsu.edu/studenthandbook>

**Assignment Submission Policy:** Assignments are due at the beginning of class (and in hard copy format) by the assigned due date as indicated on the course calendar unless otherwise specified, negotiated, and/or agreed. In terms of late work: Except under the most extreme circumstances (and documentation of those circumstances is required), **no late work will be accepted**. If you encounter an emergency situation of some kind, it is best to communicate with me about it earlier rather than later. If I accept your late assignment due to an extreme circumstance, you will be eligible to receive partial credit only. In addition, late assignments may receive little or no written feedback. Please note that grades/feedback of your submitted assignments will be handed back to you as promptly as possible. Also, as a rule, upon receiving the assignment grade it is suggested that you **wait over 24 hours to object** **if you do not agree with the assessment**.

**Cell Phone/Technology/Device Policy:** Cell phones should be turned off (not on vibrate) before class begins. In addition, iPods are not to be used in the classroom. Personal computers may be utilized for note-taking, but if you are found to be send/receiving text messages, listening to music/viewing videos, browsing nonacademic websites, instant messaging, or your cell phone goes off, **you will receive a 10 point deduction from your overall grade** for the course.Also, if you have any of these items out during a major presentation or exam, I reserve the right to give you a zero for that particular assignment. Merely please turn unnecessary technology off and I will do the same. ☺

**Attendance/Tardiness Policy:** Attendance and active participation are required at every single session in order to help you achieve the goals of this course and accomplish your personal academic goals. Thus, your regular attendance and informed active participation are expected. The only absences that will be considered excused are death in the family, severe verified/documented personal illness, religious holidays, and participation in University sponsored activities (e.g., intercollegiate sports, etc.) All doctors’ notes must be signed by the doctor on official letter-head/prescription pad. Notes that are not dated, signed, or verifiable will not be accepted. Please note: **you will receive 2 “free” absences**. After your third absence, I will deduct 10 points for each additional absence. This means that on your fourth absence 10 points are deducted, on your fifth absence another 10 points are deducted and so on. In the event that you miss class, you will be responsible for obtaining the information that you missed from a fellow classmate. **Arriving more than 10 minutes late to class constitutes as an absence.** If you are absent for an exam or presentation, you can request to make up the exam/presentation; only extenuating circumstances will be considered.

**Grading Scale, Policies, Point Breakdown, & Assignments:**

|  |  |  |
| --- | --- | --- |
| **Assignments** | **Points Possible** | **Points Earned** |
| Symposium One | 100 |  |
| Symposium Two | 100 |  |
| Exam #1 | 100 |  |
| Exam #2 | 100 |  |
| Paper | 100 |  |
| Informed, Engaged Participation in Class  | 100 |  |
| **Total**  | **600** |  |

**Grading Scale: 600-540 = A, 539-480 =B, 479-420 = C, 419-360** **= D, 359-Below = F**

**Rounding & Evaluation Criteria:** Grades in this course will **not** be rounded up to the nearest whole percentages. This is a departmental policy and is non-negotiable. Student grades will be determined through the professor’s evaluation of the following major assignments.

**Symposiums:** The symposium format is a public discussion forum in which group members (usually between 5 and 7) present short prepared speeches on a central discussion question or topic. Usually, the audience participates in a question-and-answer session following the formal presentation of speeches. There will be **2 symposiums** in which group members and groups will be graded separately. Grading group as well as individual performance reaffirms the importance of working together (e.g. We-orientation not Me-orientation).

***Symposium One (100 pts):*** Several options will be offered as well as a evaluative rubric. Requirements: 4-minute speech per group member. Group time limit: 4 minutes multiplied by the number of group members.

***Symposium Two (100 pts):*** Critique an art form (e.g., special effects in movies, black-and-white photography, comic books, types of music videos, body building, body art, impressionist paintings, etc.). Research the history of the art form, searching for specific criteria central to an evaluation of that form. Establish a list of criteria for evaluating the chosen art form. Document the relevance of the criteria by citing testimony of experts (see Appendix B of textbook for proper form of citation). Explain the criteria, then as a group, choose “good,” “bad,” and “mediocre” examples of the art form and justify the evaluation in terms of the criteria. Requirements–5-minute speech per group member. Group time limit: 5 minutes times total number of members in group.

**Examinations:**There will be **2 examinations** in this course, each containing both objective (e.g., true/false, multiple choice questions) and subjective (e.g., essay questions) components. These are designed to encourage students in the class to keep up with readings and study the concepts covered in the course.

II. Cooperative Examinations

 Cooperative testing allows students to work together in a group (5 to 7

 members) on examination questions that check knowledge of key concepts

 and points presented in the text. This is a unique approach to testing

 students. Study guides for each exam will be distributed at least one week prior

 to the exam.

 A. COOPERATIVE TEST #ONE–this test will cover the first three chapters of the text. The format will be multiple-choice and true-false. Multiple-choice questions will have four possible answers. You will choose all answers deemed correct (more than one may be correct, even all four). True-false questions will follow standard form. Find **self-quizzes** for each chapter on the website.

 1. *Group cooperation*–each group (5 to 7 members) will take the test together

without benefit of notes or text. Although each group member will be given a

 copy of the test, one copy will serve as the group's final answer sheet.

 2. *Grading*–all members of the group will receive the score on the group test

 unless individuals earn an insufficient score on the individual accountability

 measure. Individual accountability is determined by a second test (immediately

following the group test) given to all group members working separately without benefit of group interaction. The individual test is composed of multiple-choice and true-false questions covering exactly the same material as the group test with a proportionate number of questions from each chapter of the text. Failure to score **80%** or above on the individual test will result in the reduction of that individual group member’s test score as follows:

 Between 70 and 79 = loss of 5 points from group score

 Between 60 and 69 = loss of 10 points

 Between 50 and 59 = loss of 20 points

 Below 50 = loss of 30 points

 Thus, if the group score is 87 and the individual group member scores 65 on the

individual test, that individual will receive a 77 for the test (87 minus 10 points). PLEASE NOTE: Any group member scoring a perfect 100 on the individual test will receive a bonus of 5 points.

 B. COOPERATIVE TEST #TWO–this test will cover Chapters 4 through 7. The

 same procedure used for Test #1 will be used for this test except that any FALSE

 answer on the True/False will require a reason to explain the false answer.

 C. COOPERATIVE TEST #THREE–this test will cover Chapters 8 through 11. The

 same procedure used for Test #2 will be used for this exam.

 D. COOPERATIVE TEST #4: *Twelve Angry Men* comprehensive final exam

 1. The movie *Twelve Angry Men* will be shown in class. All multiple-choice

 and true/false exam questions will relate to this movie. Questions will

 ask you to apply text and class material *from the entire term* specifically

to the movie. Find **self-quizzes** for each chapter on *In Mixed Company’s* companion website: <http://www.cengage.com/communication/rothwell/inmixedcompany7e>

 2. The same procedure for Test #2 and #3 will be used for this final

 exam.

 E. Total worth–100 points *per exam* (400 total points)

 F. VARIATIONS for Final Exam (test #4):

 1. Have students view the *Twelve Angry Men* video outside of class. Either the 1957 or 1997 version works.

 2. Give the essay questions version of the exam.

 3. Make this a take-home exam with options to complete the essay questions as a

 group, as subgroups, or as individuals (see “How to Take a Cooperative Essay

 Exam” in Test Bank provided from Wadsworth).

 4. Make the *Twelve Angry Men* exam an open-textbook test.

 5. Give either the essay exam or the multiple-choice and true-false exam for the movie *The Dream Team*.

**Course Calendar**

The course calendar is **tentative**, meaning I reserve the right to modify the agenda. In addition, you are responsible for checking your BGSU e-mail account and/or Blackboard on a regular basis for course updates, reminders, etc. Assignments and readings are expected to be completed on the allotted day. If you have any questions, please feel free to contact me.

**Week 1 8/24** **Tuesday:** Introduction to course, syllabus, greetings, group assignments

 **8/26 Thursday:** Chpt 1-Communication Competence

**Week 2 8/31** **Tuesday:**

 **9/2 Thursday:**

**Week 3 9/7** **Tuesday:**

 **9/9 Thursday:**

**Week 4 9/14** **Tuesday:**

 **9/16 Thursday:**

**Week 5 9/21** **Tuesday:**

 **9/23 Thursday:**

**Week 6 9/28** **Tuesday:**

 **9/30 Thursday:**

**Week 7 10/5** **Tuesday:**

 **10/7 Thursday:**

**Week 8 10/12 Tuesday:** FALL BREAK- NO CLASS

 **10/14 Thursday:**

**Week 9 10/19 Tuesday:**

 **10/21 Thursday:**

**Week 10 10/26 Tuesday:**

 **10/28 Thursday:**

**Week 11 11/2 Tuesday:**

 **11/4 Thursday:**

**Week 12 11/9 Tuesday:**

 **11/11 Thursday:** VETERAN’S DAY- NO CLASS

**Week 13 11/16 Tuesday:** INSTRUCTOR CONFERENCE- NO CLASS

 **11/18 Thursday:**

**Week 14 11/23 Tuesday:**

 **11/25 Thursday:** THANKSGIVING- NO CLASS

**Week 15 11/30 Tuesday:**

 **12/2 Thursday:**

**Week 16** FINALS WEEK- TBD