

Communication in Teams
Spring 2003

Course Number: COMM 35600:18476-001

Mon., Wed., and Fri 11:00 - 11:50 a.m.

Instructor: Dr. Rozell Duncan

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Office Hours: MWF 10:30 - 11:00, 1 2:00 - 1:00 and 4:15 - 5:30 p.m. and by appointment

Required Text: Lumsden, G. & Lumsden, D. (2000). *Communicating in groups and teams: Sharing leadership*. (3rd ed.). Belmont. CA: Wadsworth.

Course Description: In this course you will study the theory and nature of communication in groups and teams.

Purpose of the Course: This course is intended to improve understanding of the principles of communication in teams and effective leadership.

Course Objective: This course is designed to help the student develop an understanding and knowledge of the dynamics of group communication theory and group leadership. You should be able to analyze communication problems using relevant concepts and theories, begin to describe your own communication behavior in teams, and reflect on its consequences for you and the teams in which you might participate.

COURSE REQUIREMENTS

Group Presentations: The class will form its own work teams. Each team will be responsible for presenting two class workshops on an approved topic. Although there is a fair degree of latitude allowed in selecting presentation topics, the central objective is to explain how your topic/subject affects the communication behaviors of teams. A lecture on how to do a workshop will be given near the beginning of the semester. Each group must provide a detailed typed outline of their presentation to the instructor. Each presentation must last between 40 and 45 minutes, and include a high level of audience participation. Each presentation is worth 20% of the final course grade. **Note:** Presentation grades are GROUP GRADES, not individualized. (400 points - 200 pts. each)

Process Papers: Each group member will write an individual paper analyzing the individual and group dynamics of her/his team. Each process paper will examine a different aspect of your interaction with your group. Guidelines for these papers will be distributed in class. All papers must be typed. (200 points - 100 pts. each)

Quizzes: There will be five (5) 50 point quizzes given over the lectures, textbook, and any material discussed in class. Quizzes may be objective or short answer. (250 points - 50 pts. each)

Exams: Two exams will be given to assess your understanding of the theoretical material covered in the readings and class. Failure to take either exam will result in a zero for that exam. (250 points -100/150)

Written Work: All written work must be typed and double-spaced using either APA or MLA style format. Any work that is two or more pages in length are to be stapled together. Assignments will not be accepted after the deadlines listed in the course schedule unless prior approval is obtained from the instructor. Late assignments are subject to a penalty.

Participation: You are expected to read the assigned material before coming to class. Active participation in class discussion and activities is expected. Be Prepared. Students are responsible for all information, announcements, and changes addressed in class, whether the student is present in class or not.

Cheating/Plagiarism: Cheating is the intention “to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit or to cooperate with someone else in such misrepresentation.” Plagiarism is presenting “as one’s own a material portion of the ideas or words of another, or to present as one’s own ideas or work derived from an existing source without full or proper credit to the source of the ideas, words, or works.” **These offenses will not be tolerated.** Violators will receive an “F” in the course and will be further subject to University policy.

Attendance Policy: **READ THIS CAREFULLY.** This is a participation-oriented course. You are expected to be present for every class. Three unexcused absences will be permitted (not on the day of a group presentation). Each unexcused absence beyond three will result in the course grade being lowered by 5%. If an emergency should arise and the student cannot attend class, especially on a group presentation day, the instructor must be contacted immediately, prior to class time. (After the fact is too late.) It will be up to the instructor to decide if the reason warrants an adjustment in presentation scheduling. Excused absences will be allowed upon presentation of, but not limited to the following: a signed Doctor’s excuse; a tow truck or mechanic’s bill for car trouble; a court summons, military orders, or other clear evidence of unavoidable difficulty unquestionably taking place at class time. If you must miss a class, see me beforehand and let me know why. However, this does not automatically guarantee you’ll be excused. Each student is expected to be on time for class. Arriving late disrupts the class and is discourteous to both students and the instructor. Any tardiness of more than 10 minutes will be reflected in your grade. An attendance sheet will be circulated at the beginning of class; therefore, it will be wise to arrive on time. It is your responsibility to sign the attendance sheet each day of class. **If your signature is not on the attendance sheet, you will be considered absent.**

Late Work: If you miss a deadline or presentation as a result of an excused absence, it will be made-up the class period that your return. Due to the nature of this particular course, group presentations **CANNOT** be made-up. Group presentations will be given as assigned. Each student will be granted one (1) class period extension on written work. The student **MUST** contact the instructor before the beginning of class in which the assignment is due to receive the extension. If the assignment is not submitted by the start of class on the following class day, the student will receive a zero for the assignment and no further extensions will be granted. Written assignments, presentations, and exams missed as a result of unexcused absences will result in a zero for the assignment.

Courtesy: You are expected to be attentive during lectures. Small group or dyadic conversations are disruptive and discourteous to other students and the instructor. Students who need to talk with others, including talking on the phone, will be asked to conduct conversations in the hall. Please turn off or mute cellular phones and pagers during class.

Etiquette: No gum chewing while giving a presentation. Courtesy and respect are significant in a communications class. The best possible grammar will be used in presentations and in class. All presentations are to reflect “good taste.” Hats, caps, etc. may not be worn while giving a presentation. Students may not enter or exit the room while a presentation is in progress.

Legality: No illegal substances, explosives, firearms, weapons, live or dead animals, dangerous machinery, volatile chemicals, or noxious materials are to be brought to class. Illegal or grossly offensive behavior will not be tolerated.

Students with Disabilities: In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which an accommodation is required. Students with disabilities must verify their eligibility through the Office of Student Disabilities Services (SDS) in the Michael Schwartz Student Center, phone (330) 672-3391.

Course Registration: It is the policy of Kent State University that students are not permitted to attend classes for which they are not officially enrolled. It is the student’s responsibility to ensure proper enrollment in classes. You are advised to review your official class schedule during the first two weeks of

the semester to ensure proper enrollment. Should you find an error in your class schedule, you have until Friday of the second week of classes to correct it (this date is subject to change during summer sessions). If registration errors are not corrected by that date and you do continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of the semester.

Evaluations will be based on the following criteria: (Use the blanks to keep track of your grade)

<u>Assignment</u>	<u>Points Possible</u>	<u>Points Earned</u>
Group Presentation I	200	_____
Group Presentation II	200	_____
Process Paper I	100	_____
Process Paper II	100	_____
Quizzes	250	
Quiz 1	50 points	_____
Quiz 2	50 points	_____
Quiz 3	50 points	_____
Quiz 4	50 points	_____
Quiz 5	50 points	_____
Exam 1	100	_____
Exam 2	<u>150</u>	_____
Total	1100	

Grading Scale

990 - 1100	=	A
880 - 989	=	B
770 - 879	=	C
660 - 769	=	D
659 and Below	=	F

Course Outline

Communication in Teams
Mon., Wed., and Fri

Dr. Rozell Duncan

Jan 13	Class Orientation/Introduction
Jan 15	Groups and Teams Chapter 1
Jan 17	Groups and Teams Chapter 1
Jan 20	No Class – Martin Luther King, Jr. Day
Jan 22	Teamwork/Chapters 3 & 4
Jan 24	Teamwork/Chapters 3 & 4
Jan 27	Inquiry/Chapter 5
Jan 29	Critical Thinking/Chapter 6
Jan 31	Creative Thinking/Chapter 7/Quiz 1
Feb 3	Workshop Lecture, Group Selection
Feb 5	Team Pressures & Conflicts/Chapter 12
Feb 7	Decision Making/Chapter 8
Feb 10	Faulty Decision Making
Feb 12	Group Meetings/Quiz 2
Feb 14	Team Problems/Chapter 13
Feb 17	Leadership and Leaders/Chapters 2 & 11
Feb 19	Leadership and Leaders/Chapters 2 & 11
Feb 21	Leadership and Leaders/Chapters 2 & 11
Feb 24	View Film for Take Home Exam 1
Feb 26	View Film for Take Home Exam 1
Feb 28	View Film for Take Home Exam 1/Quiz 3
March 3	Group Presentations
March 5	Group Presentations
March 7	Group Presentations
March 10	Group Presentations
March 12	Group Presentations
March 14	No Class – Complete Take Home Exam 1
March 17	Verbal & Nonverbal Comm./Chapter 9/ Exam 1 Due
March 19	Listening and Questioning/Chapter 10
March 21	Listening and Questioning/Chapter 10/Process Paper I Due
March 24 - 28	No Class – Spring Break ENJOY
March 31	Planning Meetings/Appendix A
April 2	Oral Reports/Appendix B/Quiz 4
April 4	Oral Reports/Appendix B
April 7	Information/Handout
April 9	Ethics/Handout
April 11	Group Meetings/Quiz 5
April 14	View film for Take Home Exam 2
April 16	View film for Take Home Exam 2
April 18	View film for Take Home Exam 2
April 21	Group Presentations

April 23	Group Presentations
April 25	No Class – Complete Take Home Exam 2
April 28	Group Presentations
April 30	Group Presentations/ Exam 2 Due
May 2	Group Presentations
May 9	<u>Final Exam</u> Friday May 9, 2003 10:15 – 12:30 pm Turn in Process Paper II

The Instructor reserves the right to change the course outline if deemed necessary.

Communication in Teams
Spring 2003, Information and Syllabus Agreement

PLEASE SIGN & RETURN (A copy of this agreement will be provided for your records)

Name: _____

Local Address: _____

Local Phone Number: _____ Email Address: _____

Student ID Number: _____ Class Standing: _____

Major: _____

Agreement

I, _____ (print name) as a student in Dr. Duncan's Small Group Communication Class (COMM 35600:18476-001) for the Spring 2003 Semester, have read this syllabus. I understand what is expected of me as a student regarding:

Course policies _____ (initials)

Class requirements _____ (initials)

Assignments _____ (initials)

Due Dates _____ (initials)

Attendance policy _____ (initials)

Unless I request otherwise, Dr. Duncan has my permission to use portions of my student identification number as a method of distributing test scores and grades _____ (initials).

Name (signature)

Date

