

Small Group Communication
Intersession 2001

Course Number: COMM 35550-14105-001

MTWRF (May 21 - June 8) 1:00 - 4:00 p.m.

Instructor: Dr. Rozell Duncan
Office: MSP D302A

Office phone: (330) 672-0184
Dept. phone: (330) 672-2659
E-mail: rduncan@kent.edu

Office hours: MTWRF 12:00 to 1:00 p.m. and 4:00 to 5:00 p.m. or by appointment

Text: Brillhart, J.K., Galanes, G.J. & Adams, K. (2001). Effective group discussion: Theory and practice. (10th ed.). Boston: McGraw-Hill.

Course Description: In this course you will study the theory and nature of problem-solving and discussion groups.

Purpose of the Course: This course is intended to improve understanding of the principles of group communication.

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

COURSE REQUIREMENTS

Group Presentations: The class will form its own presentation/workshop groups. Each group will be responsible for presenting two class workshops on topics related to small group communication. Although there is a fair degree of latitude allowed in selecting presentation topics, the central objective is to explain how your topic/subject affects small group communication. 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 presentation group. 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. (250 points - 50 pts. each)

Final Exam: A final exam will be given to assess your understanding of the theoretical material covered in the readings and class. (150 points)

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. Two unexcused absences will be permitted (not on the day of a group presentation). Each unexcused absence beyond two will result in the course grade being lowered by 5%. If an emergency should arise and the student can not 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. Excessive tardiness (more than 2) 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.**

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 will be asked to conduct conversations in the hall.

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.

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.

Small Group Communication

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	_____
Final Exam	150	_____

Grading Scale

900 - 1000	=	A
800 - 899	=	B
700 - 799	=	C
600 - 699	=	D
599 and Below	=	F

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May 21	Class Orientation/Introduction Intro. To Small Group Communication/Chapters 1 & 3
May 22	Systems Theory/Chapters 2 & 4 Group Development/Chapter 6 Workshop Lecture, Group Selection
May 23	Structure: Roles, Rules and Norms/Chapter 7 Culture/Chapter 5/Quiz 1
May 24	Climate/Chapter 8 Observing Groups/Chapter 15
May 25	View the film "The Dream Team" Analysis of Small Group Communication
May 28	No Class - Memorial Day
May 29	Information/Appendix B Leadership/Chapter 9 & 10/Quiz 2
May 30	Group Presentations
May 31	Decision Making/Chapters 11 & 12 Faulty Decision Making/Quiz 3
June 1	Power & Conflict/Chapter 13 Conflict Management
June 4	Decision Making in Families Embedded Groups/Chapter 14/Quiz 4
June 5	View the film "12 Angry Men" Analysis of Small Group Communication
June 6	Ethics/Quiz 5 Directions in Small Group Communication Research
June 7	Group Presentations
June 8	Group Presentations Final Exam

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

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

Name: _____

Local Address: _____

Local Phone Number: _____

Student ID Number: _____

Class Standing: _____

Major: _____

Agreement

I, _____ (print name) as a student in Dr. Duncan's Small Group Communication Class (COMM 35550:14105-001) for the Interession 2001 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

