POINT LOMA
NAZARENE UNIVERSITY

COM 2020 Small Group Communication
Department of Communication Studies
Fall 2020 ◊ 3 Units
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Office hours: by phone call or zoom appointment

PLNU Mission
Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Course Description
Nature and function of communication in the small group context. Includes consideration of research methods, leadership, and conflict resolution. Theory applied to active classroom participation.

Course Learning Outcomes
Students who successfully complete this course will:
1. Understand the nature and function of communication in the small group context.
2. Develop a theoretical understanding of task group processes and group dynamics in organizational settings.
3. Recognize the role of power and explain leadership styles and strategies for exerting leadership.
4. Explain cohesiveness in groups and strategies for building group cohesion.
5. Understand that a company's strength and success is largely dependent on effective small group communication.

Required Text
Beebe, Steven and John Masterson. (2012). Communicating in Small Groups: Principles and Practices. Boston: Allyn and Bacon. Please use the 10th edition for our course.

Assessment and Grading
Below you will find the assignments for the semester. Assignments and speeches will have grading rubrics that you are welcome to view at any time. Your final grade will be calculated by dividing the number of points you earn by the total number of points at the end of the semester. Here are the categories of assessment (see Canvas for the points possible):

1. Zoom Class
2. Assignments: Interactive Lessons, Research Assignments, Library Guide, article reviews, collaborative work and personal reflection journals
3. Quizzes within Interactive Lessons
4. Exams over course material
5. Group Project: Group project with added assignments (branding, contracts, collaboration)

Grade Scale
A- = 90-92%; A = 93-97%; A+ = 98-100%: Excellent *(Phenomenal work that far exceeds the minimum requirements of the assignment; excellent logic, structure, and organization; virtually no grammar and punctuation errors; engaged in class lecture and discussion; Comprehensive excellence is needed for a superlative grade in this course.)*
B- = 80-82%; B = 83-87%; B+ = 88-89%: Above average *(Excellent work that exceeds the minimum requirements of the assignment; no major problems with logic, structure, and organization; very few grammar and punctuation errors.)*

C- = 70-72%; C = 73-77%; C+ = 78-79%: Average (*Good work that meets the minimum requirements of the assignment; may have minor problems with logic, structure, and organization; may have some grammar and punctuation errors; midpoint between extremes of excellence and failure.*)
D- = 60-62%; D = 63-67%; D+ = 68-69%: Below average (*Poor work that does not fully meet the minimum requirements of the assignment; may have some problems with logic, structure, and organization; grammar and punctuation errors may hinder meaning.*)
F = 59% and below: Failure (*Poor work that does not fulfill the assignment; may have serious problems with logic, structure, and organization; grammar and punctuation errors may obscure meaning*.)

Method of Instruction/Course Norms

1. Attendance will be determined by zoom class attendance, threaded discussions, quizzes and collaborative assignments provided in each session.
2. Students shall follow the Zoom Etiquette norms provided in Canvas.
3. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, and general appearance) as well as content.
4. Students may use their textbooks and notes on quizzes and tests, but they may not work with other students to complete the assessments. Collusion is a form of cheating and will result in a failing grade.
5. Late work will be accepted with a point reduction for *one week*.
6. For the course discussion boards, students must make an initial post to each threaded discussion and make at least two comments to another student's thread. Responses to threaded discussions are meant to be a conversational. This means the content should be more than simple agreement. A good response would show insight into the question or prompt and also create the potential for more discussion. Students will not receive credit for the threaded discussions if they do not participate in the threaded discussions at the designated time.
7. Integrity is of great importance. Plagiarism of any sort will not be tolerated and will result in a grade of "F" for the project and possibly the course.
8. Please check your PLNU email account daily. This is the way that I will most frequently communicate with you outside of class, and it's also the way the university distributes important information.
9. The subject librarian for Communication, Anne-Elizabeth Powell, is available to help you with planning and organizing your research, as well as locating resources for your class assignments. She can be reached at apowell@pointloma.edu or 619-849-2208.
10. We will not maintain an "always on" mentality as it's not a sustainable way to conduct our work this semester. To that end, I am committed to responding to emails within 24 hours (and on Mondays for emails sent to me Fri-Sun).
11. This syllabus serves as the contract between the students and professor. Your continued enrollment in the course serves as agreement to abide by the policies and information set forth here. Please do not expect exceptions to be made for you.

Course Schedule

Please note, this schedule may change depending on our circumstances. Any changes will be posted on Canvas and announced in zoom class. Rest assured, I will not spring any new assignments or work on you at the last minute.

Date	Plan	Work for the Week
Foundations of Group and Team Communication		
Week 1 Aug 17-23	Course Introduction and Expectations Reading and Discussion Intro to Group Communication Lecture	Read Syllabus and Text Overview Course Introduction Read chapter 1 Attend Zoom Class Introduction Video Post on Discussion Board (DB) Interactive Lesson

		"Are You a Team Player" survey Collaborative Work on DB
Week 2 Aug 24-30	Chapter 1: Introducing Group and Team Principles	Read chapter 2 Attend Zoom Class Watch Ted Talk Post on Discussion Board Interactive Lesson Collaborative Work on DB
Week 3 Aug 31- Sept 6	Chapter 2: Small Group Communication Theory New Science of Building Great Teams	Read chapter 3 Article: "Creating an Extraordinary Group" by Bellman and Ryan Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB
Week 4 Sept 7-13	Chapter 3: Group Formation	Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB
Week 5 Sept 14-20	Exam 1 (Chapters 1-3)	Read chapter 4
Managing Group and Team Relationships		
Week 6 Sept 14-20	Chapter 4: Preparing to Collaborate	Attend Zoom Class Post on Discussion Board (DB) Interactive Lesson Collaborative Work on DB Read chapter 5
Week 7 Sept 21-27	Chapter 5: Relating to Others in Groups and Teams Group Roles	Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB Read chapter 6
Week 8 Sept 28-Oct 4	Chapter 6: Improving Group Climate	Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB Read chapter7
Week 9 Oct 5-11	Chapter 7: Enhancing Group and Team Communication Skills	Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB Read chapter 8
Week 10 Oct 12-18	Chapter 8: Managing Conflict	Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB Read chapter 9 Study for Exam 2
Week 11 Oct 19-25	Exam 2	
Managing Group and Team Tasks		

Week 12 Oct 26-Nov 1	Chapter 9: Leadership	Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB Read chapters 10 & 11 Work on Group Project
Week 13 Nov 2-8	Chapters 10 & 11: Problem Solving	Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB Read chapter 12 Work on Group Project
Week 14 Nov 9-15	Chapter 12: Creativity	Attend Zoom Class Post on Discussion Board Interactive Lesson Collaborative Work on DB Read chapter Complete Group Project
Week 15 Nov 16-22	Group Presentations	Study for Exam 3
Nov 23-24	No class this week	Happy Thanksgiving!
Week 16 Nov 30-Dec 6	Finals Week: Exam 3	Course wrap up and evaluation

University Notifications

Attendance & Participation

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings (including online sessions), the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. For further information please reference the Academic Policies in the academic catalog.

Course Credit Hour Information

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3-unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 113 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

State Authorization

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

Incompletes and Late Assignments

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

PLNU Copyright Policy

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU Academic Honesty Policy

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies for definitions of kinds of academic dishonesty and for further policy information.

PLNU Academic Accommodations Policy

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU Attendance and Participation Policy

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See Academic Policies in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

Spiritual Care

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the Office of Spiritual Development.

Use of Technology

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the *Technology and System Requirements* information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student needs technological resources please contact student-tech-request@pointloma.edu.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.