



## COM 2020 Small Group Communication

*Department of Communication Studies*

Fall 2021 ◊ 3 Units ◊ TR 11:00 AM-12:15 PM ◊ Cabrillo 102

**Dr. Melissa Newman**

Cabrillo 200 ◊ mnewman@pointloma.edu ◊ 619.849.2561

Office hours: by phone call or zoom appointment

### **PLNU Mission: To Teach ~ To Shape ~ To Send**

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 12<sup>th</sup> 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. Assignments: interactive lessons, research assignments, presentations, article reviews, collaborative work and personal reflection journals
2. Exams over course material
3. Group Project: Group project with added assignments (branding, contracts, collaboration)

### **Grade Scale**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

## Method of Instruction/Course Norms

1. Due to our current pandemic conditions, our class will follow all of the PLNU policies related to Covid-19. Please see the [PLNU Covid-19 website](#), the Covid-19 Canvas course, and the [PLNU catalog](#) for the most current policies.
2. Students will answer the questions on the Campus Clear app each day before coming to class. All of us, including me, can show our respect and care for each other by not coming to class if we don't pass the Campus Clear app or have any covid symptoms.
3. During our in-person class we will all wear well-fitting face masks and maintain as much distance as possible.
4. If I (or a member of my household) are in quarantine, our class may need to meet remotely for that time. Please check for PLNU email before coming to class in case there is a last-minute change in the modality of class.
5. If you are quarantined, please follow the syllabus, complete the work on Canvas (if any) and get missed notes from a classmate.
6. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, and general appearance) as well as content.
7. Late work will be accepted with a point reduction for *one week*. The exception to this is for illness verified by the DRC.
8. 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.
9. 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.
10. 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](mailto:apowell@pointloma.edu) or 619-849-2208.
11. 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).
12. 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. If I must quarantine, we will have class on zoom. Any changes will be posted on Canvas and announced in class. Rest assured, I will not spring any new assignments or work on you at the last minute.

Date	Plan	Work for the Week
<b>Foundations of Group and Team Communication</b>		
Week 1 August 30  In-person on 9/2	Course Introduction and Expectations Reading and Discussion Intro to Group Communication Lecture	Read Syllabus and Text Overview Course Introduction Read and take notes on chapter 1 Interactive Lesson Write Intro Speech Take <a href="#">"Are You a Team Player" survey</a>
Week 2 September 7 & 9  Online Both Days	Chapter 1: Introducing Group and Principles  Intro Speech	Read chapter 1 and complete Interactive Lesson Read and take notes on chapter 2 to prep for Theory Week Watch <a href="#">Ted Talk</a> Interactive Lesson Post Intro Speech on Discussion Board

Week 3 September 14 & 16	Chapter 2: Small Group Communication Theory	Read chapter 2 and complete Interactive Lesson Interactive Lesson Collaborative Work -Presentation Prep Read article
Week 4 September 21 & 23	Chapter 3: Group Development Theory Presentations	Read chapter 3 and complete Interactive Lesson Collaborative Work Study for Exam 1
Week 5 September 28 & 30	Exam 1 (Chapters 1-3)  Chapter 4: Preparing to Collaborate	Take Exam 1 on 9/28 Read and take notes on chapter 4 Collaborative Work Read chapter 4 and complete Interactive Lesson
<b>Managing Group and Team Relationships</b>		
Week 6 Oct 5 & 7	Chapter 5: Relating to Others in Groups	Read and take notes on chapter 5 and complete the Interactive Lesson Collaborative Work Individual Assignment: Read & Respond to "Creating an Extraordinary Group" by Bellman and Ryan Begin Promo Piece Design
Week 7 Oct 12 & 14	Chapter 6: Improving Group Climate  Individual Assignment- Promo Piece Due Oct 12	Read and take notes on chapter 6 and complete the Interactive Lesson Individual Assignment- Promo Piece Collaborative Work Prepare for Exam 2 Group Selection Preferences
Week 8 Oct 19 & 21	Chapter 7: Enhancing Group and Team Communication Skills  Exam 2 (Chapters 4-6) Oct 19 Meet your Team this week!	Read and take notes on chapter 7 and complete the Interactive Lesson Collaborative Work: Initial Group Meeting-Prep TIP assignment
Week 9 Oct 26 & 28	Chapter 8: Managing Conflict  TIP presentations (10/28)	Read chapter 8 and complete Interactive Lesson Conflict Article Review on Gallo's article TIP presentations Journal Submission Work on Team Contract Assignment Complete Journal #1
Week 10 Nov 2 & 4	Chapter 9: Leadership  "New Science of Building Great Teams"	Read chapter 9 and complete Interactive Lesson Work on Group Project Journal Submission Team Contracts Due Read "New Science of Building Great Teams"
Week 11 November 9 & 11	Chapters 10 & 11: Making Decisions and Problem Solving  Exam 3 (11/9)	Read chapters 10 & 11 and complete Interactive Lessons Exam 3 Work on Group Project Article Review: "Hidden Traps in Decision Making"
<b>Managing Group and Team Tasks</b>		

Week 12 Nov 16 & 18	Chapter 12: Enhancing Creativity in Groups	Read chapter 12 and complete Interactive Lesson Journal Submission Work on Group Project
Week 13 Nov 23 & 25	Thanksgiving break Nov. 24-26	Prepare for Professor Meeting
Week 14 Nov 30 & Dec 2	Professor Meetings	Complete Group Project Prepare for Exam 4
Week 15 Dec 7 & 9	Group Presentations	Submit Journal Response Group grading and evaluation Prepare for Exam 4
Week 16 December 16	Final Exam Week: Exam 4	Course wrap up

### University Notifications

#### 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 112.5 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

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

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-

2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

#### PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, 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.

#### 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 or hybrid 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, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

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