



COM 2020-1 Small Group Communication

Department of Communication Studies

Fall 2022 ◊ 3 Units ◊ TR 11:00 AM-12:15 PM ◊ Cabrillo 202

Dr. Melissa Newman

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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. (2020). *Communicating in Small Groups: Principles and Practices*. Boston: Allyn and Bacon. Please use the 12th 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

A	B	C	D	F
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 the recent pandemic, 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. If you are in quarantine, please follow the syllabus, complete the work on Canvas (if any) and get missed notes from a classmate.
3. PLNU allows up to 25% of course work to be completed in Canvas and this section may use Canvas for much of the course work required. It has your assignments listed with due dates set and all the materials needed for the course beyond the textbook so be sure to set your Canvas user preference to get daily reminders for assignments due. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, APA formatting and general appearance) as well as content.
4. Late work will be accepted with a point reduction for *one week*.
5. 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.
6. 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.
7. 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.
8. 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).
9. 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 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 9/1	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 "Are You a Team Player" survey
Week 2 Sept 6 & 8	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 Ted Talk Interactive Lesson Post Intro Speech on Discussion Board
Week 3 Sept 13 & 15	Chapter 2: Small Group Communication Theory	Read chapter 2 and complete Interactive Lesson Interactive Lesson Collaborative Work -Presentation Prep Read article

Week 4 Sept 20 & 22	Chapter 3: Group Development	Read chapter 3 and complete Interactive Lesson Collaborative Work
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	Theory Presentations	Study for Exam 1
Week 5 Sept 27 & 29	Exam 1 (Chapters 1-3) 9/29 Chapter 4: Preparing to Collaborate	Take Exam 1 Read and take notes on chapter 4 Collaborative Work Read chapter 4 and complete Interactive Lesson
Managing Group and Team Relationships		
Week 6 Oct 4 & 6	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 11 & 13	Chapter 6: Improving Group Climate Individual Assignment- Promo Piece Due Oct 12	Read and take notes on chapter 6 and complete th Interactive Lesson Individual Assignment- Promo Piece Collaborative Work Prepare for Exam 2 Group Selection Preferences
Week 8 Oct 18 & 20	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 25 & 27	Chapter 8: Managing Conflict TIP presentations (10/27)	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 1 & 3	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 Nov 8 & 10	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"
Managing Group and Team Tasks		
Week 12 Nov 15 & 17	Chapter 12: Enhancing Creativity in Groups	Read chapter 12 and complete Interactive Lesson Journal Submission Work on Group Project Prepare for Professor Meeting

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Week 13 Nov 22	Professor Meetings	Prepare for Professor Meeting Thanksgiving break Nov. 23-25
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

SPIRITUAL CARE

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

If you have questions, a desire to meet with the chaplain, or if you have prayer requests, you can contact the [Office of Student Life and Formation](#).

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

Students are expected to attend class and be on time. ***Failure to make presentations on schedule will result in a failing grade for that presentation.*** Make up dates will not offered, unless a prearranged date has been made with the professor. In the event of absence on non-speech days, students should seek missed information/notes from classmates. 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.

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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 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.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

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.