

CMST& 230 Small Group Communication



Course Syllabus

INSTRUCTOR: *Laura Driscoll Nudelman*

OFFICE: *R 230 Office "V"*

OFFICE PHONE: *425-564-2358*

E-MAIL: on the Canvas website. If you are having trouble reaching the class website, feel free to Email me at: lnudelma@bellevuecollege.edu. (lower case "L" not capital I).

OFFICE HOURS: Office hours will be on the class website on Monday and Wednesday 9-10 am. You can find me in the meeting room which will appear when you access the "Conferences" icon on the toolbar. I'm also happy to

meet with you as needed. Just send me an Email and we will arrange a time for a face-to-face, phone, or video chat.

COURSE TEXT: Galanes, Gloria. *Effective Group Discussion* 14th edition. McGraw-Hill Publisher. (ISBN: 9780073534343) This text is available in the bookstore, can be purchased or rented online through various vendors (access the textbook locator on the bookstore website: <http://bellevue.verbacompare.com/>).

Please be sure to buy or rent the 14th edition of the textbook. Previous editions will not have the same page numbers or exact content.

COURSE OBJECTIVE: This course is designed for the student to explore small group communication theory and concepts and to develop an ability to apply this knowledge to everyday small group experiences.

COURSE OUTCOMES: By the end of this course students will be able to:

1. Identify the language, listening, and nonverbal communication skills that are needed to promote a positive communication climate in a group setting.
2. Analyze the influence of culture on group interaction.
3. Identify the actions needed to conduct an effective meeting and promote group productivity.
4. Analyze the methods of decision making used by a group.
5. Evaluate how theoretical group problem solving models can be used to help a group accomplish a task.
6. Identify methods groups can use to stimulate critical and creative thinking while problem solving.
7. Evaluate how leadership theory can be used to help a group accomplish its goals.
8. Identify different methods for managing conflict within a group.

FORMAT- You will be engaged in online discussions and group assignments designed to aid your understanding of the concepts explored in class. This course also includes an extensive group project. In addition, this area of study contains complex theories and difficult social science jargon. I will do my best to assist you, but a ***college reading level is needed to succeed in this course.***

GRADING BREAKDOWN

Quiz #1	100	940-1000=A	
Quiz #2	100	900- 939=A-	
Quiz #3	100	860- 899=B+	
Quiz #4	100	830- 859=B	
Quiz #5	100	800- 829=B-	
Discussion Board Postings	240	760- 799=C+	
Group Project	100	730- 759=C	
Communication Analysis Paper	100	700- 729=C-	
Orientation Quiz	10	660- 699=D+	
Personality Type Assignment	25	600- 659=D	
Brainstorming Assignment	25	0- 599=F	
Total	1000		

QUIZZES : will cover the text and uploaded material on the course website. Questions will be a combination of true/false & multiple-choice. Quizzes will be worth 100 points each. Review sheets will be provide for each exam. Review sheets can be accessed through the learning modules on the website. The Orientation Quiz is designed to help you become acquainted with the website and worth 10 points.

DISCUSSION BOARD POSTINGS Participation in chapter discussions is required for completion of the course and is worth 240 points. Students must answer one assigned question per chapter. Postings must address all aspects of the discussion question and consist of a well-developed paragraph that includes references to the material found in the text. One sentence responses are unacceptable. Emphasis should be placed on discussing the concepts and theories explored in the text and personal experience should only be used as examples of course-related material. **You are also highly encouraged to read other students' postings as it helps you become familiar with content before the quizzes.** Please consult the **Guide for Discussion Participation** found in the **Getting Started Learning Module**.

GROUP PROJECT: Students will work collectively online (or face-to-face if preferred by the group) to create a PowerPoint presentation. In the 4th week of the quarter, students will be put in to project groups. **During the weeks of the Group Project (Weeks 4-7), students are required to access their group's discussion board daily Monday-Thursday and respond to any questions posted by group members within 24 hours. Failure to comply with this access requirement may result in removal from the group.**

COMMUNICATION ANALYSIS PAPER: Students will write an 8 page (2000 word minimum-2500 word maximum) group written paper analyzing the communication which transpired during the group project.

PERSONALITY TYPE ASSIGNMENT: This assignment includes an analysis of a personality type assessment you will take on your textbook publisher's website.

INDIVIDUAL PARTICIPATION ON THE GROUP PROJECT: After the final group project, students will submit their evaluation of the participation of each member in the group. A rating/comment sheet will be provided. Students who demonstrate superior participation in their group will be eligible for 20 extra credit points.

POLICIES

1. Late work (including discussion board postings, paper, or project) and late quizzes will **not** be accepted unless arrangements are made with me before the due date.

2. Given the subject of the course, the Group Project is a required portion of this class. Students must meet the participation requirement discussed above even if they have numerous outside commitments. If a student cannot meet the access requirement for the group project, he/she should drop the class and find a course that better meets his/her schedule.
3. Students caught cheating on a quiz or plagiarizing an assignment will not receive any credit for that portion of the class. Repeat offenses will be reported to the Dean of Student Programs.
4. If you have a documented disability and need to have some type of accommodation, please be sure to have the Disability Resource Center send documentation to my BC Email (Inudelma@bellevuecollege.edu). I'm happy to comply with any listed accommodations in the DRC document.
5. Students are expected to model the behavior discussed in the content of this course. During online discussions you may certainly disagree and debate, but you are required to demonstrate tolerance and respect at all times in your postings. Please avoid the use of all capital letters to emphasize a point as this technique is the written equivalent of shouting.