

CMST 230 Small Group Discussion

Course Syllabus

Winter Quarter 2012

INSTRUCTOR: *Laura Driscoll Nudelman*

OFFICE: *R 230 Office "V"*

OFFICE PHONE: *425-564-2358*

OFFICE HOURS: Given the online nature of the course, I will be available to meet with students by appointment. I can meet in my office on campus, over the phone, instant message on Vista, or Skype. Please E-mail me to set up a time.

E-MAIL: on the Vista site or if you are experiencing trouble on vista contact me at: lnudelma@bellevuecollege.edu (lower case "L" not capital I)

COURSE TEXT: Galanes, Gloria. *Effective Group Discussion* 13th edition. McGraw-Hill Publisher. This text is available in the bookstore or can purchase electronic access at a reduced cost at www.coursesmart.com. However, the best deal is to purchase the book used and then sell it at the end of the quarter. **Please be sure to purchase this edition of the text. 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. Define small group communication.
2. Identify types and functions of groups.
3. Describe the phases of group development.
4. Explain the "group think theory" and develop strategies for responding to its symptoms.
5. Demonstrate the ability to communicate effectively in a group context.
6. Demonstrate the ability to conduct an effective meeting.
7. Demonstrate the ability to think critically and stimulate critical thinking in a group.
8. Define and demonstrate group leadership.

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

Exam #1	100	930-1000=A
Exam #2	100	900- 929=A-
Exam #3	100	860- 899=B+
Exam #4	100	830- 859=B
Discussion Board Messages	250	800- 829=B-
Group Project	100	760- 799=C+
Communication Analysis Paper	150	730- 759=C
Individual Participation in Groups	50	700- 729=C-
Discussion Board Reading of Messages	50	660- 699=D+
Total	1000	600- 659=D
		0- 599=F

EXAMS: will cover the text and uploaded material on the course website. Questions will be a combination of true/false & multiple-choice. Exams will be worth 100 points each. Review sheets will be provided for each exam. Review sheets can be accessed through the learning modules on the website.

DISCUSSION BOARD POSTINGS in chapter discussions is required for completion of the course and is worth 300 points. Students must **answer one assigned** question and **respond to another student's answer for each chapter** being discussed. The required format for messages may be different from previous classes. Please consult the **Guide for Discussion Participation** found in the **Getting Started Learning Module**.

DISCUSSION BOARD READING Students are also required to read other students' postings. Students must spend a minimum of 40 hours on the class website to receive full credit for the reading portion of this grade (50 points).

GROUP PROJECT Students will complete one group project in online learning groups by creating a PowerPoint presentation.

COMMUNICATION ANALYSIS PAPER: Students will work collectively to create write a paper as a group analyzing the communication demonstrated during the project.

INDIVIDUAL PARTICIPATION: Students will submit their evaluation of the participation of each member in the group during the group project and final paper. A rating/comment sheet will be provided. I also can track your activity on the system and the combined sources of information will help produce the grade in this section of the course.

POLICIES

1. Late work or exams will **not** be accepted unless arrangements are made with me before the due date.
2. Students caught cheating on an exam 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.
3. If you have a documented disability and need to have some type of accommodation, please contact me as soon as possible.
4. 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.
5. Students are required to access their group's private discussion board daily Monday-Friday once they are placed in groups for their project and paper. Students are not required to post a daily message, but do need to check if a message is waiting for them. **Failure to access a project group's private discussion board daily Monday-Friday or respond to a request for information by the group with 24 hours on weekdays can be grounds for removal from the group and forfeiture of the project and/or paper points.**

A WORD OF ADVICE

This course is designed to give you greater flexibility than you would have in a face-to-face class. Everything in this class, except for the four Exams, can be submitted in advance of the due date. All discussion board questions are available to you on the first day of class. You may wish to work ahead on this content to meet your scheduling needs. You will find we usually have a small group of students who choose this option so you usually have someone to respond to on the discussion board. Once the groups are formed, teams may also choose to work ahead if this approach better meets the members' schedules.