

Winter Quarter 2013

CMST& 230 Small Group Communication



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: I'm 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	80	940-1000=A	
Quiz #2	80	900- 939=A-	
Quiz #3	80	860- 899=B+	
Quiz #4	80	830- 859=B	
Quiz #5	80	800- 829=B-	
Discussion Board Postings	340	760- 799=C+	
Group Project	100	730- 759=C	
Communication Analysis Paper	130	700- 729=C-	
Personality Type Assignment	30	660- 699=D+	
Total	1000	600- 659=D	
		0- 599=F	

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 80 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

extra credit.

DISCUSSION BOARD POSTINGS Participation in chapter discussions is required for completion of the course and is worth 340 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 7th week of the quarter, students will be put in to project groups. **During the weeks of the Group Project and Communication Analysis Paper(see calendar), students are required to access their group's discussion board daily Monday-Friday 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. You are encouraged to post discussion board messages in advance of the due date if this approach works best for you.
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. Special Needs: The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone seek treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible. If you are a student with a documented autism spectrum disorder, there is a program of support available to you. The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit the DRC website for application information and other helpful links at www.bellevuecollege.edu/drc Please meet with me if you have any questions.
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.

