



Communication Studies CMST&230

Small Group Communication

Item 0872

Fall Quarter 2012

INSTRUCTOR:	Hank Sitko
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OFFICE HOURS:	08:00am – 8:30am MWF (or by appointment)
TEXT:	Rothwell, J.D. (2010). <u>In Mixed Company: Small Group Communication</u> (8th ed). Wadsworth: U. S., ISBN-13 978-0-495-79421-9
CREDITS:	Five credit course
CLASSROOM LOCATION:	R Building , RM R-311 Section C
Class Times:	Section C: 11:30am-12:20pm, DAILY

Course Description: This course explores issues related to communicating in groups and teams. We will theoretically and practically explore group dynamics, verbal and nonverbal communication in groups, group goals, leadership, power, group decision making, conflict management, and diversity. During the quarter, you will have many opportunities to practice what you have learned about group communication in both graded projects and informal class exercises.

General Course Objectives: This course is designed to increase your awareness and understanding of small group communication practices, so you may appraise and develop your own group abilities through application of what you have learned. In particular, by the time you have completed this course, you should:

- ◆ become familiar with the study of group communication
- ◆ discover the importance of analyzing your role as a member of a group
- ◆ become more sensitive to the complexity of group interaction
- ◆ recognize the influence you have on a group as well as the influences a group has on you
- ◆ become a more effective communicator in team and group settings
- ◆ be able to apply conceptual ideas about effective group discussion to practical communication situations

LEARNING OUTCOMES:

After completing this course, students should be able to:

- Define small group communication.
- Identify types and functions of groups.
- Describe the phases of group development.
- Explain the "group think theory" and develop strategies for responding to its symptoms.
- Demonstrate the ability to communicate effectively in a group context.
- Demonstrate the ability to conduct an effective meeting with an emphasis on problem-solving and assessment of group activity.
- Demonstrate the ability to think critically and stimulate critical thinking in a group.
- Define and demonstrate group leadership.

REQUIREMENTS:

Quizzes and Exams cannot be made up

Eleven quizzes @ 10 points (drop 3) 80points

Three examinations (100 points each) 300 points

Attendance points

In-class assignments 100

Small Group Project 1 100 _____

Small Group Project 2 100 _____

Small Group Project 3 100 _____

_____ 300

SGC "mini project" 50

TOTAL 830 _____

_____ total points

SUPPLIES:

Scantron sheets (15 or more needed) #2 pencils

Access to a computer Textbook

GRADING:

Points earned as a percentage of points available will determine your grade:

Here is the grading schedule for the course.

Percent	Decimal	Letter	Percent	Decimal	Letter
95-100	4.0	A	77	2.2	C+
94	3.9	A	76	2.1	C
93	3.8	A-	75	2.0	C
92	3.7	A-	74	1.9	C
91	3.6	A-	73	1.8	C-
90	3.5	A-	72	1.7	C-
89	3.4	B+	71	1.6	C-
88	3.3	B+	70	1.5	C-
87	3.2	B+	69	1.4	D+
86	3.1	B	68	1.3	D+
85	3.0	B	67	1.2	D+
84	2.9	B	66	1.1	D
83	2.8	B-	65	1.0	D
82	2.7	B-	64	0.9	D
81	2.6	B-	63	0.8	D-
80	2.5	B-	62	0.8	D-
79	2.4	C+	61	0.7	D-
78	2.3	C+	60	0.6	D-
			59 & Below	0.0	F
			59 & Below	0.0	F

COLLEGE RESOURCES

Student Success Center: The Student Success Center provides math, writing, reading and tutorial assistance. It is located in Building D Room 204. Please contact the SSR for hours and other information at <http://bellevuecollege.edu/asc/>. Their phone number is 425-564-2200.

Bellevue College and Media Center: Our library houses various resources that will be beneficial to your writing and learning. Make yourself familiar with the website. In particular cruise the tutorials and take note of how to cite your research in MLA and APA formats. The library website is, <http://bellevuecollege.edu/lmc/research.html>

COLLEGE POLICIES:

Academic Honesty: Students are expected to uphold the standards of Academic Honesty and Conduct set forth in the *Student Rights, Freedoms, and Responsibilities Handbook*. *Academic Honesty*, including but not limited to cheating, misrepresentation, or plagiarism is not tolerated at any level. *Plagiarism* means directly or indirectly using someone else's words or ideas as if they were your own--in other words, not explicitly identifying the outside source or not using quotation marks and/or parenthetical documentation to let your audience know that you are drawing on another source. In addition to using someone else's exact wording, plagiarism can also include summarizing or paraphrasing someone else's work without acknowledging the source. When in doubt, document and ask your instructor.

Plagiarism amounts to stealing someone else's ideas and does a disservice to that person, your audience and yourself. *Plagiarism, collusion in the writing of papers, and cheating on examinations will result in your failure for the assignment and, in all probability the course, and referral to the Associate Dean of Students for disciplinary action.*

Classroom Etiquette: It is the responsibility of every student to foster a respectful atmosphere for their peers. Cell phones and other electronic devices should be put on silent and stowed away while class is in session. **Students who must answer cell phones, text messages, listen to iPods, etc during the class period will be asked to leave the class for that session.** Students are also expected to behave in a manner that supports the learning of all students. Disruption of the course will not be accepted and students who are disruptive of their peers or the instructor will be asked to leave.

No recording of any kind of this class is permitted.

Civility Statement: Bellevue College is required to provide a civil, productive atmosphere that fosters learning and growth. Please join me in creating this kind

of environment by treating each other with courtesy, listening respectfully to each other, reflecting thoughtfully on each other's ideas (not just reacting to those ideas), expressing your views in a straightforward but diplomatic way (focusing on ideas, not personalities), and offering each other feedback.

Disability Accommodations: 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 for 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 person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

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 our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Family Education Rights and Protection Act (FERPA): FERPA laws preclude the instructor from discussing any aspect of your academic performance with anyone but you (this includes parents, spouses, siblings, and significant others).

Running Start: Running Start students are held to the same attendance, performance, and academic standards as all other students. This includes all FERPA protections and campus privacy concerns. *High School events or activities are not acceptable excuses for missing a class or assignment.* Running Start students should not feel the need to identify themselves to the instructor or class.

Emergency Closure: In case of an emergency closure (**in the case of weather, etc**), please access the following web site for information, <http://www.bellevuecollege.edu/publicsafety/status/> and/or call 425-401-6680. If a closure is necessary, it is your responsibility to check your e-mail for course assignments or updates.

- **Your email, phone or mobile device!** Students and employees may sign up to receive emergency email or text message alerts directly from BC as soon as changes are made to the campus status during emergency situations. Go to the BC Alert System sign-up page to learn more or sign in to edit your profile.
- **Use Schoolreport.org**—BC also provides emergency information to this website during inclement weather-related closures. This resource also provides an email notification service you may sign up for if you are not eligible to use BC's Alert System. With Schoolreport.org you will receive emergency information for Bellevue College as well as 125 other Puget Sound-area schools and school districts.

If I am unable to make it to class I will correspond to you via email.

CLASS POLICIES

Please refer to Bellevue College's Policies and Procedures website <http://bellevuecollege.edu/policies/> for information on the following college policies: Alcohol and Drug Policy, Equal Opportunity/Non-Discrimination, Limitation of Liability, Minor Children on Campus, Sexual Harassment, Smoking on Campus, Sex Offender Notification, and Weapons Policy.

Attendance

Attendance will be taken daily. It is especially important not to miss class during small group presentations. Interaction and student response is an important part of this course. Absences will deprive you of important information and experiences. During oral presentations much of the learning results from practice but also from hearing other student's speeches. **Please note: When you are absent from a class more than 20% in any given quarter, you will receive a failing grade. Whatever written policy an instructor has in the syllabus will be upheld by the Arts and Humanities Division in any grievance process.**

Attendance Points: There are several types of points associated with attendance. There will be points associated with in-class assignments and there will be points associated with homework.

In-class points include communication activities related to the class as well as reviewing speech presentations.

In order to receive in-class points you must be present for the entire class period. Coming in late or leaving class early will nullify your points. In-class points cannot be made up.

Homework points are given for homework that is completed outside of class. It is due on the assigned day and cannot be submitted electronically or by another student.

SGC Presentation Policies—Missing or Late for Presentations

If you miss your assigned date to deliver your presentation you will not receive any credit for every aspect of the assignment. **No excuses will be permitted for missing your presentation.**

If you are late for your group presentation fifty percent will be taken off every aspect of your group assignment.

Your group will have the power to dismiss any member of the group. This must be done by consensus. If a member of the group is voted off the group, that member will not receive any credit for the assignment.

SGC Operational Policies

In this class you will be working in small groups. This will require you to make a commitment to the group and do your part in helping the group to be successful. Occasionally, there will be a member of your group who for some reason or another does not perform at all or participates occasionally in the group. Since a portion of your grade requires each member to contribute to the groups success there will be a penalty assigned to the member whose performance does not meet the expectations of the group. Therefore the group can penalize the group member in the following manner.

Warning Notices: The group can by consensus give the member a warning notice. Warning notice needs to be done by consensus and the group must provide three reasons why they are giving the member a warning for each notice given. Each written warning notice must be given the professor and signed by the members of your group.

The first warning notice carries a 20% reduction in the group grade to the group member receiving it.

The second warning notice carries a 40% reduction in the group grade to the group member receiving it.

The third warning notice carries a 100% reduction in the group grade to the group member receiving it.

FAULTY TECHNOLOGY (broken computers, printers, or cars, for example) or breakdowns in group process are not legitimate excuses for turning in work late. Successful students need to anticipate potential panic scenarios and develop contingency plan. I DO NOT ACCEPT ASSIGNMENTS THROUGH EMAIL.

Being on time: Punctuality is important in this class especially during days when speeches are given. Consistently arriving late to class signals disrespect to the class and the instructor. It is expected that all students will make an effort to be punctual to class. Please do not enter class while someone is doing their presentation. Wait outside the classroom until you hear applause and then enter. If you arrive late for class you will not receive any attendance points.

Early departure from class: You are expected to stay for the entire class. If you choose to leave early attendance points will not be assigned. Also, if you have to leave the class while someone is doing a speech, please wait until there is a break between speakers before leaving.

ASSIGNMENTS

Late Papers: Late papers will not be accepted. I will not accept any papers after the quarter has ended. There will be no "make-ups" of missed exams or in-class activity. Assignments or papers which are submitted after the designated due date will have points deducted 40% each day late.

Assignment Submissions: Papers may not be submitted electronically or dropped off in my mail box. All papers must be handed in during class on the day they are due. Another student may not hand in a paper for you. I do not accept handwritten assignments.

Format: All assignments must be typewritten 12 pt, double spaced with 1.0 inch margins (top, bottom, left and right).

Electronic and Paper Dictionaries: The use of electronic and/or paper dictionaries will not be allowed while taking quizzes or exams.

Use of tobacco products: The use of tobacco products is not permitted in class.

Food in the classroom: The classroom is not a cafeteria and no eating will be permitted.

VARIOUS AND SUNDRY ITEMS

- The instructor reserves the right to modify the course schedule, grading structure and syllabus.
- Disagreements over grades should be resolved on the day the grade is assigned or shortly afterwards.
- Keep all your work till the end of the quarter
- No incomplete grades will be given in this class.
- For all written assignments you must have back- up copies

Important Dates, Fall 2012

September 18, 2012, Tuesday	Classes Begin
October 9, 2012, Tuesday	No Classes College Issues Day
October 26, 2012, Friday	No Classes: Professional Development
November 12, 2012, Monday	No Classes: Veterans' Day
November 22, 2012, Thursday November 23, 2012, Friday	No Classes: Happy Thanksgiving
December 5-7, 2012	Finals Week
December 7, 2012, Friday	Class Final: TIME 11:30am-1:20pm.