

COMPREHENSIVE COURSE GUIDE

COURSE DEPARTMENT AND NUMBER: COMM 2220

TITLE: Introduction to Small Group Communication

CREDIT HOURS: 3

CONTACT HOURS: 3

COURSE DESCRIPTION: This course examines the dynamics of the group communication process, focusing on basic theories of group communication and emphasizes performance-based application within the group setting. This course also analyzes listening in groups, verbal and nonverbal communication, conflict and cohesion, argumentation, and decision-making. The oral communication component offers experience formulating and delivering group presentations.

PREREQUISITE: READ 0099

FREQUENCY OF OFFERING: Fall semester

REQUIRED TEXT: Engleberg, I.N. & Wynn, D.R. (2000). Working in Groups: Communication Principles and Strategies 4th Edition. Boston, MA: Houghton Mifflin.

COURSE OBJECTIVES:

- I. Students will identify the basic principles of small group communication through oral presentations, experiential activities, class discussions, examinations, and journal entries. Written assignments will adhere to rules of Standard English.
- II. Students will apply leadership, organizational abilities, listening, conflict resolution, and decision-making strategies to experiential group activities.
- III. Students will identify how to plan and conduct meetings, how to set meeting agendas, and how to apply parliamentary procedure via weekly small group meetings.
- IV. Students will compile journal entries, which may include group analysis logs, readings regarding scholarly small group communication articles, reactions to material included in class discussions and reading material, a group mission statement, and group plan.
- V. Students will deliver a minimum of three speeches, based on small group analysis, readings, and experiential activities.
- VI. Students will apply verbal and nonverbal efforts to all presentations.

VII. Students will analyze audiences in the preparation of their presentations.

MINIMAL PROCEDURAL REQUIREMENTS:

- I. Develop journal entries to include group analysis logs, readings regarding scholarly small group communication articles, reactions to material included in class discussions, a group mission statement, and group plan.
- II. Prepare oral presentations involving aspects of small group communication.
- III. Participate in all group meetings and experiential small group activities.
- IV. Prepare and present, in both written and oral form, a final research project involving some aspect of small group communication. Students will be required to use library resources in their research efforts.
- V. Students will be responsible for examinations in written or oral format.

POLICIES:

- I. Attendance - Irregular attendance reduces students' opportunity for success in the course. Students who miss the equivalent of three 50-minute class periods will receive a letter advising them of their absences and warning them of the fact that they are jeopardizing their final grade.

If any student is absent on the day his/her speech is due or is not prepared to give the speech, the speech may not be made up unless the absence is excused in advance. If the absence is not excused, the student will receive a zero for assignments missed.

II. GRADING

- 50% Classroom speeches
- 40% Written assignments, quizzes, reading responses, class activities, exams and participation
- 10% Final exam

The following grading scale will be used:

100-90	A
89-80	B
79-70	C
69-60	D
59-00	F

Participation is evaluated on the basis of evidence of preparation of assignments and collection of selected exercises.

*Students must successfully accomplish all oral presentations in order to pass this course.

- III. Individual Conferences - Instructors carry many responsibilities that require them to be out of their offices, sometimes even during posted office hours. Students needing assistance or clarification regarding class work should make appointments for conferences with their instructors.
- IV. Plagiarism - Presenting someone else's phrasing and/or ideas as one's own will result in a 0 for the assignment and may result in an F for the course.
- V. Technology – Students are expected to access Web CT to participate in classroom discussions and/or retrieve additional information required by the instructor. Students having difficulty accessing their accounts should consult the instructor or computer help desk personnel.
- VI. Disability - In compliance with the Americans with Disabilities Act (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self-disclose their disability to the Office of Disability Services before academic accommodations can be implemented.
- VII. Electronic Devices – It is the individual student's responsibility to silence the ringer of his or her cell phone, beeper, or any other device before entering a class (including guest lectures and performances/recitals). The production of any audible alert by these devices when a class is in session is considered disruptive classroom behavior. The instructor may take appropriate actions to curb such disruption in accordance with the College's Policies of Disruptive and Obstructive Behavior under Code of Conduct in the Student Handbook.
- VIII. Respectful learning atmosphere – Students are expected to professionally compose their demeanor at all times. This means being respectful of their peers and instructor. Disrespectful and disruptive behavior such as making fun of peers and/or instructor, talking during others' speeches or when someone else is talking, walking into or out of the classroom during speeches, and acting in a rude manner will not be tolerated. Students will be asked to stop their disrespectful behavior, and then may be asked to leave if additional problems persist. The instructor will determine appropriate disciplinary action in accordance with the College's Policies of Disruptive and Obstructive Behavior under the Code of Conduct in the Student Handbook.

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The instructor will announce office and telephone numbers. Office hours are posted on the office door. Students are encouraged to seek the assistance of their instructors should they have any questions or concerns about the course.

Congratulations on your completion of reading this comprehensive course guide, which will certainly give you a better chance to succeed in this course. Please log into **MyDC** and send an email message to your instructor to acknowledge that you have read the complete document and understand the objectives, requirements, and policies of this course.