

Instructor

Instructor: David Romanelli
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Office hours: T/Th 6:45-8:00 a.m. and by appointment

- **Syllabus**

Course goals

This course will introduce you to the field of small group communication. Students will examine theories that attempt to explain how small group communication operates, which communication strategies are most effective, and how to improve group communication. By the end of the course students should have a better understanding of not only how groups perform but also how they can improve their our performance within a group.

Text

Communicating in Small Groups Principles and Practices by Steven A. Beebe and John T. Masterson

Course Evaluation

This class requires a good deal of participation for your group to succeed. It is vital that you attend class to interact with your group (YOU WILL ALSO HAVE TO MEET OUTSIDE OF CLASS!). Failure to attend will negatively affect your grade. I will use peer evaluations as well as my own observations of your involvement to help determine your grade on the group project. All quizzes and assignments are due at the beginning of class. Late work will be accepted only in extraordinary circumstances (as judged by me). Contact me a.s.a.p. with any problems.

Academic dishonesty

All Faculty are expected to require students to use legal and proper source attribution on assignments —whether written or media-driven.

Academic dishonesty of any kind will not be tolerated. Plagiarism in your work will result in a minimum of a failing grade for that assignment. The case may carry further sanctions from the School of Communication or the University, the most serious being permanent expulsion. Avoid turning in work that could be interpreted as

plagiarism or academically dishonest (e.g., failing to properly credit a source or using someone else's ideas without clarifying that they are not yours). This is an academic community; being uninformed or naive is not an acceptable excuse for not properly referencing your sources.

It is dishonest to:

- Turn in the same work for two classes;
- Turn in a paper you have not written yourself; or
- Copy from another student or use a "cheat sheet" during an exam.
- [This one is from me] Lie about an absence.

Grading

2 Quizzes @ 100pts each (Quiz #1 2/25, Final 5/3 9:00-11:00)

Presentation 75pts Will be on 4/21 and 4/26

Log 100pts Due on your presentation day

Paper 100pts Due 4/28

Evaluations 25pts Deposited on Sakai by 5:00 p.m. the day of your presentation.

Each member of the group will fill out confidential peer evaluations for each member of the group. I will use these evaluations to aid me in the determination of your grade for the project. In addition to the evaluations your attendance, participation, and effective use of lab time in class will be taken into consideration. The standards for the presentation and log will also be discussed in class. Detailed information about all assignments will also be discussed in class. Each element of the project has additional guidelines listed in the assignment section of Sakai.

Grading Scale

- 100%-92% A
- 90% A-
- 88% B+
- 87%-82% B
- 80% B-

- 78% C+
- 77% -71% C
- 70% C-
- 68% D+
- 67-60% D
- 59% and below F

Schedule:

WE WILL GO THROUGH THE CHAPTERS IN THE ORDER LISTED BELOW. WHEN WE ARE DONE WITH ONE CHAPTER, WE WILL MOVE ON TO THE NEXT. IF YOU COME TO CLASS YOU WILL KNOW WHAT IS NEXT AND WHAT WILL BE ON THE EXAMS. YOU MUST CONTACT THE INSTRUCTOR AND YOUR GROUP IN ADVANCE OF ANY ABSENCE. ALL WORK IS DUE ON THE DATE LISTED. YOU MUST BRING PROPER DOCUMENTATION FOR ANY ABSENCE. THE INSTRUCTOR RESERVES THE RIGHT TO DETERMINE IF STUDENTS WILL BE ALLOWED TO MAKE UP ANY WORK. LATE WORK MAY BE REJECTED OR RECEIVE A LOWER GRADE. I WILL ALSO ASSIGN OTHER WORK IN CLASS AND VIA SAKAI. NO COMPUTERS, food, cell phones, or other electronic devices are permitted.

Schedule:

APPENDIX A: Principles and Practices for Effective Meetings

CHAPTER TWELVE: Enhancing Creativity in Groups and Teams

CHAPTER ELEVEN: Using Problem-Solving Techniques

CHAPTER TEN: Making Decisions and Solving Problems

CHAPTER ONE: Introducing Group and Team Principles and Practices

CHAPTER TWO: Small Group Communication Theory

CHAPTER THREE: Group Formation

EXAM #1

CHAPTER FOUR: Preparing to Collaborate

CHAPTER FIVE: Relating to Others in Groups and Teams

APPENDIX B: Principles and Practices for Communicating to an Audience

CHAPTER SIX: Improving Group Climate

CHAPTER SEVEN: Enhancing Group and Team Communication Skills

CHAPTER EIGHT: Managing Conflict

CHAPTER NINE: Leadership

** If you have questions or concerns come see me. You are responsible for your work and your grade.*

Description of social action projects:

As a group you are to select a problem facing people in our community who lack social justice (i.e. not something for yourself or people who have power). We will spend time in class discussing social

action/justice. The emphasis of the project should not be fundraising. Much like the civic issues speech in CMUN 101, the goal is direct involvement. The project must be a group effort. When completing the project, the group must work together and not divide into subgroups. The project must be directed towards a non-profit activity. The project must last the length of the course. Your presentation and group log should be professional, as if you were to present them to representatives of a funding agency. The ideal project would be one that an actual government agency or non-profit would fund. Each group is expected to follow all University rules and regulations. Due to Loyola University liability, people cannot be transported in private cars (i.e., taking orphans to the zoo). Any class absences that result from working on the project are still unexcused.