



Communication Studies 151: Small Group Communication (Section 1892)

West Los Angeles College
General Classroom Building 240
T/TH-1:00-2:25PM
Fall 2014

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Office Hours: Thursdays 2:30-3:00 PM General Classroom Building Room 280Q, The Adjunct Office, or by a mutually agreed upon appointment time in office or by phone

Dear Student:

Welcome to Small Group Communication!

This course you are embarking on will serve as a mirror to you in observing how you and others operate in groups.

We all participate in groups, and most likely, on a daily basis: our families, groups of friends, the classroom, work, and various community settings.

You will learn how to observe yourself and others and how they operate in group settings in this class and in groups in which you participate in your lives.

You will have the opportunity to work in groups, participate in a group oral presentation, write and deliver a research paper on an aspect of Small Group Communication that interests you, take some pop quizzes to determine if you have digested the materials we will be covering, keep a journal of your group participation self-observations, and complete a final exam effort.

I wish you well in this journey.

Iris L. Maybruck, Ed.D.

Course Description

This course focuses on the skills necessary for effective communication in small group discussions. Topics covered include creative decision making, conflict management, anger management, leadership, group think, problem solving and the nature of power.

Institutional Learning Outcomes

“ A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.”
In-class discussion and exercise, analyze ideas.

“B. Communication: Effectively communicate thought in a well-organized manner to persuade, inform, and convey ideas in academic, work, family, and community settings.” In assignments and class exercise, exchange ideas and present different points of view.

Speech Program Outcomes

- ✚ Employ effective interpersonal communication skills and strategies that foster improved relationship with other individuals in dyads or small groups.
- ✚ Employ small group communication strategies.

Speech 151 Student Learning Outcomes

At the end of the course, the successful student will be able to:

- ✚ Define, analyze, and apply group problem-solving concepts.
- ✚ Evaluate communication strategies used in an experimental group problem-solving situation.

Course Objectives

- ✚ Employ conflict resolution techniques
- ✚ Distinguish differences in gender communication awareness
- ✚ Demonstrate empathy
- ✚ Employ effective interpersonal skills
- ✚ Employ good listening techniques
- ✚ Participate in discussion in classes, in the workplace and in the community
- ✚ Analyze nonverbal communications including artifactual communication

Required Textbook and Other Materials

- ✚ *Communicating in Groups*, 9th Edition, by Katherine Adams and Gloria Galanes (2015)
 - ✚ *The textbook is available in the WLAC bookstore to purchase/rent*
 - ✚ *Supplemental materials* may be provided by this professor.
 - ✚ You will need the textbook for this class; so you should get a copy as soon as possible.
 - ✚ Assigned readings should be completed before each class meeting. Additional information may be covered in class discussions. Please bring your textbook to class. I may refer to it in our discussions, and you will use it for assignment, in-class exercise, and quizzes.
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Grading Policy

Your final grade will be based on total points earned in the course. See “Grading Criteria” for specifics.

Academic Integrity Policy

Cheating, Plagiarism, or other forms of academic dishonesty will not be tolerated. Please refer to the current Schedule of Classes, "Standards of Student Conduct."

Dropping the Class

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). It is your responsibility to drop the class. Failure to drop a class can result in an "F" in the class.

Disabled Student Services

If you know or think that you have any learning or physical disabilities, please contact Disabled Student Programs and Services (DSPS) Office in HLRC 121 at (310) 287-4450.

Instructional Support (Tutoring) and Learning Skills Center

Heldman Learning Resources Center (HLRC) (310) 287-4486

"Attendance Required at First Class Meeting!"

Protect your seat by attending the first class meeting, Students not present when the roll is called during the first class may be dropped from the class by this professor. Often instructors make those seats available to other students asking to add the class. (See Schedule of Classes)

3 Attempts to Pass

In the past, a student at any LACCD college could have attempted to pass a class up to 7 times. Up to 4 W's and up to 3 D and/or F grades were permitted. Effective July 2012, the rule changed. A student may only attempt to pass the same class 3 times. Receiving a W, D, or F count as attempting to pass the class. Students who unsuccessfully attempt a class 3 times but still want another opportunity to pass the class will have to enroll in the class at a non-LACCD campus or go through the appeal process with Admissions (Schedule of Classes)

Grading Policy and Point Discussion

Class Participation Including the Final Exam	300 Points
Journal After Each Group Effort-Must be Typed	100 Points
Library/Learning Center Visit and Quiz	150 Points
Group Work on One Problem	30 Points
Research Paper on an Aspect of Small Group Communication	130 Points
Individual Meeting with Professor	40 Points
Final Take-Home Exam Due 1:45PM Thursday, December 18, 2014	150 Points
Total Points One Can Earn	900 Points

The Grade breakdown is as follows: A = 900 - 810 Points
B = 809 - 720 Points
C = 719 - 630 Points
D = 629 - 540 Points
F = Below 540 Points

In order to pass the course, all assignments must be completed, meet course standards, and be delivered on deadline.

In-Class Participation

You are expected to actively participate in each session. Participation in class includes, but is not limited to, responding to questions about course material, engaging in class discussion, and being a courteous student. Due to the nature of this class, attendance is crucial to participation.

Students are expected to attend class, be prompt and remain in class for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student Conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to Schedule of Classes).

Classroom and Campus Cleanliness

Please help us keep the classroom and campus grounds clean. No food or beverages, except to water, is permitted inside instructional classrooms/labs. Please use the receptacles to dispose of trash.

Please Note the Following:

- ✚ THERE ARE NO EXCUSED ABSENCES
- ✚ Attendance will be taken PROMPTLY at the beginning of each class.
- ✚ Being absent, late to class, or leaving early will result in the following point deductions in the in-class participation portion of your grade:
 - =>Each absence will be a deduction of 5 points
 - =>Each tardy (arriving late, leaving early or walking in and out of class) will result in a deduction of 2+points for that session
- ✚ IF YOU MISS CLASS MORE THAN THE NUMBER OF TIMES THE CLASS MEETS PER WEEK, YOU WISK BEING EXCLUDED, IN ACCORDANCE WITH COLLEGE POLICY. THIS CLASS MEETS TWICE A WEEK.
- ✚ Participation means that you attend each class meeting and make a meaningful contribution. This includes full participation in class discussions and exercises, respecting others and always being courteous.
- ✚ Some class time may be used to complete coursework. Students are expected to be fully prepared to do this work I class. Students who aren't prepared to do this will be considered as not being ready to participate in the day's activities.

- ✚ Mobile Technology (cell phones, iPods, laptops, etc.) must be turned off and put away (not on your desk) at the beginning of class-no exceptions! Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and will not be tolerated. Students who are talking/texting will be asked to leave the classroom. Also please note that Education Code 7 prohibits anyone in a classroom from using any electronic listening or recording device without prior consent of the instructor.

Presentation Requirements

You will be given a packet describing the requirements for presenting all group work, your journal, your research paper, and any other items that require specific work done in an organized way.

Please note that presentations MUST be given on the assigned days. Students who are absent from class on the day of a presentation Will Not Be Allowed to do a make-up and will earn "0" Points for the presentation. Group presentations with missing members must present on the assigned day,

COMMUNICATION STUDIES 151 SMALL GROUP COMMUNICATION CALENDAR (may be subject to change)
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September 2,4,9,11,16,18,23,25 (Substitute), 30

Syllabus Discussion

Lecture/Discussion

Group Work

Library Visit /Quiz

October 2,6,7,9(Substitute),14,16 (Substitute),21,23,28,30

Group Work

Lecture/Discussion

November 4,6,11 (Veteran's Day),13,18,20,25,27 (Thanksgiving)

Group Work

Lecture/Discussion

Work on Research Paper

December 2,4,9,11,18 (Final Exam: 1: 45-3:45PM)

Group Work

Lecture/Discussion

Presentation of Research Paper

Small Group Presentation

December

Final Exam (Take Home; you will be given the Format to Follow) for turn in Thursday, December 18, 2014 at 1:45PM

Note: If ETUDES is utilized in this course, you will be notified.

Student Acknowledgement of Communication Studies 151
Small Group Communication

(Please return this sheet to the professor at the end of this first class session)

“I _____, have completely read this syllabus and understand and agree to the course requirement.”

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, and observances of religious holidays.


***Special Needs or Circumstances:**

Signature: _____ **Date:** _____

Printed Name: _____

E-Mail: _____

Best Phone to Reach You: _____

-  Must be coordinated with the DSPS Office (Disabled Student Programs and Services Office). See reference in the syllabus