

## Marshall University

Course Title/Number	<b>CMM 315 Group Communication</b>
Semester/Year	Fall 2014
Days/Time	Tuesday/Thursday (section 102) 12:30-1:45
Location	SH261
Instructor	Deborah Adkins
Office	SH 249
Phone	(304) 696-
E-Mail	Adkins654@marshall.edu
Office/Hours	MWF 9:30-10, 11-12MW, Fri11-1 and Tuesday/Thursday 12:15 until 2:00
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy at <a href="http://www.marshall.edu/academic-affairs/policies">www.marshall.edu/academic-affairs/policies</a> Students with Disabilities • Affirmative Action • Computing Services Acceptable Use Excused Absence (undergraduate) • Academic Dishonesty • Inclement Weather • MU Alert

### Course Description: From Catalog

3 credit hours, prerequisites CMM 103 or 104H or 207 or 305. Study of group communication processes, including problem solving, systems of group analysis and evaluation in task oriented groups.

### Program Student Learning Outcomes

1. Understand basic concepts associated with the primary theories of communication
2. Understand the research literature underlying the discipline of communication
3. Demonstrate speaking competencies by composing a message, provide ideas and information suitable to the theory and audience
4. Write a clear, concise and reasoned paper on topics dealing with the concepts of communication.
5. Greater skill in analytical thinking and writing
6. Demonstrate “sense-making”, the ability to apply knowledge to lived experience

### Relationships among Course, Program, and Degree Profile Outcomes

Course Student Learning Outcomes	How Practiced in this Course	How student achievement will be assessed for this course
Students will participate in cooperative learning experiences	Daily group activities Group Presentations	Two major group presentations
Students will demonstrate an understanding of the nature of groups	Daily group activities Lecture Classroom discussion	Two quizzes One Exam Semester long journal Group activities End of semester analysis
Students will discuss the relationships	<b>Daily group activities</b>	Journal writing

that occur within groups	<b>Lecture</b> <b>Classroom discussion</b>	End of semester analysis
Students will demonstrate the ability to work cooperatively in a group	<b>Daily group activities</b> <b>Group assignments</b>	Two group presentations 2 group papers Daily group cooperation
Students will analyze group communication patterns, task and maintenance roles and conflict management skills.	<b>Lecture</b> <b>Classroom discussion</b> <b>Daily group activities</b> <b>Group Assignments</b>	Two quizzes One Exam Two oral group presentations & papers Journal End of semester analysis
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### Required Texts, Additional Reading, and Other Materials

Harris and Sherblom, Small Group and Team Communication 5 <sup>th</sup> Ed, Boston: Allyn and Bacon
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### Course Requirements / Due Dates

<p>Two group presentations with accompanying 5-7 page paper (worth 100 points each)  A semester long Journal worth 150 points  Two quizzes worth 25 points each  One exam worth 50 points  Attendance Grade 150 points  Total 475 points</p>
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### Grading Policy

<p>90.00 – 100    A  80.00 – 89.99    B  70.00 – 79.99    C  60.00 – 69.99    D  Below 60.00    F</p>
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### CLASS ASSIGNMENTS

**DUE DATES:** Assignments are due on the date and time indicated on the syllabus.

**LATE ASSIGNMENTS:** The semester will move very fast and it is difficult to stay on track unless you follow the syllabus closely. Assignments not received by the due date will be subject to a reduced grading scale. Assignments will not be accepted more than one class period late without special permission from the instructor. Because this is a group class, group activities that are missed CANNOT be made up. Remember that you are missing points when you miss class. Also, make sure that your

group is aware of days that you may be absent for University related activities. Some of your group meetings will take place out of class and it is imperative to contact group members to let them know if you will miss an activity. THE STUDENT IS RESPONSIBLE FOR ANY MISSED HANDOUT OR INFORMATION ABOUT ASSIGNMENTS. If you missed class it is your responsibility to find out what happened in class.

**COPIES OF ASSIGNMENTS:** It is a good college practice to always keep copies of your work, both before and after grading, in case the assignment is accidentally misplaced by the instructor. Sorry, we make mistakes too!☺

**ATTENDANCE:** Attendance is **required** for the course. A student that has more than two unexcused absences\* during the semester (1 week of class) may lose a percentage of their final grade according to the following scale:

3 Unexcused Absences will result in ½ of a final grade reduction

4 Unexcused Absences will result in one entire final grade reduction

5 Unexcused Absences will result in two entire final grade reductions

A student that acquires 6 unexcused absences or that misses the equivalent of three weeks of class will receive a failing grade for the class.

\*Please see the university catalog for the definition of excused and unexcused absences.

**STUDENTS with DISABILITIES:** Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

#### **CLASSROOM RESPECT**

**Late Arrivals:** Given the nature of the class, it is important that you arrive to class on time. Late arrivals can significantly distract the speaker resulting in an unfair grade for their performance. If you must arrive late during a performance day, please wait until the speaker has sat down before entering the classroom.

**Cell Phones:** Please make sure that all cell phones are turned off before class starts. If you have an emergency call that you are expecting, please let the instructor know prior to the start of class.

**Text Messaging:** Please refrain from texting others during class time. This is extremely distracting and disrespectful to the instructor and to other speakers who expect your attention.

#### **ACADEMIC DISHONESTY**

**Plagiarism:** Copying another's work without proper citation of the source constitutes plagiarism. Plagiarism in any form will not be tolerated. A student that is found plagiarizing another's work will automatically receive an "F" in the course and may be subject to further university discipline.

**Cheating:** According to university policy, cheating is defined as the use of any unauthorized materials

during an academic exercise to include notes, study aids etc. Cheating also includes the viewing of another person’s work or securing any part of an assignment or examination in advance of distribution by the instructor. Cheating will not be tolerated in this class and will result in an automatic “F” for the class and the possible recommendation of suspension or expulsion from the university.

**TENTATIVE CLASS SCHEDULE\***

<b>Course Schedule:</b>	<b>Lectures/Assignments</b>
Week 1 8/26-8/28	Introduction to the Course Chapter One Characteristics of Small Groups
Week 2 9/2-9/4	Systems Theory (chapter 2) Read Chapter 3 Activity <b>(Assign Groups &amp; Assign Project 1)</b>
Week 3 9/9-9/11	Chapter 3 Norms Chapter 4 Phases of Group Development
Week 4 9/16-9/18	Group Activities/ Read Chapter 5 (Diversity) Group Meetings
Week 5 9/23-9/25	Group Meetings/ Quiz I
Week 6 9/30-10-2	GROUP PRESENTATIONS
Week 7 10/7-10/9	<b>Chapter 6/ Group Activity/Assign Project 2</b>
Week 8 10/14-10/16	Chapter 7 Listening and Feedback
Week 9 10/21-10/23	Listening Exercise &/Chapter 8 Quiz II Read 11 (Decision Making)
Week 10 10/28-10/30	<b>Read Chapters 9 &amp; 10 (Creativity)</b>
Week 11 11/4-11/6	GROUP PRESENTATIONS
Week 12 11/11-11/13	GROUP PRESENTATIONS
Week 13 11/18-11/20	GROUP PRESENTATIONS
Week 14	NO CLASS THANKSGIVING BREAK – Nov 24-29
Week 15 12/2-12/4	QUIZ II /1 JOURNALS DUE

DAY/DEC DATE	<b><i>THERE WILL BE NO FINAL EXAM BUT WE WILL MEET FOR MAKE-UPS IF ANY GROUP MISSES THEIR SCHEDULED PRESENTATION TIME.</i></b>
<b>DEC 12</b>	<b>December Graduation</b>

**THERE WILL BE NO FINAL EXAM IN THIS CLASS**

**THIS IS THE ONLY PAPER COPY OF THE SYLLABUS THAT WILL BE DISTRIBUTED**

**Students are responsible for any handouts or other information that is provided while the student is absent. Please check with other group members to obtain handouts that were missed. Please silence cell phones while in class. No texting or reading texts while in class as a courtesy to the Instructor as well as to other classmates.**