

Imperial Valley College Course Syllabus

Basic Course Information

Semester:	SPRING 2018	Instructor Name:	RUMALDO MARQUEZ
Course Title & #:	SMALL GROUP COMMUNICATION (SPCH 130)	Email:	Rumaldo.marquez@imperial.edu
CRN #:	21146	Webpage (optional):	
Classroom:	2726	Office #:	306
Class Dates:	FEB 12 2018/ JUNE 8 2018	Office Hours:	TBA
Class Days:	T	Office Phone #:	760-355-6331
Class Times:	6:30-9:40	Emergency Contact:	Ms. Lency Lucas 760-355-6337
Units:	3		

Course Description

Using a variety of research methods, communication scholars, sociologists, psychologists, and anthropologists have reached a similar conclusion about humankind: we are social creatures. We need to establish meaningful relationships with others. We need to associate with others in groups. We are reared in family groups. We are educated in groups. We worship in groups. We are entertained in groups. We work in groups. When an important problem arises, we seek others' advice and meet with problem-solving and decision-making groups in order to help find answers to important issues.

The main purpose of this course is to help you become a better communicator in the context of a small group. The objective is to give you both a broad understanding of group communication processes and practical advice to help you become a more effective small group participant. The course will primarily deal with task-oriented small groups – groups with a specific objective to achieve, information to share, a problem to solve, or a decision to make.

This course is designed to assist students in the development of critical thinking and decision-making skills in the small group communication context. An emphasis is placed on the basic elements of critical thinking, such as evidence, reasoning, and language. In addition to examining these basic elements, students will become familiar with leadership strategies, discussion techniques and conflict management skills used in groups. (CSU, UC)

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Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- 1. Conduct a meeting using the principles of Parliamentary Procedure. ILO1, ILO2, ILO3, ILO4, ILO5*
- 2. Find a problem and work as a group to find a solution to that problem. ILO1, ILO2, ILO3, ILO4, ILO5*
- 3. Identify the negative behaviors in poorly functioning groups. ILO1, ILO2, ILO3, ILO4, ILO5*

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- 1. Exhibit effective problem-solving communication skills.*
- 2. Demonstrate successful conflict-management strategies.*
- 3. Demonstrate the ability to discover, critically evaluate, and engage in sound reasoning to reach a well-rounded decision.*
- 4. Identify communication skills that contribute to effective leadership.*
- 5. Organize presentations effectively.*
- 6. Demonstrate ability to effectively prepare for and deliver presentations within small group settings.*
- 7. Explain the psychological, social, and cultural basis and significance of oral communication as it occurs in dyads, small and large groups, and public settings.*
- 8. Demonstrate effective listening skills in various settings.*
- 9. Adapt communication strategies to fit the audience and situation.*
- 10. Present their views with persuasive force.*
- 11. Demonstrate and understand leadership models including the Servant-Leadership Model.*
- 12. Explain the functions of small groups.*
- 13. Compare and contrast different types of small groups.*
- 14. Discuss advantages and disadvantages of small groups.*
- 15. An increased understanding of how decision failures stem from both internal (small group dynamics) and external (political-economic-cultural) factors.*
- 16. Develop leadership skills to facilitate group decisions that are unlikely to generate unexpected or undesirable outcomes.*

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Textbooks & Other Resources or Links

Note cards

Creating Effective Groups

by Randy Fujishin

Rowman & Littlefield Publishers 2014

978-1-4422-22251-9 E-book

E-book

Start with Why: How Great Leaders Inspire Everyone to Take Action Paperback

by [Simon Sinek](#)

Course Requirements and Instructional Methods

Please note: Professional attire is required for your presentations! You will dress up as if you were going to a job interview!

Read assigned materials.

Participate in class discussions and exercises.

Discuss and present group Storytelling.

Do research on topics selected for presentations.

Demonstrate ethical behavior in the classroom.

Take daily/weekly exams.

View critical thinking movies, which involve the group dynamics

All written work must TYPED and DOUBLE SPACED

All written work is to be turned in on the due date.

Written work will NOT be accepted via email.

The very nature of this critical thinking course, with its emphasis on "skills development," requires students to attend and participate in each class.

More than two absences limit student's possibility for achieving necessary understanding of concepts and skill development—so missing class is detrimental to your grade and/or be dropped.

Missed class exercises are impossible to make up. Each student has a personal responsibility, as a participant and as a group member, to contribute to the learning experience. Without being present this responsibility cannot be met.

You are expected to be in class ON TIME and fully prepared.

Quizzes will be given every week at the beginning of class on the previous week's lecture.

You will be working in groups—please plan to meet your group members OUTSIDE of class.

I will judge your work and we will discuss your speeches in class. I will not negatively compare you to someone else. I will judge you on your own work. My emphasis is on the positive and to be growth-oriented.

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Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Evaluation Procedures

Grading is determined on the following criteria:

Student Progress

1. Class participation (papers, assignments, activities, etc.)	35%
3 Presentations (individual, group)	35%
4. Tests/Quizzes	30%

Grades are determined by the points you EARN. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 150-200 points, depending on the size of the class. All grades will reflect level of scholarship, initiative, attitude, cooperation and individual improvement demonstrated throughout the course. The following percentages illustrate the breakdown.

- ☐ 100-91% =A Superior
- ☐ 90-81% =B Above average
- ☐ 80-71% =C Average
- ☐ 70-65% =D Below Average
- ☐ 64%-or less=F

The points you EARN determine grades. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 200-250 points, depending on the size of the class. All grades will reflect level of scholarship, initiative, attitude, cooperation and individual improvement demonstrated throughout the course. Your homework assignments are to be typed and doubled spaced.

The following percentages illustrate the breakdown.

- 100-91% =A Superior**
- 90-81% =B Above average**
- 80-71% =C Average**
- 70-65% =D Below Average**
- 64% or > = F**

Attendance

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- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Attendance is crucial because class activities and speeches involve participation with your classmates. Missed class is treated as an absence. Students have a right to a positive learning experience and therefore students that are disruptive will be asked to leave. If you plan on dropping the class do so before the due date. If you miss class it is the responsibility of the student to get caught up.

You must be on time. If you are late you will not be permitted to take a test/quiz if given. Coming in late could also deduct points from your participation. Absolutely, no one walks in when a person is giving a speech or I am lecturing! Five points could be deducted from your speech!

More than two absences and you CAN be dropped from class and/or your final grade could be downgraded! If you have a serious situation that requires an additional absence then the instructor must approve it. The approval will be judged case by case and will be at the instructor's discretion.

The class will be interactive, but keep in mind that we can only focus on one speaker at a time, so when you are not speaking, please be courteous and respectful. Do not conduct side conversations that disrupt the class or work on other issues than those involving this class. This will be noted and will have a negative impact on your participation grade. You may be asked to leave!

• Note: It is imperative that you attend each class and be fully prepared when you come to class. Do not leave early. Make your appointments around your class. Not your class around your appointments.

Student Agreement

Attendance in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the class. I reserve the right to change this schedule, as necessary. It is YOUR responsibility to know about, understand and adapt changes that may be made to this schedule.

IT IS YOUR RESPONSIBILITY TO DROP THIS COURSE

Class Work

Students are expected to work effectively in diverse groups and groups to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a committed, tolerant, respectful, and professional manner toward colleagues and peers. Skills developed through learning team collaboration include: communication (both written and oral), critical thinking, interpersonal skills, active listening, organization/time management, and conflict resolution. There will be homework assignments. ***All homework assignments are to be typed, doubled spaced and with font twelve. Some assignment will require research. Do not use Wikipedia as your source!***

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Participation

Students will come to class prepared to engage the topic and respond to class discussion questions. Students will respect the instructor and other student's opinions. Participation is not simply agreeing or disagreeing with a premise. It is explaining, defining, and sharing experiences, clarifying terms or perspectives. Don't just tell us you agree but explain your reasoning or experiences. Don't feel intimidated by your fellow students. Everyone has something of significance to share! Your experiences and perception are an integral part of who you are.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Discipline Policy

- "Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. An instructor MAY REMOVE a student for the day of removal and the next class meeting. Such action must be immediately reported to Sergio Lopez, Dean of Student Development and
- Campus Events. During the period of removal the student MAY NOT return without the consent of the instructor.

Make-up tests are rare and depend upon the instructor's discretion!

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

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Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Anyone who disrupts the learning process in the classroom will be asked to leave. Examples of disruptive behavior include, but not limited to, the following: talking while the instructor or another person is addressing the class. Talking while students are making presentations. Inappropriate non-verbal behavior e.g., leaving the classroom before the class is finished, etc.

• Cell phones, iPods, computers and other electronic or battery operated devices are to be turned off before entering class—unless approved ahead of time by instructor.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

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Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Week 1-4

Components of Small Group Communication
The Small Group Socialization Process
Small group Storytelling
Reaction paper to the movie 12 Angry Men - 3-5 pages

Week 4-7

Diversity
Tribes Test
Small Group Movie Presentation and paper
Models of Development

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Small Group Tasks
Decision-Making Procedures
Roles

Week 7-14

Servant-Leadership Model
Leadership Report
Persuasion and leadership
Relational Communication
Final presentation to a group Final

*****Tentative, subject to change without prior notice*****

I the Instructor/Professor reserve the right to change the above schedule, as necessary. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this schedule.

WELLCOME TO SPEECH 130 BE PREPARED TO CHANGE YOUR LIFE!