

Imperial Valley College Course Syllabus – COMM 130

Basic Course Information

Semester	Fall 2019	Instructor Name	Sabrina Worsham
Course Title & #	COMM 130: Small Group	Email	sabrina.worsham@imperial.edu
CRN #	11547		sabrinaworsham@gmail.com
Room	315	Office	316
Class Dates	8/19/19-12/14/19	Office Hours	Monday: 2:30 PM - 4:15 PM Tuesday: 2:10 PM - 2:40 PM (virtual: Facebook and Gmail) 5:55 PM -6:25 PM Wednesday: 5:45 PM -6:30 PM Thursday: 12:30 PM -1:00 PM (virtual: Facebook and Gmail)
Class Days	Tuesday	Office Phone #	(760) 355-6369
Class Times	6:30 PM – 9:40 PM	Office contact for emergencies	760-355-6337
Units	3 unit course		

Course Description

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. (Formerly SPCH 130) (CSU, UC)

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.

Textbook & Additional Materials

Articles/OER available on Canvas

Course Requirements and Instructional Methods

In Class Activities: In-Class Activities: These activities are done in class and help teach the basics of group communication skills. These activities CANNOT be made up.

Group observation report (Individual assignment): Attend a meeting of a local small group such as a nonprofit, the Academic Senate, an on-campus committee, a church leadership team meeting, etc. Take notes at the meeting. A write up is due in class on 10/1/19. Specific assignment parameters will be given in class.

Group Comm Analysis Paper (Individual assignment): Using a communication theory about group communication, analyze the public meeting attended for the group communication observation. Specific assignment parameters will be given in class.

Exams (2): Exams: The exams are broken into two parts. The first exam covers the first six chapters of the OER textbook and lectures. The second exam covers the last six chapters of the OER textbook and lectures occurring after the first exam. The exams will be a mix of fill-in-the-blank, short answer, and essay questions. Again, the exams cover the required readings and in-class lectures. Group exams are a possibility.

Small Group Service Project: Working in a group of 4-5 of your peers, you all will design and complete a group service project. Groups and topics will be selected in the first two weeks of class. Working in groups, you will design and complete a service project that will help with a local need. The project topic must be approved by Sabrina. Your group will then do a group presentation on the last day on class revealing the results of your efforts to your peers. Specific assignment parameters will be given in class.

Personal Journal/Reflection: A 3-4 page personal reflection on your own involvement in the Group Service Project (GSP). The paper should be well-written and should reveal insight into how you function in the group setting, what are your strengths and weaknesses, and what can you do going forward to increase the success of your group? Specific assignment parameters will be given in class.

“Assignments: It is your responsibility to complete all assignments in a timely matter and submit them via the appropriate channels (in person or electronically, depending on the assignment). In general, NO late work will be accepted, even with documentation. All assignments need to be typed, unless otherwise specified,” SW.
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. *Assignments and class schedule are subject to change. Said changes are likely only announced during class time. Students are responsible for changes, regardless of class attendance.

Attendance

- “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,” IVC
- “Documentation MUST be provided and arrangements made ahead of time. An excused absence does NOT excuse the work done and activities missed,” SW

“This is a skills based class and EVERY class is crucial. In class activities and assignments CANNOT be made up. On-time attendance is necessary for the successful completion of the class. If you must miss class for a verifiable emergency, please secure documentation. AGAIN, please remember that in-class activities and debates cannot be made up. Do not miss my class. REMINDER: scheduled doctor's appointments, scheduled dentist appointments, school appointments, job interviews, work meetings/etc... are NOT urgent situations. You know your school schedule. Please plan accordingly. Be in class and be prepared.

Course Grading Based on Course Objectives

Point/Assignment Breakdown:

In Class Activities: 13 @ 25 points each. 325 points possible

Group observation report (Individual assignment): 50 points possible

Group Comm Analysis Paper (Individual assignment): 100 points possible

Exams (2): Exams: 2 @ 150 points each. 300 points possible

Small Group Final Project: 200

Personal Journal/Reflection: 25 points possible

Evaluation of Student Progress:

There are 1000 points possible in this course:

- A = 900-1000
- B = 800-899
- C = 700-799
- D = 600-699
- F = 599 < = F

*I reserve the right to add in weekly pop quizzes covering the assigned readings. The points possible will be adjusted to include said pop quizzes

Classroom Etiquette

“Timeliness: Arrive in enough time to be settled, signed in, and ready to go when class begins. Being late is rude, disruptive, and anxiety-inducing for many. Additionally, missing class hurts you and your peers. Be here, be ready, let's learn and create a positive community.

Language: In an effort to create and maintain a critical, comfortable and equitable environment for everyone, any language that is racist, sexist, homophobic, or that discriminates against any person or group will be discussed in the classroom. Any such language in any speech, assignment, or classroom discussion may result in a failing grade for that speech or assignment and the occurrence will be documented in case any further disciplinary actions are warranted,” SW

Recording lectures/Social Media: DO NOT record my lectures and/or take my picture for use on the internet. DO NOT use social media during my classes.

Sign-In sheets/names on assignments: A sign-in sheet is completed at the beginning of class EVERY class period. It is YOUR responsibility to get on the sign-in sheet. All assignments must be labeled your FIRST and LAST name, as well as the CRN. Lack of sign-in sheet and/or name will result in a “0” for that assignment/activity. Sign in sheets need day, date, CRN, and time.

- “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.
- 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,” IVC

Academic Honesty

- “Plagiarism is to take and present 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 correctly ‘cite a source’, 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or 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 School 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) use of a commercial term paper service,” IVC

Additional Help

- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources,” IVC

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 if you feel you need to be evaluated for educational accommodations,” IVC

Student Counseling and Health Services

“Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a full time mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310,” IVC

Student Rights and Responsibilities

“Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762,” IVC

Information Literacy

“Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>,” IVC

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides

direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Anticipated Class Schedule / Calendar ***Tentative, subject to change without prior notice**

Date	Assignment DUE	Points Pos.	Your Score
20-Aug	Intro ICA: Who are you?	25	
27-Aug	Chapter 1 and ICA 1	25	
3-Sep	Chapter 2 and ICA 2	25	
10-Sep	Chapter 3 and ICA 3	25	
17-Sep	Chapter 4 and ICA 4	25	
24-Sep	Chapter 5 and ICA 5	25	
1-Oct	Chapter 6 and ICA 6	25	
1-Oct	Group Observation Report Due	25	
8-Oct	Exam 1	150	
15-Oct	Chapter 7 and ICA 7	25	
22-Oct	Chapter 8 and ICA 8	25	
29-Oct	Chapter 9 and ICA 9	25	
5-Nov	Chapter 10 and ICA 10	25	
5-Nov	Comm Analysis Paper Due	125	
12-Nov	Chapter 11 and ICA 11	25	
19-Nov	Chapter 12 and ICA 12	25	
19-Nov	Personal Journal/Reflection	25	
25-Nov	Holiday		
3-Dec	Exam 2	150	
10-Dec	Group Presentations	200	
		1000	