



IMPERIAL VALLEY COLLEGE

Welcome to Small Group Communication 130!

I am happy to join you in your educational journey. I look forward to meeting you.

PROFESSOR'S MISSION:

To become a more competent, confident public speaker!

To become aware of the dynamics of Human Communication and its impact on society and ourselves.





Basic Course Information

Semester:	Spring 21	Instructor Name:	<i>Rumaldo Marquez</i>
Course Title & #:	COMM 130	Email:	<i>Rumaldo.marquez@imperial.edu</i>
CRN #:	21677	Webpage (optional):	N/A
Classroom:	<i>online</i>	Office #:	N/A
Class Dates:	16 FEB 2021-11 JUN 2021	Office Hours:	<i>2-3 pm. Please make appointment</i>
Class Days:	N/A	Office Phone #:	N/A
Class Times:	N/A	Emergency Contact:	Email, Pronto
Units:	3	Class Format:	Asynchronous

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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Course Prerequisite(s) and/or Corequisite(s)

Recommended Preparation: ENGL 009 or ENGL 099 or higher Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (Formerly SPCH 100) (C-ID COMM 110) (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, IOL5
3. Identify the negative behaviors in poorly functioning groups. ILO1, ILO2, ILO3, ILO4, ILO5

Course Objectives

When you complete the course, you will:

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.

Textbooks & Other Resources or Links

References: College Dictionary Merriam Webster/Thesaurus
U.S. Constitution-Bill of Rights

Required:

The access to several newswires such as CNN, MSNBC, FOX, for analysis of contemporary society.

***The Culture Code: The Secrets of Highly Successful Groups Jan 30, 2018
by Daniel Coyle***

Other reading material will also be assigned online

Notecards!

Course Requirements and Instructional Methods

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.

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here:
<https://imperial.edu/students/student-equity-and-achievement/>
2. If you need access to the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into their IVC student WIFI by using their IVC email and password.
3. **Guidelines for using parking WIFI:**
4. Park in every other space (empty space BETWEEN vehicles)
5. Must have facemask available
6. For the best reception park near buildings
7. Only park at marked student spaces
8. Only owners of valid disabled placard may use disabled parking spaces
9. Only members of the same household in each vehicle
10. Occupants **MUST REMAIN** in vehicles



11. Restrooms and other on-campus services not available
12. College campus safety will monitor the parking lot
13. Student code of conduct and all other parking guidelines are in effect
14. Please do not leave any trash behind
15. No parking permit required
16. If you have any questions about using parking WIFI, please call Student Affairs at 760-355-6455

Course Grading Based on Course Objectives

Evaluation Procedures

Grading is determined on the following criteria:

Discussion/Participation/homework typed assignments/Journals/Essays/ 30%

Presentations/Speeches/ 40%

Exams/Final 30%

(Not taking the Final exam can cause you to fail the class!) 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.

Late assignments or tests are rarely accepted and if done so are on a case by case.

More information on rubric of each assignment will be explained as it is given out.

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



Course Policies

- 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 absence 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.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

- **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, only students enrolled in the class may attend; children are not allowed.

How do I act differently if I have an on-ground class during COVID?



- 1. DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
 - a. Even if your symptoms are mild, stay home.
 - b. Email your instructor to explain why you are missing class.
 - c. [If you are sick with COVID-19 or think you might have COVID-19](#), provides CDC guidance.
 - d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
 - e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
- 2. ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
 - a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
- 3. BRING A MASK TO CLASS (and always wear it).**
 - a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
- 4. GO DIRECTLY TO YOUR CLASSROOM.**
 - a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.
- 5. WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).**
 - a. Your classroom is equipped with cleaning supplies. Use them as needed.
- 6. BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).**
 - a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.
- 7. BRING YOUR OWN FOOD AND DRINKS.**
 - a. There is no food service currently offered on campus. No food in class.

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 (!!!)].



How am I expected to act in an online “classroom” (especially Zoom)?

Attending a virtual meeting can be a challenge when there are many students on one conference call.

Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) Be RESPECTFUL

a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.

2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)

a. People walking around and pets barking can be a distraction.

3) EAT AT A DIFFERENT TIME.

a. Crunching food or chugging drinks is distracting for others.

b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU

a. It is hard to see you in dim lighting so find a location with light.

b. If your back is to a bright window, you will be what is called “backlit” and not only is it hard on the eyes (glare), but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING

a. If you are using the camera, show your face; it helps others see your non-verbal cues.

b. You may be at home, however, meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) Be READY TO LEARN AND PAY ATTENTION

a. Catch up on other emails or other work later.

b. If you are Zooming, silence your phone and put it away.

c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS

*a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It’s best if you conference in a private space, but if you can’t find a quiet place, when noises arise **MUTE** your laptop.*

8) REMEMBER TO UNMUTE WHEN SPEAKING

*a. Follow your instructor’s directions about using the “**raise hand**” icon or chat function to be recognized and to speak, but make sure you have unmuted your device.*

b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING

a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.

b. Do not use the Zoom meeting to meet with your peers or put on a “show” for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING

a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.



Academic Honesty

is the advancement of knowledge requiring 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 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.

How do I show academic honesty and integrity in an online "classroom"?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - *You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.*
- **COMPLETE YOUR OWN COURSEWORK.**
 - *When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).*

Examples of Academic Dishonesty that can occur in an online environment:

- *Copying from others on a quiz, test, examination, or assignment.*
- *Allowing someone else to copy your answers on a quiz, test, exam, or assignment.*
- *Having someone else take an exam or quiz for you.*
- *Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others).*
- *Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own.*



- Excessive revising or editing by others that substantially alters your final work.
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class).
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Other Course Information

IMPORTANT DATES & DEADLINES:

Saturday, February 27: Late registration for full-term classes ends.

Sunday, February 28: Last day to verify your Census Roster online.

Wednesday, March 3: Last day for Virtual Late Add Forms to be accepted.*

Saturday, May 15: Deadline to drop full-term classes.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
February -March	Syllabus & Introduction, Components of Small Group Communication, The Small Group Socialization Process, Small group Storytelling	TBA
March – April	Diversity Tribes Test Small Group Movie Presentation and paper Models of Development	TBA
April-May	Small Group Tasks Decision-Making Procedures Roles	TBA



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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
May-June	Servant-Leadership Model Leadership Report Persuasion and leadership Relational Communication Final presentation to a group, Final	TBA

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

WELLCOME TO COMM. 130
BE PREPARED TO TRANSFORM YOUR LIFE!

*****Subject to change without prior notice*****