



Thank you for choosing IVC! We are so happy to join you in your educational journey.

Basic Course Information

Semester:	Fall 2023	Instructor Name:	Monica S. Minor
Course Title & #:	Group Leadership and Process – PSY 130	Email:	monica.minor@imperial.edu
CRN #:	10819	Webpage (optional):	www.wakelet.com/mminor
Classroom:	Online (Canvas)	Office #:	Online - Calendly
Class Dates:	08/14/23 – 12/08/23	Office Hours:	Mon/Thur: 12:30 – 1:30pm
Class Days:	Online	Office Phone #:	760-355-5716 (text or call)
Class Times:	Online	Emergency Contact:	7603555716
Units:	3	Class Format:	Online

Course Description

This course will introduce the student to group theory and process, and how groups affect the whole social scene. It will examine membership in, and leadership of, various kinds of groups, emphasizing group process. Consideration will be given to goals and strategies of social change and the necessity for social change in relation to personal and social values. The factors involved in problems of communications, effective emotional responses and personal growth also will be highlighted, emphasizing the group process as a means of changing behavior. (C-ID: ADS 130 X) (CSU)

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

Recommended: Twelfth grade reading level is highly recommended.

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. Identify group need.
2. Select and advertise a type of group.
3. Prepare confidentiality forms.
4. Prepare ground rules for group participation.

Course Objectives

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

1. Describe the growth of small group work and various kinds of groups.
2. Explain the extensional group model.
3. Identify the parameters of the group process.
4. Examine the functions of group leadership.
5. Recognize controls for the group process.
6. List the tools for group induction.
7. Define catalysts to interaction including both verbal and nonverbal techniques.
8. Describe practical considerations in organizing groups.
9. List ways of measuring a member's progress in a group.
10. Describe the misuse of groups

Textbooks & Other Resources or Links

Groups: Process and Practice

Author: Marianne Schneider Corey, Dr. Gerald Corey, Cindy Corey

ISBN: 978-0-357-68962-2

Course Requirements and Instructional Methods

Method of evaluation: Class activities, attendance, homework, quizzes, problem solving exercise, and written assignments.

Instructional Methodology: Audio, visual, demonstration, discussion, group activity, and lecture.

Quizzes: There will be 14 quizzes. More details about the quizzes are posted in Canvas. The quizzes will cover chapters and course material from that week/module. No makeups for exams will be given without prior notification and/or documentation of an emergency.

Discussions: Every other module has a discussion board. Students must participate in each discussion in the form of one original post, and one response post per module. Original posts must contain at least 5 – 10 full sentences and response posts must contain 5 full sentences for full credit. Discussion posts are due at each module's due date. Initial discussion post is due by Friday and reply posts due by Monday at 11:59 pm. The class week is from Monday to Monday. Late posts may be considered for partial credit.

Journals: Students will be required to submit a 1 page double spaced journal. Details in Canvas modules.

Assignments: There will be various assignments due. More details will be posted in the Canvas modules.

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

8 Discussion Posts	Details in Canvas	80 points
8 Journals (1 page double spaced)	Details in Canvas	80 points
14 Quizzes	Details in Canvas	140 points
Assignments:	Details in Canvas	200 points
Total Points: 500 - 450	Grade: A	
449 – 400	B	
399 – 350	C	
349 – 300	D	
299 and below	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 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.

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

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 (!!!!)].

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, but 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.

Other Course Information

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.

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

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.

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.

How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College’s Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.

Anticipated Class Schedule/Calendar

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]



Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Module 0: Syllabus <ul style="list-style-type: none"> • Acquire course materials, become familiar with Canvas and the course. • Discussion Post – Introduction 	Monday @ 11:59 pm
Week 2	Module 0: Introduction and Review Canvas <ul style="list-style-type: none"> • Journal 	Monday @ 11:59 pm
Week 3	Module 1: <ul style="list-style-type: none"> • Chapter 1 – • Discussion Post • Quiz 	Monday @ 11:59 pm
Week 4	Module 2: <ul style="list-style-type: none"> • Chapter 2 – • Journal • Quiz 	Monday @ 11:59 pm
Week 5	Module 3: <ul style="list-style-type: none"> • Chapter 3- • Discussion Post • Quiz 	Monday @ 11:59 pm
Week 6	Module 4: <ul style="list-style-type: none"> • Chapter 4 – • Journal • Quiz 	Monday @ 11:59 pm
Week 7	Module 5: <ul style="list-style-type: none"> • Chapter 5 – • Discussion Post • Quiz 	Monday @ 11:59 pm
Week 8	Module 6: <ul style="list-style-type: none"> • Chapter 6 – • Journal • Quiz 	Monday @ 11:59 pm
Week 9	Module 7: <ul style="list-style-type: none"> • Chapter 7 – • Discussion Post • Quiz 	Monday @ 11:59 pm
Week 10	Module 8: <ul style="list-style-type: none"> • Chapter 8 – • Journal • Quiz 	Monday @ 11:59 pm
Week 11	Module 9: <ul style="list-style-type: none"> • Chapter 9 - • Discussion Post • Quiz 	Monday @ 11:59 pm
Week 12	Module 10:	Monday @ 11:59 pm



IMPERIAL VALLEY COLLEGE

Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	<ul style="list-style-type: none">• Chapter 10 -• Journal• Quiz	
Week 13	Module 11: <ul style="list-style-type: none">• Chapter 11 -• Discussion Post	Monday @ 11:59 pm
Week 14	Module 13: <ul style="list-style-type: none">• Chapter 11 Continued• Journal• Quiz	Monday @ 11:59 pm
Week 15	Module 14: <ul style="list-style-type: none">• Prepare Final Assignment• Wrap Up	Monday @ 11:59 pm
Week 16	Module 15: <ul style="list-style-type: none">• Final Assignment	Friday @ 11:59pm

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