

Basic Course Information

Semester:	Spring 2022	Instructor Name:	Alma Castro
Course Title & #:	COMM 130	Email:	Alma.castro@imperial.edu
CRN #:	20909	Webpage (optional):	
Classroom:	RT-ONLINE	Office #:	
Class Dates:	Feb 17-June 9	Office Hours:	By appointment
Class Days:	Thursdays	Office Phone #:	
Class Times:	6:30pm-9:40pm	Emergency Contact:	
Units:	3.0	Class Format:	Real Time- Online

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. (C-ID COMM 140) (CSU/UC)

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

N/A

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.
2. Find a problem and work as a group to find a solution to that problem.
3. Identify the negative behaviors in poorly functioning groups.

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.

Textbooks & Other Resources or Links

You will be provided with all reading material at no cost through Canvas.

Course Requirements and Instructional Methods

Lecture Outline

Oral presentation

Providing and receiving feedback about both the content and forms of communication.

Organizing, evaluating, and reporting information

Persuasion

Effective listening

Problem-solving communication skills

Conflict management

Decision making

Communication and leadership

Context, audience, and purposes of small-group communication: Dyads, small and large groups, public settings, and group dynamics and/or roles within groups.

Course Grading Based on Course Objectives

Class Activity

Mid-Term/Final Exam(s)

Oral Assignments

Problem Solving Exercise

Skill Demonstration

Written Assignments

Course Policies on Attendance and Classroom Etiquette

- *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.*
- *There are no acceptable "excused absences." It is your responsibility to schedule personal appointments so that they do not interfere with this class. 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. Three (3) absences will get you dropped from this class. 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.*

Classroom Etiquette

- *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 (!!!!)].

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.

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

[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.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 Feb. 17	Syllabus & Introduction	TBA

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