



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 25	Instructor Name:	Rumaldo Marquez
Course Title & #:	COMM 130	Email:	Rumaldo.marquez@imperial.edu
CRN #:	21172	Webpage (optional):	N/A
Classroom:	413	Office #:	202
Class Dates:	10 FEB 2021-06 JUN 2025	Office Hours:	TBA
Class Days:	TTH	Office Phone #:	6331
Class Times:	1-225	Emergency Contact:	Email, Pronto
Units:	3	Class Format:	Face-to-Face

### 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.**

*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)*



### ***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. Find a problem and work as a group to find a solution to that problem. ILO1, ILO2, ILO3, ILO4, IOL5*
- 2. 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.*



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## Textbooks & Other Resources or Links

*References: College Dictionary Merriam Webster/Thesaurus*

*Required:*

*Professional Attire for speeches*

*OER-Textbook*

*Also*

*The following two textbooks are required:*





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*New York Times* BESTSELLING AUTHOR OF  
*The 21 Irrefutable Laws of Leadership*

JOHN C.  
MAXWELL

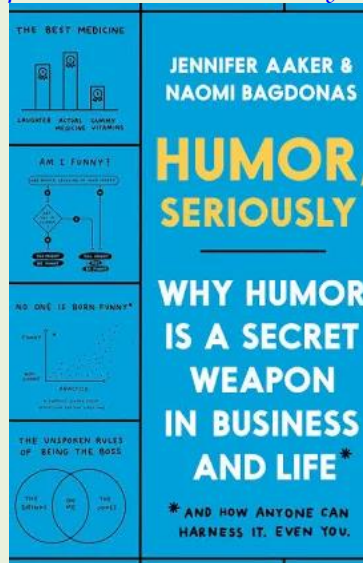
THE 17 INDISPUTABLE  
LAWS OF  
TEAMWORK

*Embrace Them  
and Empower Your Team*



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<https://www.humorseriously.com/>



*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/>

## **Course Grading Based on Course Objectives**

### **Evaluation Procedures**

*Grading is determined on the following criteria:*

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



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***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.*

*100-90% =A Superior*

*89-81% =B Above average*

*80-71% =C Average*

*70-65% =D Below Average*

*64% or > = F*

**METHODS OF EVALUATION:**

Class Activity  
Mid-Term/Final Exam(s)  
Oral Assignments  
Problem Solving Exercise  
Quizzes  
Skill Demonstration  
Written Assignments

**INSTRUCTIONAL  
METHODOLOGY:**

Audio Visual  
Computer Assisted Instruction  
Demonstration  
Discussion  
Group Activity  
Individual Assistance





Lecture  
Simulation/ Case Study  
Distance Learning

### 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. **Usually, this means more than 2 absences.***
- *Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.*

***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.*

## **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.*
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- *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.*

**Academic Honesty (Artificial Intelligence -AI)**

*IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.*

***Other Course Information***

**IMPORTANT DATES & DEADLINES:**



*Saturday, February 22: Late registration for full-term classes ends.*

*Sunday, February 23: Last day to verify your Census Roster online.*

*Thursday, February 27: Last day for Virtual Late Add Forms\* to be accepted.*

*Saturday, May 10: 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
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*



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*made to this syllabus. That includes dropping this course.*

**WELCOME TO COMM. 130**  
**BE PREPARED TO TRANSFORM YOUR LIFE!**

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