



IMPERIAL VALLEY COLLEGE



WELCOME TO SMALL GROUP 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 2026	Instructor Name:	Rumaldo Marquez
Course Title & #:	Small Group COMM. 130	Email:	Rumaldo.marquez@imperial.edu
CRN #:	21172	Webpage (optional):	N/A
Classroom:	411	Office #:	202
Class Dates:	Feb 17-June 12	Office Hours:	TBA please make an appointment
Class Days:	T-TH	Office Phone #:	760-355-6331
Class Times:	1:00-2:25	Emergency Contact:	EMAIL/PRONTO
Units:	3	Class Format/Modality:	Face-to-Face

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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 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)

None. Recommended Preparation: ENGL 009 or ENGL 099 or higher.

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 prepare for and deliver presentations within effectively 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.*

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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.

Textbooks & Other Resources or Links

The 17 Indisputable Laws of Teamwork by John C. Maxwell **Hardcover (2013):** 978-1400204731

Paperback (Original): 978-0785274346

[5https://www.humorseriously.com/](https://www.humorseriously.com/)

Other reading material will also be assigned online

Notecards!

Course Requirements and Instructional Methods

Required:

Access to several news wires, such as CNN, MSNBC, and FOX, for the analysis of contemporary society.

Reading material will be assigned online.

Office Wear attire

Flashcards!

Notebook for notes (no computer or laptop)

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



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Individual Assistance
Lecture
Simulation/Case Study
Distance Learning

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.*
View speakers in venues other than class. Rehearse speeches with or without an audience.

Reading and Writing

Introductory speech: Prepare and present a speech of introduction.

Informative speech: Prepare and present a speech that informs the audience about a specific topic.

Visual Aids presentation: Design and present a visual aid presentation to enhance a speech.

Persuasive speech: Prepare and present a persuasive speech utilizing Aristotle's ethos, pathos, and logos appeals.

Peer evaluation and feedback

Course Grading Based on Course Objectives

Evaluation Procedures

Grading is determined on the following criteria:

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

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. All grades will reflect the level of scholarship, initiative, attitude, cooperation, and individual improvement demonstrated throughout the course.*

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

More information on the rubric of each assignment will be explained as it is assigned.

The following percentages illustrate the breakdown.

100-91% =A Superior



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90-81% =B Above average

80-71% =C Average

70-65% =D Below Average

64% or > = F

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 me for clarification.

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.

Students who add the class late are rarely allowed to make up assignments. Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absence exceeds the number of hours the class is scheduled to meet per week may be dropped. **Usually, this means more than 2 absences.** 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.

Academic Honesty

is the advancement of knowledge requiring that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property.

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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.

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 makeup 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 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.

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 classroom 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](#).



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- *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 (!!!)].*

Other Course Information: Work-Based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you (the student) with a deeper, more engaging and relevant learning environment. This semester, I will be offering the following activities to provide you with the opportunity to explore career options in the field of Communication.

Applied and work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experience. WBL exists on a continuum that reflects the progress of experiences from awareness-building to training

Field of study areas of employment include:

Journalism, Electronic Media, TV & Radio Broadcasting, Intercultural and Multi-linguistic Communications, Politics, Administration, Performing Arts, Speech and Rhetoric, Business, Corporate, Marketing, Advertising, Public Relations, among others.

This course complies with the [IVC Regular Effective and Substantive Contact Guidelines](#) by providing the following contact types:

Announcements/Bulletin Boards - Weekly

Email Communication - As needed

Chat Rooms - Weekly or as needed

Scheduled Face-to-Face Meetings - As needed

Orientation at start of the course - Once

Discussion Boards - Weekly or as needed

Online Group Collaboration - As needed

Podcasts - As needed



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Virtual Office Hours - Weekly

Other (describe) - As needed to meet course objectives

This course complies with the Americans with Disabilities Act Section 508 as described in the [IVC Distance Education Handbook](#)

IMPORTANT DATES & DEADLINES:

Saturday, February 28: Late registration for full-term classes ends.

Sunday, March 1: Last day to verify your Census Roster online.

Thursday, March 6: Last day for Virtual Late Add Forms to be accepted.*

Saturday, May 17: 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

[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.]

Feb	Syllabus & Introduction, Components of Small Group Communication, The Small Group Socialization Process, Small group Storytelling	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 made to this syllabus. That includes dropping this course.



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WELCOME TO COMM. 130

BE PREPARED TO TRANSFORM YOUR LIFE!

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