

COMM 5 SYLLABUS

Ahern/Spring, 2017

Office Hours: M/W 3:00 to 3:30 p.m. in Maggini 2820 or by arrangement

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The objective of this class is to increase a student's communication abilities in a group setting. This is an experience oriented class and students will be expected to get involved in all exercises, either as participants or audience members. The following is an explanation of procedures and grading; subject to amendment.

1. There are various assignments in this class including group projects, papers, exams/quizzes and a journal. Keep track of your scores in the areas below.

2. CLASS REQUIREMENTS

Assignments:	Total 120	Due:	Length	Cont.	Theory	Deliv/Form	Bib	Otl
1 st Analysis Paper	5H	2/8	1-2 pgs	3H		2H		
Devilish Group Project	5H	2/22	NA	5H				
Devilish Group Project Paper	10H	3/15	3-5 pgs	4H	4H	2H		
12 QUIZZES (10 to 20 Questions each)/Evaluation	33H		¶ 11	2H		1H		
Journal 1/Journal 2	15H	3/15	¶ 7	7H	¶ 7	5/17	8H	
1 st Group Presentation	10H	3/27	22 Min	3H		3H	2H	2H
1 st Group Presentation Paper	10H	4/12	3-5 pgs	4H	4H	2H		
2nd Group Presentation:	12H	5/3	30 Min	5H		3H	2H	2H
Award Ceremony	6H	5/22	NA	3H	Quiz	3H		
Attendance	10H			10H				

A = 102 Hs B = 88 Hs C = 76 Hs D = 60 Hs

The assignments are as follows:

3. 1st Analysis Paper [1-2 pages]: The content portion of the grade is for a written analysis of the first group exercise. Students must explain what they learned and what they need to understand for future exercises. The Delivery/Form portion of the grade is for the format of the paper. Students must write complete sentences and paragraphs and use proper punctuation. The first error is ignored. Thereafter, one H is deducted for each error. I stop correcting after available Hs are exhausted.

This paper may be rewritten once. Once!

4. Devilish Group Project: A devilish and mysterious assignment to be explained at the time.
5. Devilish Group Project Paper [3-5 pages]: Papers must contain an analysis of group norms and group roles, along with any other theory(ies) we have studied. The “theory” portion must accurately identify and explain any theory the student uses and the “content” is the specific behaviors that demonstrate the theory. The “content” portion of the grade also must analyze the performance of the 1st Group Project group. See Paragraph 1 for “Form.”
6. Journal 1/Journal 2: Journals must be written in “Composition Books” to receive credit. Journals are daily entries of students with a specific focus on important theories and application of theory to the exercises that might have been conducted. They must be legible. Put my name, “Ahern” and “Fall 2015” and the last four of your student id number on the front cover rather than your name so that you will feel free to disclose. Do not use other student’s names. Journals may be brought into the quizzes for reference.
7. 1st Group Presentation: 18 to 22 Minutes. Students are to expand on any theory presented in class or that pertains or is reasonably calculated to be relevant to some communication issue. Presentations must display an understanding of the information presented and should contain either a short exercise that may or may not be conducted or an assignment that will demonstrate the theory or allow students to explore the issues presented. An outline, bibliography and 5 multiple choice or true/false questions must be turned in immediately prior to the presentation.
8. 1st Group Presentation Paper [3-5 pages]: Students are to evaluate the performance of the group using any theory discussed in the text book, in lecture/discussion or presented by other students. As with other papers, provide theory of what happened with specific examples of behaviors or actions that demonstrate the theory. Explain how the group could have performed better. See Paragraph 1 for “Form.”
9. 2nd Group Presentation: 25 to 30 Minutes. Students are to explain and present solutions for the assigned problem/issue. This is an analytical process demonstrating critical thinking and an understanding of the subject matter. Presentations must display original scholarship. An outline and bibliography must

be turned in immediately prior to the presentation.

10. Quizzes: The exams will cover material from the lectures and from the assigned reading in the text, *In Mixed Company: Communicating in Small Groups and Teams* 9ed. by J. Dan Rothwell, available in the bookstore and online. The quizzes cover lectures, student presentations and especially readings. The Quizzes will be true/false and multiple choice with an essay question or two occasionally. Quizzes are taken as a group with an confidential evaluation of the other members requires. While difficult, they should be passable if you have read the material and understood the lectures/presentations.
11. Award Ceremony: Students will prepare and conduct an awards ceremony during the Final Exam period. The ceremony must be creative and recognize everybody in the class. Acceptance speeches are also required. There will be a quiz on the final presentations worth a separate 3Hs.
12. **Original Scholarship** means that the students must write the presentation by him, her or themselves. Assistance may be obtained on ideas etc., but the presentation cannot be written in whole or in part, by any other person or entity without attribution to the original source. This means that sources and ideas must be attributed within the presentation itself. Failure to attribute is/may be plagiarism which will/may subject the student to serious penalties including, but not limited to, losing all credit for the assignment, plus any penalty for not completing the assignment and/or referral to the Dean for further academic punishment. Do not take an idea or fact from another person or entity without attributing the original source.
13. **Bibliographies:** Unless otherwise directed, must be formatted in compliance with MLA or APA standards and have at least 12 sources. Bibliographies must contain at least six “scholarly” sources, three sources that are published other than on the internet and one source that has been published within the last 90 days.
14. Note that the class is substantially front loaded on theory; the bulk of the reading is due before the 12th week of class. Plan accordingly!
15. Upon completion of the class, students will be able to:
 - A. Employ a systematic method within a group to solve a problem.
 - B. Communicate effectively within groups.
 - C. Observe and explain effective group processes.
 - D. Describe, compare, and analyze a variety of small-group communication behaviors.
 - E. Choose and practice methods for communicating with other members of a small group.

- F. Describe, compare and analyze some culturally-based differences in cognitive styles and world views of group members.
- G. Describe and avoid defensive communication behaviors.
- H. Describe and practice supportive communication behaviors.
- I. Discuss and practice listening skills related to small-group communication.
- J. Discuss and practice communication skills related to leadership and decision making.
- K. Demonstrate an appreciation for the sociological and behavioral differences between people, especially those of various cultures, personality types and learning styles.
- L. Choose and practice methods for individual and group problem solving.
- M. Choose and practice methods of negotiation and conflict resolution.
- N. Discuss and practice both task and maintenance roles and behaviors.
- O. Discuss and practice methods of group consensus building, rather than less inclusive means of decision-making, such as majority vote or trading.
- P. Define, discuss, identify and avoid groupthink.

16. Class participation is essential to really grasp the material (repetition is the key to education). In addition, class participation will help the “bubble” students (students almost getting a grade but being one H short). I grade class participation on a purely subjective basis. If you attend all classes and participate in discussions, ask questions or otherwise help the class to progress, I will help you over the bubble. I also give extra credit for improvement. Get better and you may be helped over a bubble. As a note, SRJC policy now allows me to drop any student who misses more than 10% of the class. Students that do not attend the 2nd class meeting will be dropped from the class roster unless they notify me that they want remain in class prior to the 2nd class meeting. Bottom line, attending class is good.
17. I make no distinction between excused and un-excused absences. **Missed exams or presentations cannot be taken/given late, even if the absence is excused!!!!!!** Students will lose one H for every role call missed (class assignments are still due). Two tardies lead to a loss of one H. Students begin with three extra credit H’s and go down from there. **Late assignments will be accepted starting with a penalty equal to 1/4 of the number of Hs available and one additional H for each day late.**
18. Students worried about their grades may take one oral examination on some theory presented in class, or related to class, during my office hour or at a mutually arranged time. The oral exam is designed to give students an opportunity to demonstrate their knowledge of the theory in a face to face encounter with me. I will give from zero to three Hs depending on the students responses. I do this for those students that do not take “objective” exams well. See me for details. I also provide one H extra credit for an office visit (to discuss the class, your future, education etc.) and occasional other “Spanish Inquisition” issues that pop up. Oral examinations and/or office visits must be completed on or before **May 8, 2017**. Note: a maximum of 6Hs of extra credit may be obtained.
19. My office hours are listed at the top of this Syllabus but may be amended in class. I

can be reached at *mahern@santarosa.edu* (but I only check it once a day sometime before class) and at 217-9791. This is my cell phone so do not expect an answer during class times. Text messages are useful but do not expect an immediate response.

20. Students are expected to treat each other and me with respect. If you are tardy, do not, under pain of serious wrath (deliberately vague), enter the classroom while a student is giving a presentation. Disrupting a student presentation has been the only time that I have gotten mad in the past. Violators of this rule may find that one or more of their H's contributed to the interrupted student. Our classroom may be difficult to enter subtly so wait until the student is finished speaking, the clapping has begun, and then enter. Please listen respectfully to your fellow student presentations. Do not do any thing to disrupt another student presentation when in the class, lest you volunteer one of your hard earned H's to his/her or their cause. Do not do surf the internet, work on assignments from other classes or sleep while in class; you will be asked to leave with an absence. **Turn off all cellphones!** Violators of this rule may find themselves singing the alphabet song in front of the class or some other embarrassing action.
21. Emergency procedures will be discussed in class.
22. Below is a schedule of the material to be covered in class and the assigned readings

CLASS SCHEDULE: QUIZZES & ASSIGNMENTS

Jan 23	Chapter 1 Quiz
Jan 23 & 25	1 st Group Projects
Jan 30	Chapter 2 Quiz
Feb 6	Chapter 3 Quiz
Feb 8	1 st Group Project Analysis Paper Due
Feb 13	Chapter 4 Quiz
Feb 22	Devilish Group Project Begins
Feb 27	Chapter 5 & 6 Quiz
Mar 3	Chapter 7 Quiz
Mar 13	Chapters 8 Quiz
Mar 15	Devilish Group Paper Due
Mar 15	1 st Journal Turn in Date
Mar 27	1st Group Presentations Begin

Apr 3	Appendices A & B Quiz
Apr 10	Chapters 9 Quiz
Apr 12	1st Group Analysis Papers due
Apr 17	Chapter 10 Quiz
Apr 24	Chapter 11 Quiz
May 1	Chapter 12 Quiz
May 3	Final Group Presentations Begin
May 17	2 nd Journal Turn in Date
May 22 @ 4 p.m.	Award Ceremony

Official Outline Format:

I.	Intro	III.	2 nd Main Point	V.	Conclusion
	A. Attn Getter		A. Subpoint		A. Review
	B. Thesis		1. SubSubpoint		1.
	C. Preview		2. SubSubpoint		2.
	1.		a. Subsubsubpoint		3.
	2.		b. Subsubsubpoint		B. Concluding Remarks
	3.		B. Subpoint		
II.	1 st Main Point	IV.	3 rd Main Point		
	A. Subpoint		A. Subpoint		
	B. Subpoint		B. Subpoint		