

**Oklahoma State University Institute of Technology**  
**Face-to-Face Common Syllabus**  
**Spring 2018**

**SPCH 2313(CRN20079): SMALL GROUP COMMUNICATION**

This course focuses on enhancing student understanding of and skills for participation in small group interaction. This course addresses various social dimensions of group processes such as group development, leadership, conflict resolution, and verbal and nonverbal communication strategies. Particular emphasis is on task-oriented groups.

**Course purpose:** The purpose of Small Group Communication is to equip students to think deeply about the behavioral and psychological dimensions of group interactions, with a focus on groups they will encounter at work. As many scholars and managers have noted, the so-called soft skills, in particular communication, are absolutely essential in today's workplace. Students will study and write about theories of group communication and leadership and put them into practice in class activities.

**Type of course:** Theory

**Credit Hours:** 3; Total clock hours of theory per semester: 48;

Total clock hours of lab for the semester: N/A; total clock hours of clinical per semester: N/A.

**Class length:** Full semester

**Class days and times:** Monday, Wednesday, and Friday 10:30 - 11:25

**Prerequisites:** None listed

**Instructor name:** Donna Glass

**Instructor phone:** (918) 293-4835

**Office:** NCAT 104A

**Instructor email:** donna.glass@okstate.edu

**Contact:** My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

**Instructor's office hours (Central Time)**

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:20	11:00-12:30	9:30-10:20	11:00-12:30	9:30-10:20
1:30 – 3:00		1:30 – 3:00		1:30 – 3:00

**School name:** School of Arts and Sciences

**School's main phone:** (918) 293-4768

**REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:** *Working in Groups* (7<sup>th</sup> edition) by Isa N. Engleberg and Dianna R. Wynn, Pearson, 2013. ISBN 13: 978-0-13-441552-9

**References:** Only those available at our campus library and through databases to which our campus library subscribes

**Materials:** USB storage device; computer equipped with Internet, *Microsoft Word*, *Adobe Reader*, and the ability to run multimedia delivery systems, including *BrightSpace*

**Uniform/tools:** N/A

**Estimated cost for materials:** Texts and materials: Approximately \$50.00 - 120.00

**Estimate cost for uniform/tools:** N/A

**Upon completion of the course, students should:**

<b>Course Objectives</b>	<b>Assessment of Objectives</b>
Plan a variety of speeches and group presentations	Plan communication strategies for small group activities/tasks (planning meetings). Outline communication strategies for small group activities/tasks. Compose a proposal for the movie analysis presentation. (The movie analysis presentation* serves as university assessment tool.)
Conduct and incorporate research for oral presentations	Complete reading responses over assigned textbook chapters. Plan communication strategies for small group activities/tasks (planning meetings). Outline communication strategies for small group activities/tasks. Participate in small group activities/tasks. Compose a proposal for the movie analysis presentation. (The movie analysis presentation* serves as university assessment tool.)
Work together in teams to organize group presentations	Plan communication strategies for small group activities/tasks (planning meetings). Outline communication strategies for small group activities/tasks. (The movie analysis presentation* serves as university assessment tool.)
Write organized, developed outlines	Outline communication strategies for small group activities/tasks.
Demonstrate the use of effective presentation aids	Incorporate into the movie analysis presentation* audio-visual material.

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (\*) above indicates this assignment is used in the university assessment program.

**COURSE ACTIVITIES**

In this course students will:

- Improve basic small group communication skills through the study and application of content from the textbook
- Hold meetings to predict small group communication needs prior to specified group activities/tasks
- Outline communication strategies based on predictions
- Navigate challenges of small group communication during activities/tasks
- Create a presentation proposal and make a presentation as a group

**EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:**

Reading responses (3 @ 5 points ea.).....	15%
Planning meetings (3 @ 5 points ea.).....	15%
Communication strategy outlines ((3 @ 5 points ea.).....	15%
Small group activities/tasks (3 @ 10 points ea.).....	30%
Movie analysis presentation proposal.....	10%
Movie analysis presentation .....	15%*
<b>TOTAL:</b>	<b>100%</b>

<b>OSUIT Grading Scale</b>
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

\*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Daily and/or weekly quizzes, small weekly assignments, and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams, and similar type projects: Normal return time to students is one (1) to two (2) weeks.

### **RECOMMENDED STUDENT COMPETENCIES/SKILLS**

Reading comprehension, computer skills including word processing and *PowerPoint* or the equivalent

### **AUTHORIZED TOOLS**

N/A

### **LATE WORK**

Although late work is frowned upon in this class, you may submit the movie analysis proposal or perform the movie analysis presentation up to a week late. The penalty for submitting a late assignment is an automatic deduction of five points from the assignment grade. No work will be accepted for grading more than one week after the initial due date.

### **TESTING**

N/A

### **SYLLABUS ATTACHMENT**

[http://osuit.edu/center/student\\_syllabus\\_information](http://osuit.edu/center/student_syllabus_information)

**Donna Glass, Instructor**  
**MA, English, Oklahoma State University, Stillwater, Oklahoma**

**Course Schedule – Speech 2313**  
**Spring 2018 (Jan. 4 – April 20)**

<b>Durations</b>	<b>Units/Topics</b>	<b>What is due? Where? When?</b>
		<b>Always</b> read assignments; they are posted under “content” on <i>BrightSpace</i> by assignment dates listed below.
		<b>University holidays and breaks:</b> Jan. 15 Martin Luther King and March 19 - 23 Spring Break
Jan. 4 – Jan. 24 <b>Martin Luther King, Jr. Holiday: Jan. 15</b>	Unit 1 – Connecting with group members (Engleberg & Wynn Chap. 1-3)	<ul style="list-style-type: none"> <li>• Syllabus review and course introduction Fri., Jan. 5</li> <li>• Reading response for <b>Ch. 1-3</b> assigned Fri., Jan. 5 and <b>due in its own dropbox by 11 p.m. on Fri., Jan. 12</b></li> <li>• Planning meeting for first group activity <b>due during class on Wed., Jan. 17</b></li> <li>• Outline of communication strategies for first group activity assigned Wed., Jan. 17, and <b>due in its own dropbox by 11 p.m. on Fri., Jan. 19</b></li> <li>• First group activity/task <b>due during class on Mon., Jan. 22, Wed., Jan. 24, and Fri., Jan. 26</b></li> </ul>
Jan. 26 – Feb. 16	Unit 2 – Honing productive group communication skills (Engleberg & Wynn Chap. 4-6)	<ul style="list-style-type: none"> <li>• Reading response for <b>Ch. 4-6</b> assigned Fri., Jan. 26 and <b>due in its own dropbox by 11 p.m. on Fri., Feb. 2</b></li> <li>• Planning meeting for second group activity <b>due during class on Mon., Feb. 5</b></li> <li>• Outline of communication strategies for second group activity assigned Mon., Feb. 5, and <b>due in its own dropbox by 11 p.m. on Fri., Feb. 9</b></li> <li>• Second group activity/task <b>due during class on Mon., Feb. 12, Wed., Feb. 14, and Fri., Feb. 16</b></li> </ul>
Feb. 16 – March 7	Unit 3 – Problem solving within group communication contexts (Engleberg & Wynn Chap. 7-9)	<ul style="list-style-type: none"> <li>• Reading response for <b>Ch. 7-9</b> assigned Fri., Feb. 16 and <b>due in its own dropbox by 11 p.m. on Fri., Feb. 23</b></li> <li>• Planning meeting for third group activity <b>due during class on Mon., Feb. 26</b></li> <li>• Outline of communication strategies for third group activity assigned Mon., Feb. 26, and <b>due in its own dropbox by 11 p.m. on Fri., March 2</b></li> <li>• Third group activity/task <b>due during class on Mon., March 5, Wed., March 7, and Fri., March 9</b></li> </ul>
March 7 – April 20	Unit 4 – Applying what you have learned	<ul style="list-style-type: none"> <li>• Movie analysis presentation proposal assigned Mon., March 12 and due during class on <b>Wed., March 28</b></li> <li>• Movie analysis presentation assigned Mon., March 12, and <b>due during class on Wed., April 11</b></li> <li>• Last day for make-up/late movie analysis presentation <i>proposal</i> is <b>Wed., April 4</b></li> <li>• Last day for make-up/late movie analysis presentation is <b>Wed., April 18</b></li> </ul>

Schedule is subject to change at instructor discretion