

**Oklahoma State University Institute of Technology**  
**Face-to-Face Common Syllabus**  
**Fall 2017**

**SPCH 2313(CRN60499): 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 11:30 - 12:25

**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
12:30-2:30 p.m.	12:30-2:30 p.m.	12:30-2:30 p.m.	12:30-2:30 p.m.	12:30-2:30 p.m.

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

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

**REQUIRED TEXT, REFERENCES, AND MATERIALS**

**Texts:** *Working in Groups* (6<sup>th</sup> edition) by Isa N. Engleberg and Dianna R. Wynn, Pearson, 2013. ISBN 10: 0-205-02937-X or ISBN 13: 978-0-205-02937-2

**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 - 60.00

**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	Complete open-book exams over concepts from assigned textbook chapters and supplemental materials. Prepare agenda outlines prior to meetings. Compose proposals for the movie analysis presentation and advertisement analysis presentation. (The movie analysis presentation* serves as university assessment tool.)
Conduct and incorporate research for oral presentations	Select, analyze, and evaluate rhetorical properties of advertisements during the advertisement analysis presentation. Select and analyze properties of a movie during the movie analysis presentation.*
Work together in teams to organize group presentations	Compose proposals for the movie analysis presentation and advertisement analysis presentation.
Write organized, developed outlines	Prepare agenda outlines prior to meetings.
Demonstrate the use of effective presentation aids	Incorporate into the advertisement analysis presentation and movie analysis presentation* computer-generated components.

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:

- Complete open-book exams
- Write agendas in outline form prior to meetings
- Conduct meetings according to plans/outlines
- Present group presentations based on persuasive, researched proposals

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

Exams (3 @ 7 points ea.).....	21%
Agenda outlines (3 @ 6 points ea.).....	18%
Meetings (3 @ 7 points ea.).....	21%
Proposals (2 @ 5 points ea.).....	10%
Movie analysis presentation .....	15%*
Advertisement 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 one outline from Unit 1, 2, or 3 up to a week late in the designated dropbox on *BrightSpace*. The penalty for submitting a late outline 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)

**Course Schedule – Speech 1113  
Fall 2017 (Sept. 6 – Dec. 15)**

<p><b>Unit 1 – Planning &amp; conducting meetings</b> (Chapter 11 &amp; supplemental materials)</p> <ul style="list-style-type: none"><li>• Syllabus review and course introduction Wed., Sept. 6</li><li>• Open-book exam assigned Wed., Sept. 6 and due in its own dropbox by 11 p.m. Wed., Sept. 13</li><li>• Outline for meeting assigned Wed., Sept. 13 and due during class on Wed., Sept. 20</li><li>• Meeting due during class on Wed., Sept. 27</li></ul>
<p><b>Unit 2 – Group development, membership, &amp; leadership</b> (Chapters 2, 3, 5, &amp; supplemental materials)</p> <ul style="list-style-type: none"><li>• Open-book exam assigned Wed., Sept. 27 and due in its own dropbox by 11 p.m. on Wed., Oct. 4</li><li>• Outline for meeting assigned Wed., Oct. 4 and due during class on Wed., Oct. 11</li><li>• Meeting due during class on Wed., Oct. 18</li></ul>
<p><b>Unit 3 – Listening in groups; conflict &amp; cohesion in groups; diversity</b> (Chapters 7, 8, &amp; supplemental materials)</p> <ul style="list-style-type: none"><li>• Open-book exam assigned Wed., Oct. 18 and due in its own dropbox by 11 p.m. on Wed., Oct. 25</li><li>• Outline for meeting assigned Wed., Oct. 25 and due during class on Wed., Nov. 1</li><li>• Meeting due during class on Wed., Nov. 8</li></ul>
<p><b>Unit 4 – Advertisement analysis &amp; movie analysis proposals &amp; presentations</b></p> <ul style="list-style-type: none"><li>• Advertisement analysis proposal assigned Wed., Nov. 8 and due during class on Wed., Nov. 15</li><li>• <b>Student Break: November 22, 23, and 24</b></li><li>• Advertisement analysis presentation due during class on Wed., Nov. 29</li><li>• Movie analysis proposal assigned Wed., Nov. 29 and due during class on Wed., Dec. 6</li><li>• Movie analysis presentation due during class on Mon., Dec. 11</li></ul>

The instructor reserves the right to make changes to the schedule throughout the semester as she sees fit.

**Course Schedule by Calendar Week: Fall 2017 (Sept. 6 – Dec. 15)**

<b>Week</b>	<b>Topics/Units</b>	<b>What to Submit, and Where</b>	<b>Due Date</b>
Week 1 Sept. 6	<b>Unit 1 – Planning and conducting meetings</b> (Ch/11 & supplemental materials)	Syllabus review and course introduction Wed., Sept. 6  Open-book exam	
Week 2 Sept. 11	<b>Unit 1</b>	Open-book exam due in its own dropbox	11 p.m. Wed., Sept. 13
Week 3 Sept. 18	<b>Unit 1</b>	Outline for meeting due during class	Wed., Sept. 20
Week 4 Sept. 25	<b>Unit 1</b>	Meeting due during class	Wed., Sept. 27
Week 5 Oct. 2	<b>Unit 2 – Group development, membership, &amp; leadership</b> (Ch/2, Ch/3, & Ch/5 & supplemental materials)	Open-book exam due in its own dropbox	11 p.m. Wed., Oct. 4
Week 6 Oct. 9	<b>Unit 2</b>	Outline for meeting due during class	Wed., Oct. 11
Week 7 Oct. 16	<b>Unit 2</b>	Meeting due during class	Wed., Oct. 18
Week 8 Oct. 23	<b>Unit 3 – Listening in groups; conflict and cohesion in groups; diversity</b> (Ch/7 - 8 & supplemental materials)	Open-book exam due in its own dropbox	11 p.m. Wed., Oct. 25
Week 9 Oct. 30	<b>Unit 3</b>	Outline for meeting due during class	Wed., Nov. 1
Week 10 Nov. 6	<b>Unit 3</b>	Meeting due during class	Wed., Nov. 8
Week 11 Nov. 13	<b>Unit 4 – Advertisement analysis and movie analysis proposals and presentations</b>	Advertisement analysis proposal due during class	Wed., Nov. 15
Week 12 Nov. 20	<b>Unit 4</b>	Advertisement analysis presentation	<b>Break: Nov. 22, 23, and 24</b>
Week 13 Nov. 27	<b>Unit 4</b>	Advertisement analysis presentation due during class	Wed., Nov. 29
Week 14 Dec. 4	<b>Unit 4</b>	Movie analysis proposal due during class	Wed., Dec. 6
Week 15 Dec. 11	<b>Unit 4</b>	Movie analysis presentation due during class	Mon., Dec. 11

Schedule is subject to change at instructor discretion