Fundamentals of Oral Communication

Group Context

Spring 2015

3 credits

Days/Section/Time/Location:

Instructor:

Email:

Work Phone: 474-1876

Office Hours:

Office Location: 503H Gruening Building

Course Materials

Required textbooks

1. *Small Group Communication Synergy*
   New *$76.15*
   Author: DeCaro
   ISBN: 9780757559914

2. *COMM 131X SUPPL INFO PACKET (SIP)*
   New *$5.75*
   Author: UNIV OF ALASK Edition: N/A

3. *Virtual Text (public speaking resource)*
   Access online: http://www.publicspeakingproject.org/psvirtualtext.html
   Author: publicspeaking.org

Course Description

This course is an introduction to the study of small group communication and public presentation. It is designed to help you learn to apply theory regarding small group communication to actual participation in small group contexts. You will become more competent and comfortable in communicating in group situations through in-class participation, problem solving, group observation, and public presentation activities.

**IMPORTANT:** This course places an emphasis on group interaction and productivity. Forty percent (40%) of the semester grade for each student is earned through his/her group’s grade, as in participation in group meetings, class group activities, and one group symposium presentation.

**NOTE:** COMM 131X requires group meetings outside of class time.

Last day to drop course (course will not appear on academic record): September 19

Last day to withdraw (course will appear on academic record as “W”): October 31

**Words of advice:** This course requires extensive reading, class participation, and group work outside of class.

If your schedule does not permit you to dedicate time and effort to the course, then please drop this course now. Other students in your group are counting on you to be productive. If you are not, this is a good way to make enemies. In the course, students need to be thinking about their group, as well as themselves.

**Statement of Policies for this Class**

Student Responsibilities:

A: ATTENDANCE. All students are expected to attend every class and the final exam.

Attendance is a graded element of this course. You are also responsible for in-class activities (which cannot be made up). There are some circumstances for which absence is unavoidable, such as illness or family emergency. I must be notified of an absence before or on the day it
occurs either through a phone message or via e-mail, and receive documentation of the reason as soon as possible thereafter. A student with an unexcused absence on the day of their presentation will receive a **zero** for that presentation. There will be no accommodation for students who are absent on the day of the scheduled final exam.

**B: PARTICIPATION:** This is a skills development course, requiring student participation. A significant part of your learning will come from observation of class presentations. Participation in discussions and activities is also required. Each student will become an active member of a group and be required to attend out of class group meetings arranged in advance by their group.

**C: TIME.** Making effective public presentations and being an effective group member are skills that each student will be developing throughout the semester. Like any skills, learning to deliver an effective presentation and working well in groups take time to achieve. Each student must be prepared to spend that time in class and outside of class.

**D: ETHICAL STANDARDS.** All interaction in the classroom is to be consistent with the Credo for Ethical Communication of the National Communication Association, which has been adopted by the Department of Communication, and can be found in Appendix IV in the Student Information Packet. In addition, behavior consistent with the American Psychological Association standards for ethical behavior with regard to using respectful language when interacting with others is expected from each student and the instructor. These guidelines are included in the Student Information Packet, Appendix VI.

**E: STUDENT INFORMATION PACKET.** YOU are responsible for knowing the information on the course and on assignments that is included in the Student Information Packet, as well for the information is this syllabus.

**F. CELL PHONES & LAPTOPS.** Because of the distractions they create, you will need to turn off your cell phone, preferably before you enter the classroom, and in all cases before class actually begins. Laptops are not to be used in class, except by instructor permission or as needed because of a documented disability.

**Tuesday/Thursday Course Schedule (Subject to revision)**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15</td>
<td>Introduction to class Syllabus, SIP pp. 1-22</td>
<td>Class introductions/Begin (overview of assignments)</td>
</tr>
<tr>
<td>1/20</td>
<td>Diagnostic Presentations (SIP p. 7)</td>
<td>1st GRADED PRESENTATION (Outline Due (Speech Builder))</td>
</tr>
<tr>
<td>1/22</td>
<td>Diagnostic presentations <strong>Class schedule to instructor</strong></td>
<td>1st GRADED PRESENTATION (Outline Due (Speech Builder))</td>
</tr>
<tr>
<td>1/27</td>
<td>Effective public presentations <em>Virtual Text</em>, Chs. 1-4, review as needed</td>
<td>2/3 Effective public presentations <em>Virtual Text</em> Chs. 7-9 review as needed</td>
</tr>
<tr>
<td>1/29</td>
<td>Effective public presentations <em>Virtual Text</em>, Ch. 15 read thoroughly</td>
<td>2/5 Effective public presentations <em>Virtual Text</em> Chs. 5-6</td>
</tr>
<tr>
<td>2/3</td>
<td>Effective public presentations <em>Virtual Text</em> Chs. 7-9 review as needed</td>
<td>2/10 1st GRADED PRESENTATION (Outline Due (Speech Builder))</td>
</tr>
<tr>
<td>2/5</td>
<td>Effective public presentations <em>Virtual Text</em> Chs. 5-6</td>
<td>2/12 1st GRADED PRESENTATION Outline Due (Speech Builder)</td>
</tr>
<tr>
<td>2/7</td>
<td>Role of Communication in Groups <em>DeCaro Text</em> Ch1 – Assign Groups &amp; Topics for 2nd graded presentation</td>
<td>2/17 Role of Communication in Groups <em>DeCaro Text</em> Ch1 – Assign Groups &amp; Topics for 2nd graded presentation</td>
</tr>
<tr>
<td>2/12</td>
<td>visual aids (review) <em>Virtual Text</em> Chs. 13</td>
<td>2/19 visual aids (review) <em>Virtual Text</em> Chs. 13</td>
</tr>
<tr>
<td>2/24</td>
<td>Developing Effective Groups <em>DeCaro Text</em> Ch. 2</td>
<td>2/26 TEST #1 All assigned material</td>
</tr>
<tr>
<td>3/3</td>
<td>Power Roles <em>DeCaro</em>, Text Ch.4</td>
<td>3/3 Power Roles <em>DeCaro</em>, Text Ch.4</td>
</tr>
</tbody>
</table>

**Contracts Due** (SIP, pp. 9-11)
Mon/Wed/Fri Course Schedule (Subject to revision)

DATE TOPIC ASSIGNMENT DUE
1/16 Introduction to class Syllabus; SIP pp. 1-22
Class Introductions/Begin (overview of assignments)
1/21 Diagnostic presentations
1/23 Diagnostic presentations (SIP p. 7) Class Schedule to Instructor
1/26 Diagnostic presentations
1/28 Effective public presentations Virtual Text, Chs. 1–3 review as needed
1/30 Effective public presentations Virtual Text, Chs. 15 Read thoroughly
2/2 Effective public presentations Virtual Text, Chs. 4–7 review as needed
2/4 Effective public presentations Virtual Text, Chs. 8-10 review as needed
2/6 Effective public presentations Virtual Text, Chs.11-12 review as needed
2/9 1st GRADED PRESENTATION (SIP p. 8) Outline Due (Speech Builder)
2/11 1st GRADED PRESENTATION Outline Due (Speech Builder)
2/13 1st GRADED PRESENTATION Outline Due (Speech Builder)
2/16 Role of Communication in Groups DeCaro Text, Ch. 1 – Assign Groups & topics for 2nd Graded Presentation
2/18 Developing Effective Groups DeCaro, Ch. 2
2/20 Effective public presentations (review) Virtual Text, Chs. 1 – 12 & 15 review
2/23 TEST #1 All assigned material
2/25 Power Roles: Members, Leaders/Ethics DeCaro, Ch. 3
2/27 Member Roles and Responsibilities DeCaro, Ch. 4
3/2 More group development Contracts Due (SIP pp. 9-11)
3/4 Group climate Reading as assigned
3/6 2nd GRADED PRESENTATION (SIP p. 17) Outline Due (Speech Builder)
3/9 2nd GRADED PRESENTATION Outline Due (Speech Builder)
3/11 2nd GRADED PRESENTATION Outline Due (Speech Builder)
3/13 Diversity & Communication Reading as assigned
3/23 Diversity & Communication Reading as assigned
Symposium Topics Assigned
3/25 Leadership & Team Building DeCaro, Chs. 5 & 8
3/27 Handling conflict in groups DeCaro, Ch. 12
3/30 more on conflict Assigned reading
4/1 Effective group problem solving DeCaro, Ch. 11
4/3 Effective group problem solving Group In-Class exercises for practice
4/6 Effective group problem solving In-Class Activities
4/8 GRADED PROBLEM SOLVING (SIP pp. 14-18)
4/10 GRADED PROBLEM SOLVING
4/13 Group work day Work as group assigned &
Virtual Text Ch. 13 & 18
4/15 Group work day Work as group assigns
4/17 Group work day Work as group assigns
4/20 Group work day Symposium Outlines Due
4/22 SYMPOSIUM PRESENTATIONS (SIP pp. 19-22)
4/27 SYMPOSIUM PRESENTATIONS
4/29 SYMPOSIUM PRESENTATIONS
5/1 SYMPOSIUM PRESENTATIONS
5/4 Review for test Assessment of Group (SIP, p. 21-22)
5/? FINAL EXAM to be scheduled
5/5-8 (Final Exam Date & Time) TEST #2 All assigned material
Note: you must look up the final exam date/time for your specific class