Office Hours: MWF 8:00-9:00, 10:00-11:00, T 8:00-9:00 or by appointment.


Course Description & Objectives:
The prospective teacher will demonstrate:

<table>
<thead>
<tr>
<th>Standard #</th>
<th>Standard Statement</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>290-3-3-10 (2)(a)2.(i)</td>
<td>Knowledge of:</td>
<td>Unit exams; Final exam; Group/Peer projects;</td>
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<tr>
<td>(2)(a)2.(i)(I)</td>
<td>The process of oral communication, including activities such as improvisation, acting, speech, group discussion, directive communication, storytelling, creative drama, and argument.</td>
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<tr>
<td>(2)(a)2.(i)(II)</td>
<td>The role of communication in resolving conflicts.</td>
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</table>

The purpose of this course is to provide a broad overview of some of the major concepts in small group communication. Topics will include decision making, problem solving, conflict management, leadership, and cohesion. The course is designed to help students recognize and evaluate their own communication skills and to adapt those skills to the demands of particular situations. Students will participate in group projects in order to practice the skills and behaviors discussed in class.

Course Activities: Classroom activities will include lecture, exercises, exams, and group project presentations. Time will be given at the beginning and end of each session for questions.

Graded Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
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<tr>
<td>Exam 2</td>
<td>100</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Group Project 1</td>
<td></td>
</tr>
<tr>
<td>Group Grade</td>
<td>50</td>
</tr>
<tr>
<td>Peer Evaluation</td>
<td>25</td>
</tr>
<tr>
<td>Analysis of Group 1</td>
<td>25</td>
</tr>
<tr>
<td>Group Project 2</td>
<td></td>
</tr>
<tr>
<td>Group Grade</td>
<td>50</td>
</tr>
<tr>
<td>Peer Evaluation</td>
<td>25</td>
</tr>
<tr>
<td>Analysis of Group 2</td>
<td>25</td>
</tr>
<tr>
<td>Participation, Activities</td>
<td>25</td>
</tr>
</tbody>
</table>

Grades: Grades will be assigned based on the merit of the assignment. At the end of the semester grades will be added and you will receive a grade based on the following scale:

A 90% or more
B 80%-89%
C 70%-79%
D 60%-69%
F 59% or less
**Exams**: Exams will be designed to test your knowledge and understanding of both the material read and the material discussed in class. Question design will include all possibilities--true/false, multiple choice, matching, short answer/discussion, and essay. Short answer/discussion questions and essay questions will be graded based on the quality reasoning presented and the quality of information included in the answer. It is my goal for the semester that you learn how to think--thinking is fundamental to most professions.

**Group Projects**: You will participate in two group projects this semester. The projects are designed to help you put into practice the principles of group communication you learn this semester. These projects are discussed more fully in the packets available at the library.
**Peer Evaluations:** For each of your group projects you will be asked to complete peer evaluations for every group member. The evaluations should be a honest appraisal of the work you believe the member did on the project. Place your name on the blank indicated, and your name will be removed before I forward the evaluations to your peers. If you are concerned about anonymity, type your evaluations. Whether or not you type them, I do expect comments that explain the grade you assign your peers.

**Analysis:** The final aspect of your project will be an analysis of the work your group performed. The analysis should be a discussion of how the group communication principles we have discussed at that point in the semester applied to your group. I want to see that you’ve taken a good look at your group’s performance and to see whether you are learning the principles we discuss.

**Participation:** A group communication class works best if the class is participative. Many of you will best understand the class best if you see the elements at work in the classroom. In addition, your past experiences and relevant comments will be invaluable to the group; I encourage you to share them.

**Activities:** Throughout the semester I may make various assignments for work at home. These assignments are due on the date requested, and will be explained at the time of the assignment.

**Additional Notes:**

1.) A student will not be allowed to make up a missed exam without a valid excuse. The instructor’s concept of a valid excuse would include an incapacitating illness (i.e., not a scraped knee or a doctor’s or dentist’s non emergency appointment), an unyielding work schedule, or a death in the student’s family. These excuses would need to be substantiated through verifiable evidence. If a student is in doubt as to what constitutes verifiable evidence, he/she should consult the instructor. Any other reasonable excuses for missing the above mentioned assignments should be submitted in writing and will be accepted/rejected based on the merit of the excuse. In all cases, the instructor reserves the right to determine whether an excuse is a valid one. Therefore, if possible, it is advisable to consult the instructor before missing an assignment. All excuses must be submitted within one (1) calendar week of the missed assignment. No assignments or excuses will be accepted after this one-week deadline.

2.) It is the policy of the University of North Alabama to afford equal opportunity in education to qualified students. Therefore, a student who has a disability that inhibits the student’s ability to meet course requirements and who desires accommodations must contact the instructor and Developmental Services within the first three class meetings of the semester (within the first three days during summer terms). The goal is to develop a timely accommodation plan and to file an Americans with Disabilities Act Accommodation Form. Course requirements will not be waived but accommodations will be made to allow each student to meet course requirements, provided the student acts within the first three class meetings in working with the instructor to develop an accommodation plan. If a disability is identified later in the semester, a non-retroactive accommodation plan will be developed at that time.

3.) Because we will be participating in educational exercises much of the semester, it is important for you to be on time for class.

4.) Keep in mind that you are responsible for all class discussions and all work assigned, whether or not you are in class on the days these occur. It is in your best interest to meet people in the class so that, on those unfortunate occasions when you miss class, you may call someone in the class for homework assignments, notes, etc.
## COM 330

### August
- **R 23** Course Introduction
- **T 28** Chapter 1, Define Small Groups; Introduction to Group Communication; Small group v. individual effort
- **R 30** Chapter 11, Planning and Conducting Meetings

### September
- **T 4** Chapter 2, Overview of Systems Theory
- **R 6** Systems Theory, Exercise
- **T 11** Chapter 4, Network Structure
- **R 13** Brainstorming, Assign Project 1
- **T 18** Chapter 5, Listening
- **R 20** Listening
- **T 25** Chapter 10; Roles, pp.45-56
- **R 27** Roles

### October
- **T 2** Leadership
- **R 4** Twelve Angry Men
- **T 9** Twelve Angry Men
- **R 11** Exam 1
- **T 16** Group Presentations
- **R 18** Group Presentations
- **M 22** LAST DAY FOR “W”
- **T 23** Information Processing, SIPS
- **R 25** Information Processing, SIPS, Assign Project 2
- **T 30** Chapter 6, Sources and Types of Problems

### November
- **R 1** Problem Solving
- **T 6** Exam 2
- **R 8** Groupthink, Feedback
- **T 13** Chapter 9, Conflict
- **R 15** Conflict
- **T 20** Poseidon Adventure
- **R 22** THANKSGIVING HOLIDAY
- **M 26** Day for “W” Period
- **T 27** Poseidon Adventure
- **R 29** Group Presentations

### December
- **T 4** Group Presentations
- **R 6** STUDY DAY

**Final Exam Period**—Friday, December 7 @ 10:15
I have read the syllabus for COM 330. I understand the requirements for the class, including how my grade will be determined.

Name:

Date: