

SPC 4425 (Section 3230): Small Group Communication, Spring 2020
T, Per. 4 (10:40-11:30am) & R, Per. 4-5 (10:40-12:35pm) in Rolfs 207

Instructor: Dr. Lisa Joniak Athearn
Office: 209 Rolfs Hall
OHs: M, T & W: 5th Period (11:45am-12:35pm) & by appointment
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Website: <http://elearning.ufl.edu> (follow logon for e-learning in Canvas)
Youtube:
https://www.youtube.com/playlist?list=PLq_Bd341q2JgOOhf5sMmZKbjkyopsDgtr

Course Description & Objectives:

Communication in small groups with emphasis in practical applications, skill development and current research and theory. Students taking this course should enjoy mastery of the following skills:

1. Understand the importance and process of small group communication.
2. Identify and critically examine the four phases of group development.
3. Recognize and appreciate the importance of communication, decision-making, problem-solving, leadership, and teamwork in groups.
4. Apply course concepts within a Problem-Based Service-Learning (PBSL) environment in conjunction with a community partner to resolve problems and/or address needs.
5. Present decision making and problem solving small group solutions and recommendations to community partner and provide deliverables in a professional format.

Required Text: Small Group & Team Communication, 2-5th Editions (2002-2011) by Harris & Sherblom, Publisher: Pearson. This text is available at most bookstores supplying the university and can also be purchased online.

Course Assignments:

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|----------------------------------|----------------------|
| 1. Attendance & Participation | 250 |
| 2. Quizzes & Group Activities | 250 (5 @ 50pts each) |
| 3. PBSL-Preplanning Phase | 125 |
| 4. PBSL-Research & Process Phase | 175 |
| 5. PBSL-Presentation Phase | 200 |
| Total | 1000 |

| Scale for Final Grades: | | |
|--------------------------------|---------|-----------------|
| A | 93-100% | 930-1000 points |
| A- | 90-92% | 900-929 |
| B+ | 87-89% | 870-899 |
| B | 83-86% | 830-869 |
| B- | 80-82% | 800-829 |
| C+ | 77-79% | 770-799 |
| C | 73-76% | 730-769 |
| C- | 70-72% | 700-729 |
| D+ | 67-69% | 670-699 |
| D | 63-66% | 630-669 |
| D- | 60-62% | 600-629 |
| E | 0-59% | 0-599 |

Course Assignment Description:

1. **Attendance & Participation** (250 points): This class emphasizes the ability to integrate class materials into class discussion and group assignments. It is imperative that you stay up to date on the assigned readings and ask questions in class discussions or during lecture. Being present in body is not considered a substitute for being here in mind. Every student starts out with 100%, but absences, tardiness, lack of active participation, or lack of a positive attitude can affect this grade. Half of the course will involve being engaged in a small group. Consistent and competent participation in your group is essential to maintaining an acceptable grade in this course.
2. **Quizzes & Group Activities** (250 points): Quizzes will be given to assess your mastery of the text and lecture material. In addition, we will engage in several class activities that will help you master the course material and also bond with your fellow students (your small group cohort). There will be five quizzes/activities, each worth 50 points for a total of 250 points.
3. **PBSL-Preplanning Phase** (125 points): During your initial preplanning phase you will engage in the forming stages of your group. You will also identify your community partner and conduct an initial face-to-face needs assessment with them. Your group will then give a brief (no more than 15 minutes) presentation to the class. Your presentation should identify who your community partner is, why you chose them, your plans and goals (including a detailed timeline for accomplishing goals), and any potential challenges you are anticipating. It is a good idea to present your research findings visually (PP or handout).
4. **PBSL-Research & Process Phase** (175 points): Your group will report on the information you have uncovered. You are expected to gather both primary and secondary data for your community partner. Discussion of your research will take place in a roundtable format. A detailed plan for your community partner's problem/need-solution/satisfaction should be included. It is a good idea to present your research findings visually (PP or handout). You will also turn in a working bibliography (APA format).
5. **PBSL-Presentation Phase** (200 points): Each group will give a professional presentation. You will invite your community partners to this presentation. Your presentation will include some presentation technology (e.g. PP) as well as some takeaways (e.g. handouts/pamphlets).

Course Expectations:

1. All written assignments must be typed and turned in during class or office hours. Please proofread your work for clarity, accuracy, and relevance.
2. Papers and files for presentations are due on the same day as the presentation. You are expected to dress professionally on presentation days.
3. Attendance is necessary in this course. Only three absences for whatever reason will be allowed. Your Attendance & Participation grade will be reduced by 20 points for each absence beyond the three. An excused absence is possible with a note from clinic or doctor, a letter notification for a career interview, or a notification from Athletic department or other UF department if the student is participating in a UF event.
4. Participation in class is expected. High quality participation includes effective listening, working cooperatively with classmates, and overall demonstrating a positive attitude. Reading assignments must be met. All team members should contribute to the PBSL project.
5. Since you will be interacting with real world community partners it is important for you to recognize that your behavior and performance is not only a direct reflection on you, but also your team members, the Dial Center and the University of Florida. I strongly encourage you to use the opportunities presented in this class to build your professional skills and connections. Make the most of this class and I promise you will see a high return on your investment!

Honor Code: All submitted work, written or oral (including quizzes), will be the student's personal, original work, with credit being given to sources used. Plagiarism, signing another student in, the use of prepared speech texts, and other forms of dishonesty are grounds for failure of this course and referral to the University Judicial process.

Accommodations: Please let me know through Student Services or your Dean's office about any special accommodations that you will need by the end of the first week of classes.

Schedule of Topics: Subject to change as noted in class or on Canvas. You are responsible for keeping up with all announcements and updates on Canvas.

| Week # & Dates | Topics Covered | Assignments & Tasks Due |
|---------------------------------|---|---|
| Week 1 Tuesday (1/7) | Course introduction & syllabus | Purchase book |
| Thursday (1/9) | Team Building in Practice Ch. 1: Small Groups: Power, Definition & Attraction | Read Ch. 1 Note: Add/Drop Ends |
| Week 2 Tuesday (1/14) | Ch. 2: Groups as Systems of Interaction | Read Ch. 2 |
| Thursday (1/16) | Finishing up Ch. 2 Ch. 3: Norms, Roles, Cohesiveness, & Groupthink | Read Ch. 3 |
| Week 3 Tuesday (1/21) | Finishing up Chapters 1-3 | |
| Thursday (1/23) | Quiz/Activity | Quiz #1 (Ch. 1-3) |
| Week 4 Tuesday (1/28) | Ch. 4: Four Phases of Group Development | Read Ch. 4 |
| Thursday (1/30) | Finishing Up Ch. 4 & Ch. 5: Diversity in Groups Problem-Based Service Learning | Read Ch. 5 Quiz #2 (Ch. 4, 5 & PBSL) |
| Week 5 Tuesday (2/4) | Ch. 9 Decision Making & Problem Solving | Read Ch. 9 |
| Thursday (2/6) | Ch. 13 Leadership in Small Groups Activity (Wear comfortable shoes) | Read Ch. 13 Quiz #3 (Ch. 9, 13 & PBSL) |
| Sunday (2/9) | Team building/Ropes Course (12-3:30) | Lake Wauburg arrive @ 11:30 |
| Week 6 Tuesday (2/11) | Discussion of Community Partners | Identify partners, form groups, initial contact & communication |
| Thursday (2/13) | Ch. 6: Verbal & NV Communication Ch. 7: Listening & Feedback | Read Ch. 6 Read Ch. 7 |

| Week # & Dates | Topics Covered | Assignments & Tasks Due |
|---|---|---|
| Week 7 Tuesday (2/18) Thursday (2/20) | Workshop on Preplanning Presentation PBSL-Preplanning Phase Presentations | Quiz #4 (Ch. 6 & 7) Teams present (15 min. each) |
| Week 8 Tuesday (2/25) Thursday (2/27) | Ch. 10: Creativity in Small Group Process Ch. 12: Productive Conflict Management Ch. 14: Observing & Evaluating a Small Group | Read Ch. 10 Read Ch. 12 Read Ch. 14 Quiz #5 (Ch. 10,12, & 14) |
| Week 9 (3/3 & 3/5) | Spring Break-No class | |
| Week 10 Tuesday (3/10) Thursday (3/12) | Ch. 11: Group Process & Presentation Ch. 15: Computer Mediated Group Communication Activity | Read Ch. 11 Group discussion of communication tools used |
| Week 11 Tuesday (3/17) Thursday (3/19) | Workshop & Preparation for Research & Process Discussion Research & Process Roundtable | |
| Week 12 Tuesday (3/24) Thursday (3/26) | Presentation Techniques & Expectations Workshop | Bring working drafts of your presentation files & visual aids to class this week. |
| Week 13 Tuesday (3/31) Thursday (4/2) | Takeaways & Handouts Workshop | Bring working drafts of your presentation files & visual aids to class this week. |
| Saturday (4/4) | Team High Ropes Course (10-4) | Lake Wauburg |
| Week 14 Tuesday (4/7) Thursday (4/9) | Workshop Practice for Final Presentations | Present & Feedback |
| Week 15 Tuesday (4/14) Thursday (4/16) | Final Presentations Final Presentations | |
| Week 16 Tuesday (4/21) Thursday (4/23) | End of course celebration! Reading Day-No class | Turn in final draft of presentation and deliverables for community partner. |