



## Syllabus for Small Group Communication

### Course Information

Semester & Year: Fall 2022

Course ID & Section #: COMM-6-V3441

Instructor's name: Chris Lancaster

Course units: 3

### Instructor Contact Information

Office location: Online

Office hours: Mon & Wed 2-3, Tues & Thurs 10-11, or by arrangement

Phone number: 707-476-4218

Email address: chris-lancaster@redwoods.edu

### Catalog Description

Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership.

### Course Student Learning Outcomes (*from course outline of record*)

1. Apply appropriate communication skills in a small group problem-solving process.
2. Demonstrate the ability to effectively organize, prepare for, and adaptively deliver persuasive oral presentations within small group settings.

### Required Materials

Textbook: Open Education Resource (OER) LibreTexts Project. (2022). *An introduction to small group communication*. LibreText. <https://tinyurl.com/2fx5bypy>

Other reading materials specific to online presentations will be made available through Canvas Modules.

Other requirements: High speed internet, a computer, and a webcam. It is not recommended that you try to take this class exclusively on a phone or tablet.

### Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

## **Policies for this Class**

### **Class Participation and Attendance Policy**

Class activities, discussions, and lectures are designed to help you understand the material and do well on the assignments. It is also important for the other students that you engage with the discussion assignments. It is your responsibility to make sure you visit to Canvas and complete assignments every week. If you do not, it will count as an absence. College of the Redwoods allows instructors to drop students for “non-participation,” including missing more than one week in a row without contacting the instructor. If you are going to miss more than a week of class, remember to let me know that you are coming back. If you disappear from class after 10/30, I can no longer drop you from the class and will have to give you a grade. The way the assignments are weighted, and with the lost participation points, this will mean you will see an F on your transcripts.

### **Communication Guidelines**

The most efficient way to contact me will be through the Canvas Inbox. Click Inbox on the left side of the browser, then click on the button that looks like a paper and pen. From there, select our course and start typing my name into the “To” box. By the time you get to “Chr” my name will show up in the drop down. Once you click on my name, the rest works like a normal email. You can even attach files.

I attempt to reply to emails within 2 hours during the day. After 5pm, it might take longer. If you send a message after 10pm, I may not get back to you until morning. If you send an email on the weekend, I may not reply until Monday. Please keep this in mind before sending a second message.

If you are having trouble with an assignment or any other part of the class, I encourage you to attend my Zoom office hours to ask questions or post your question in the associated discussion forum.

Under the Family Educational Rights and Privacy Act (FERPA), I am legally prohibited from discussing your attendance, participation, grades, or any other protected information with anyone other than you. The only exception is if you have a waiver on file with admissions and records. Even if you are under the age of 18 (I see you AR students), I am not allowed to discuss your academic performance with your parents without a waiver. Anyone can be in the room with you (with your permission), but I can only speak to you and answer your questions.

### **Accessibility**

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed

accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

## Evaluation & Grading Policy

I assess your work according to how well it meets class objectives, fulfills requirements, meets the assignment rubric, and reflects the academic skills expected of college students. It is your responsibility to understand why you have achieved a certain grade and what steps you can take to maintain or improve your grade. Please feel free to consult with me. However, please note that I will not discuss a grade on an assignment until at least two full days after the assignment has been graded. Take that time to review the assignment and the grading rubric in Canvas in order to clearly articulate your concerns to me.

### Assignments

Assignment		Points	% of Grade
Discussion	13x20	260	26
Journals	12x20	240	24
Quizzes	13x10	130	13
Initial Reflection		50	5
Group Project		100	10
After Action Report		20	2
Final Presentation		200	20
		1000	100

### Grade Scale

A	93% & up
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	70%-76%
D	60%-69%
F	59% & below

## Brief Assignment Descriptions

The following descriptions are meant to give you a general idea of what you will be doing in this class. Do not rely on them for the completion of the assignments. Make sure you look at the detailed descriptions and rubrics in Canvas.

**Reflection Journals:** These are weekly, two-paragraph assignments that are due on Friday by 11:59pm. They ask you to read the chapter of the week, choose one or two concepts that you think are important/meaningful, and reflect on how those concepts can/do operate in your own life. There will be one journal entry for each chapter of the book. I will drop your two lowest scores.

**Quizzes:** These are weekly quizzes that are due on Friday by 11:59pm. They are based exclusively on the textbook chapter for the week. There will be one quiz for each chapter of the book. I will drop your two lowest scores.

**Essays:** This class will require three essays. The *Initial Reflection Essay* asks you to evaluate your interpersonal communication competence, based on the reading from Chapter 1. The *Day of Silence* essay asks you to spend a day without speaking, texting, writing, or sending any other kind of verbal messages. You will then write an essay reflecting on the day and relating what you learned to ideas we have learned in the class. The *Final Reflection Essay* asks you to re-evaluate your communication competence and develop a plan to continue improving after our course is over.

**Class Discussions:** Class discussions are designed to enhance learning and further develop ideas from the textbook. Students will read the chapter of the week and then answer the prompt in the weekly discussion, by Wednesday night. You will also be asked to reply to at least two of your colleagues by Friday at 11:59pm. These will be locked out after the due date and are the only assignments that can't be made up.

## Additional Assignment Policies

**Reading:** It is your responsibility to read the textbook chapter for the week no later than Wednesday, so you can answer the weekly discussion prompt. Classroom activities will assume that you have a basic understanding of the material for the week.

**Due Dates:** Late work causes extra burden and stress for both of us. I will accept written assignments late. However, you will lose 10% of your grade during the first week that an assignment is late and a further 10% each week thereafter. This means that if you submit a perfect piece of writing that is five weeks late, you will receive 50%. Late presentations may be made up but will automatically receive 70% credit.

**Written Work:** Written assignments should be turned in on Canvas as a .docx file by clicking the submission button in the assignment description. All written work should be double spaced, use a normal type font (Times, Arial, Calibri, etc.), and have regular 1" margins. Make sure you proofread for spelling, grammar, and punctuation. Do not rely on your memory of my description of the assignment when writing. Read the assignment description and rubric carefully and refer back to them multiple times before submitting.

**Academic Honesty:** All assignments submitted in this class must be your own, original work. In-text citations and bibliography entries are required every time you paraphrase, quote, or summarize work from any source. When in doubt, cite a source. Papers, journal entries, and speeches must be written specifically for this class. Do not submit anything you turned in for another assignment. This includes delivering a speech that was originally written as an essay for a different instructor. Any plagiarism I find will result in zero points for the assignment. If you are trying to figure out if something counts as plagiarism, check with me. I'll be happy to help.

## **Admissions deadlines & enrollment policies**

### **Fall 2022 Dates**

- *Classes begin: 8/20/22*
- *Last day to add a class: 8/26/22*
- *Last day to drop without a W and receive a refund: 9/02/22*
- *Labor Day Holiday (all campuses closed): 09/05/22*
- *Census date: 9/06/22 or 20% into class duration*
- *Last day to petition to file P/NP option: 09/16/22*
- *Last day to petition to graduate or apply for certificate: 10/27/22*
- *Last day for student-initiated W (no refund): 10/28/22*
- *Last day for faculty-initiated W (no refund): 10/28/22*
- *Veteran's Day (all campuses closed): 11/11/22*
- *Fall Break (no classes): 11/21/22 – 11/25/22*
- *Thanksgiving Holiday (all campuses closed): 11/23/22 – 11/25/22*
- *Final examinations: 12/10/22 – 12/16/22*
- *Semester ends: 12/16/22*
- *Grades available for transcript release: approximately 01/06/23*

## **Academic dishonesty**

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

## **Disruptive behavior**

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student

Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

### **Inclusive Language in the Classroom**

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

### **Setting Your Preferred Name in Canvas**

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

### **Canvas Information**

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

### **Community College Student Health and Wellness**

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email [counseling@redwoods.edu](mailto:counseling@redwoods.edu).

### **Emergency procedures / Everbridge**

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor

<https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

### **Student Support Services**

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821