

CMST 3322 Small Group Communication
The University of Texas at Tyler

Instructor: Dr. Jaclyn S. Marsh (Dr. J)
Virtual Office Hours: 1:30-2:30pm T/W
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Text

Engleberg, I. N., & Wynn, D. R. (2017). *Working in groups: Communication principles and strategies* (7th ed). Boston, MA: Pearson Education

-Feel free to get a physical or online version of the book

Course Goals and Objectives

The main aims of this course are to better understand “how groups work *well*” and “how to *work well* in groups.” We are going to apply course concepts to better understand each task role of a person in a group setting (i.e. coordinator, information provider, opinion provider, questioner, etc.). We will learn “best” practices of the people who work well in groups. In the professional world it is extremely important to learn how to work together, even with people you might not enjoy working with initially. To that effect by the end of the semester, you should be able to:

1. Execute group meetings using effective scheduling, meeting times and spaces, agendas, and minutes.
2. Explain, evaluate, and use basic group concepts learned throughout our course.
3. Construct personal communication goals for future small group meeting(s).
4. Explain and differentiate group theories in an applied setting.
5. Produce and discern information that meets ethical standards of intellectual inquiry and discovery.

Course Description

Communication matters for both our personal and professional lives. One of the experiences that we all have (in different ways) is working with teams or small groups, whether we have enjoyed that experience or not. However, it is extremely important that we learn how to communicate effectively when we are working with others in these settings for both our personal and professional growth.

This class is designed to be very interactive so we can help each other learn how to work well within a group setting. All roles within a group are equally important and we will go over strategies to use within different group settings to have successful outcomes. We will learn together by reading from our book and other examples, applying materials we incorporate from outside of the classroom, attending class sessions, and participating in class discussions.

Course Evaluation:

Your final grade will be based on the following criteria:

Brown Bag Presentation

Maximum

20

Community Group Observation Report

50

Mid Term

100

| | |
|---|-------------------|
| <i>Concepts Presentation</i> | 75 |
| <i>Journaling (2 x 25 points per journal)</i> | 50 |
| <i>Movie Application</i> | 50 |
| <i>Symposium</i> | 100 |
| <i>Participation 50</i> | |
| Total points | 445 points |

Grades: Standard Grading Scale

| | | |
|------------|---|---|
| 90% - 100% | = | A |
| 80% - 89% | = | B |
| 70% - 79% | = | C |
| 60% - 69% | = | D |
| 59% - ↓ | = | F |

Course Requirements (More information and detailed rubrics will be on canvas):

Brown Bag Presentation (20 points):

To help us get to know each other better, each of you will give a 3-5-minute brown bag presentation that presents yourself to the class. Using a brown lunch bag (or any other bag/box you have at home), you will decorate the outside of the bag, and will fill the inside of the bag with items that help describe yourself to us. The outside of the bag will represent information that can be gathered by seeing or briefly meeting a person, and the inside of the bag will represent information that can only be learned through disclosure or getting to know you on a deeper level.

Community Group Observation Report (50 points): This assignment is designed to allow you to apply the information learned thus far to a community work group. You will observe a group meeting (can be a student organization, faculty council, school board meeting, job meeting, etc.). You **CAN** be part of the group and you will write a minimum 2-3 double-spaced pages reporting the relevant findings related to this class.

Midterm Exam (100 points): Reviewing course concepts we've learned thus far. To be completed in class.

Movie Application (50 points): This assignment is designed to allow you to apply the information learned during the Concepts Presentations to a major motion picture (or TV episode) that features a group attempting to complete a task. You will submit one 2-3 page double spaced paper per group.

Concepts Presentation (75 points): This small group assignment will provide a firm base for group understanding. You will be assigned to small groups that will decide on a topic to be presented to the class. Topics can include (but are not limited to Group Diversity, Virtual Groups, Types of Groups, Group Behavior, Group Motives, Group Conflict, etc.). Your group will give a 5-10 minute presentation of the concept. The first meeting agenda must be turned in to the instructor within a week of the formation of groups. You will submit an outline, reference page, agenda, minute notes and your ZOOM presentation. (More information will be under the assignment section on Canvas).

Journaling (50 points): You will write a journal about your group experiences after the Concept presentations and Symposium. These will only be seen by you and me and you'll submit them on

canvas. After each one of your personal/group presentation, you are expected to write personal evaluations, evaluate your team members, and set personal goals for the next one or future presentation.

Symposium (100 points): In your groups, you will present a problem-solution symposium centered on an issue that relates specifically to UT Tyler students or students in general across Texas. Your group will define a problem, provide alternative solutions and ultimately suggest the proper solution to an audience composed of members outside of the class. You will be evaluated on your preparation, contribution, delivery, research, and visual aids along with peer reviews. Each group will have 20 minutes total for the presentation. (More information will be under the assignment section on Canvas).

Participation (50 points): Though this is an online class your participation is very much needed! In order for us all to have a successful semester we all need to be on top of what is due and when. This is a small group class so you will be working within groups that I will assign in week 2 (I like to see who's staying before I create groups) and it is of the utmost importance that you work collectively together and participate within your groups.

Course Policies:

Participation: Throughout the semester, you will be asked to partake in discussion and contribute to class. Please be ready, having read the course materials for that class period, with your own thoughts, questions, or insight. This type of participation is key in a small class like this; different point of views will also allow the class to understand the material better.

Elasticity Clause: I reserve the right to modify the existing course calendar and assignments. If changes must be made, I will notify students as soon as possible.

Classroom Civility: People and ideas must be treated with respect. No one is allowed to "hide" behind their keyboard and make rude comments just because we aren't in a physical class together. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives.

Changes to the schedule: Changes may be made at my discretion and if circumstances require. I will do my best to notify you via email, in class, and with a hard copy of the changes. It is your responsibility to note these changes when announced. Readings must be completed for the day they are assigned on the course schedule. Lectures are intended to complement the readings.

Plagiarism

Academic Honesty: The core values of The University of Texas at Tyler are integrity, optimism, curiosity, accountability, leadership, initiative, and development. Each member of the university is expected to uphold these values.

All students must adhere to the UT- Tyler Honor Code ("Honor and integrity that will not allow me to lie, cheat, or steal, nor accept the actions of those who do"). Furthermore, students must complete their work with academic integrity outlined at <http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>. All students are expected to maintain absolute honesty and integrity in academic work undertaken at The University. Lack of

knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor. Cases of suspected academic dishonesty will be pursued to the fullest extent allowed by University policies and procedures. Adding another student's name to an attendance roster when he or she is not in class is academic dishonesty.

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit; • taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration

- with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by SafeAssign™, available on Canvas

The “Common Knowledge” Clause: Material does not have to be cited if it is common knowledge—that is, knowledge that most American high school graduates already know. (E.g. Humans once painted in caves. Berlin is the capital of Germany. Etc.)

The “Textbook” Clause: Material does not have to be cited if both of these points are true:

1. If the information contained in a student’s work is found in a course textbook or other assigned reading
2. And if that information is presented in such a way that the work is not copying or nearly copying the reading material word–for–word.

For example, if a student's textbook lists the Stone Age as beginning in 3,000 BCE, then a student can simply include this date. But, if a student copied full sentences from the textbook, then that would be plagiarism.

The “10% Rule”: As a general rule, a college assignment is considered an original work only if the vast majority of text is original. Generally, no more than 10% of a work can be someone else’s words, regardless of proper quotes or citation.

Intent: When reviewing a possible case of plagiarism, the student’s intent will not be taken into consideration. In other words, an act of plagiarism is plagiarism whether or not the student claims to have intended plagiarism.

Mistakes & Accidents: The possibility that the student mistakenly or accidentally committed plagiarism will not be taken into consideration. I strongly suggest that you discuss your sources with the Writing Center before turning in work.

Appeal to Ignorance: A student’s claim to ignorance with concern to policy will never be treated as a valid justification of plagiarism.

Collaboration: Students are not permitted to collaborate on an essay, discussion post, quiz, test, or any written assignment. Having someone proofread your work is ok, but that can only entail matters of style, grammar, and spelling.

Disciplinary Action for Plagiarism: Per departmental policy, the first offense of plagiarism will result in a zero for the assignment. Any additional acts of plagiarism will result in an F for the course and possible disciplinary action by the Dean (e.g. expulsion).

University Policies:

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

UT Tyler Honor Code: Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Student Rights and Responsibilities: To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
<http://www2.uttyler.edu/wellness/rightsresponsibilities.php>

Classroom Diversity: It is my desire to create a stimulating work environment that challenges each student in this class to perform at top levels. In order for our learning community to succeed, each member must treat others that way that they would like to be treated. I expect students to respect the opinions and ideas of each individual. As an instructor, I am committed to providing an atmosphere of learning that is representative of a variety of diverse perspectives, including race, religion, gender, nationality, age, sexual orientation and physical abilities. In this class, you will have the opportunity to express and experience culturally diversity as we discuss diversity issues as they pertain to the classroom environment and the course materials.

Tobacco-Free: All forms of tobacco will not be permitted on the UT Tyler campus or in my classroom or office. This applies to all members of the University community, including students, faculty, staff, affiliates, contractors, and visitors. This includes cigarettes, pipes, cigars, water pipes, e-cigarettes, smokeless tobacco, snuff, and all other tobacco products.

Campus Carry: We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at
<http://www.uttyler.edu/about/campus-carry/index.php>

State-Mandated Course Drop Policy: Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment

Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Grade Replacement/Forgiveness and Census Date Policies: Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date (**For Spring, the Census Date is Sept. 4th**) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

Disability/Accessibility Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The

Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence for University-Sponsored Events and Activities: If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement: It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of

grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation: Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Course Calendar*

| Week | Due Date | Topic | Assignment & Due Dates |
|------|--|---|---|
| 1 | Sunday Aug. 30 th , by 11:59pm CST | Review Syllabus/Calendar | Submit your Introduction Video |
| 2 | Sunday Sept. 6 th , by 11:59pm CST | Chapter 1: Intro to Group Communication Chapter 2: Group Development | Read Chapter 1 Read Chapter 2 Upload Brown Bag Presentations to the Discussion Board and comment on at least 2 of your peers. |
| 3 | Sunday Sept. 13 th , by 11:59pm CST | Chapter 3: Group Member Participation | Read Chapter 3 Set up your first meeting with your groups |
| 4 | Sunday Sept. 20 th , by 11:59pm CST | Chapter 11: Planning and Conducting Meetings | Read Chapter 11 |
| 5 | Sunday Sept. 27 th , by 11:59pm CST | Chapter 12: Group Presentations | Read Chapter 12 Submit Community Group Observation Reports |
| 6 | Sunday Oct. 4 th , by 11:59pm CST | Chapter 4: Diversity in Groups | Read Chapter 4 Meet with your groups |
| 7 | Sunday Oct. 11 th , by 11:59pm CST | Midterm | |
| 8 | Sunday Oct. 18 th , by 11:59pm CST | Chapter 7: Listening and Responding in Groups | Read Chapter 7 Meet with your groups |
| 9 | Sunday Oct. 25 th , by 11:59pm CST | Chapter 5: Group Leadership | Read Chapter 5 Submit Concepts Presentations- one submission per group |
| 10 | Sunday Nov. 1 st , by 11:59pm CST | Chapter 6: Verbal and Nonverbal Communication in Groups | Read Chapter 6 Submit Journal 1 |
| 11 | Sunday Nov. 8 th , by 11:59pm CST | Chapter 8: Conflict and Cohesion in Groups | Read Chapter 8 |
| 12 | Sunday Nov. 15 th , by 11:59pm CST | Chapter 9: Decision Making and Problem Solving in Groups | Read Chapter 9 Submit Movie Application Paper |
| 13 | Sunday Nov. 22 nd , by 11:59pm CST | Chapter 10: Critical Thinking and Argumentation in Groups | Read Chapter 10 |
| 14 | Thanksgiving Break | | |
| 15 | Prepare for your Symposium Meet with your groups and take this time to prepare your Symposium | | |

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| Finals | Mon Dec. 7 th , by 11:59pm CST | | Submit your Group Symposium Video to the discussion board and comment on at least one other group for your full participation points |
| | Wed. Dec 9 th , by 11:59pm CST | | Submit Journal 2 |

*Subject to change