

Instructor Information:

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The Question & Answer Discussion Forum on Canvas is the preferred method of communication for most student questions. Questions of a confidential or personal nature should be sent by email. I do not accept assignments by email. I typically check email once daily during business hours Monday to Thursday. Additional information is available below in my email policy.

Office Hours

Office hours are reserved specifically for meetings with students in my classes. Contact me by email to set up an appointment. Please include multiple times that work for you in your email to speed up scheduling. My availability this semester is:

- Mondays from 10:30 am to 12:20 pm, US Eastern Time
- Wednesdays from 10:30 am to 12:20 pm, US Eastern Time
- Thursdays from 10:00 am to 10:50 am, US Eastern Time
- Other times may also be available, so please ask

I am typically available by Zoom during office hours, but to preserve bandwidth on Campus I do not keep Zoom active when I do not have an appointment. You can still "drop in" virtually. The best way is to call my office phone line and I will log in. Use the same Zoom link you use for class meetings.

Course Information:

- Semester: Fall, 2021
- Lecture time: 11:00 am to 12:20 pm, US Eastern Time
- Lecture location: Garland Library, Room 115
- Zoom link: <https://tusculum.zoom.us/j/95312191625> (<https://tusculum.zoom.us/j/95312191625>)
- Final Exam: December 7th, 2021 from 12:00 pm to 1:50 pm, US Eastern Time

Course Description:

This class focuses on communication in small groups and teams. In order to further the students'

understanding of these processes, a number of current theories and concepts will be introduced. Students will draw connections between these ideas, examples of the interactions of real world groups, and the students' own experiences. A number of group projects will be incorporated so that class members can have a chance to observe the phenomena and apply the strategies that are discussed in assigned readings and media, or which are presented in class. This class will require participation in group activities outside of the regularly scheduled class meetings.

Required Materials:

- Text: "Communicating in Small Groups: Principles and Practices" (Beebe & Masterson). 10th edition or newer is needed.

Student Learning Objectives:

Upon successful completion of this course, students will be able to:

1. Employ communication theory in the area of team and small group communication. The Community Group Observation will measure this learning outcome.
2. Students will understand the location of team and small group communication as a field within communication studies. The assessment worksheet provided in the final weeks of the class will be used to measure this learning outcome.

General Education Student Learning Outcomes:

1. Writing: Students will structure evidence to convincingly support their arguments. The Community Group Observation will be used to measure this learning outcome.
2. Public Speaking: Students will create messages appropriate to the audience, purpose, and context. The **Assessment Worksheet** provided in the final weeks of the class will be used to measure this learning outcome.
3. Public Speaking: Students will evaluate personal communication strengths and weaknesses. The **Assessment Worksheet** provided in the final weeks of the class will be used to measure this learning outcome.

Course Assignments and Grade Determination:

There are three major components of your grade in this class:

- Group Projects (55%)
 - 25% Major Group Project
 - 15% Best Panel Discussion
 - 10% Middle Panel Discussion
 - 5% Worst Panel Discussion

- Observations (30%)
 - 10% Community Group Observation 1
 - 10% Community Group Observation 2
 - 10% Community Group Observation 3
- Participation and Professionalism (15%)
 - 4% Phase 1
 - 4% Phase 2
 - 4% Phase 3
 - 3% Phase 4

Group Projects:

Participation in group projects contributes 55% of your grade. Panel discussions are worth 30% of your final grade, and are weighted based on how well you do on them. Your best scoring panel discussion will contribute 15% of your final grade, the middle one will contribute 10% of your final grade, and the lowest scoring one will contribute 5% of your final grade. The Major Group Project will be completed at the end of the semester and contributes 25% of your final grade. The major group project serves the same function as a final exam does in many other courses. A group presentation on the project will occur during the final exam time slot, and is a part of your grade on the project.

Observations:

You will complete three Community Group Observations. The reports from these observations each contribute 10% of your final grade.

Participation and Professionalism:

Participation and Professionalism contributes 15% of your final grade. Displaying basic professionalism is an expectation in this class and one of the most useful skills to have when you graduate. Class activities (formative assessments) are designed to help you understand the class content and to help you develop your prepared presentations. Your participation and professionalism will be totaled for each phase of the class.

Extra Credit:

Students can earn up to a maximum of a 4.5% bonus on their final grade by attending events sponsored by programs within the department of Communication & Fine Arts. Extra credit opportunities and the amounts available will be announced throughout the semester. Some, but not all, of these events will have virtual attendance options. Any additional opportunities will not raise the cap of 4.5%. Extra credit may not be turned in after the last regular class meeting.

Final Exam Policy:

Tusculum University's full-semester courses include a final exam week. During the final exam week, students are required to be available for any form of final assessment (e.g. exams, papers, presentations) planned by the instructor according to the Tusculum University Final Exam Schedule and listed in the syllabus. Missing any planned final assessment during final exam week without prior written approval by the course instructor will result in a zero for the assessment. Travel, family, or other plans that conflict with the planned day/time of the final assessment are not acceptable excuses for missing a final assessment or for requesting a change of schedule. Instructors are under no obligation to accommodate a request for a change of day/time for the final assessment; an exception to this policy made by one instructor has no bearing on the decision of another instructor.

Grading Scale:

Final grades are allocated according to the official University grading scale for undergraduate courses:

A+	100-98	4.0
A	97-93	4.0
A-	92-90	3.7
B+	89-87	3.5
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.5
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.5
D	66-63	1.0
F	62-0	0.0

Course Schedule:

THESE SEVEN ASSIGNMENTS ACCOUNT FOR 75% OF YOUR GRADE IN THIS CLASS:

- 3 Community Group Observations
- 3 Panel Discussions
- 1 Major Group Project

The instructor reserves the right to modify this schedule as necessary during the course.

Phase 1:

There are no major assignments due during this phase of the class.

#	Date	Lecture Content	Readings / Due
1	Tuesday, 2021-08-24	L0: Class Overview Modified class schedule on this day due to Opening Convocation	
2	Thursday, 2021-08-26	Group and Team Principles and Practices	
3	Tuesday, 2021-08-31	Small Group Communication Theory	Assessment Pretest
4	Thursday, 2021-09-02	Small Group Communication Theory, cont.	Due: Practice Panel Discussion

Phase 2:

There are **2** major assignments due during this phase of the class, Panel Discussion 1 and Community Group Observation 1:

#	Date	Lecture Content	Readings / Due
5	Tuesday, 2021-09-07	Group Formation Small Group Project Assignment	
6	Thursday, 2021-09-09	Group Formation, cont.	Due: Panel Discussions, Group Set A
7	Tuesday, 2021-09-14	Preparing and Recording Meetings	

8	Thursday, 2021-09-16	Relating to Others in Groups and Teams	
9	Tuesday, 2021-09-21	Relating to Others in Groups and Teams, cont.	Due: Panel Discussions, Group Set B
10	Thursday, 2021-09-23	Improving Group Climate	
11	Tuesday, 2021-09-28	Improving Group Climate, cont.	Due: Panel Discussions, Group Set C
12	Thursday, 2021-09-30	Guest Lecture: Community Groups Discussion	Due: Community Group Observation 1

Phase 3:

There are **2** major assignments due during this phase of the class, Panel Discussion 3 and Community Group Observation 3,

#	Date	Lecture Content	Readings / Due
13	Tuesday, 2021-10-05	Enhancing Group and Team Communication Skills Final Group Project Assignment	
14	Thursday, 2021-10-07	Enhancing Group and Team Communication Skills, cont.	Due: Panel Discussions, Group Set D

	Tuesday, 2021-10-12	No Class (Fall Break)	
15	Thursday, 2021-10-14	Managing Conflict	
16	Tuesday, 2021-10-19	Managing Conflict, cont.	Due: Panel Discussions, Group Set E
17	Thursday, 2021-10-21	Leadership	
18	Tuesday, 2021-10-26	Leadership, cont.	Due: Panel Discussions, Group Set F
19	Thursday, 2021-10-28	Guest Lecture: Community Groups Discussion	Due: Community Group Observation 2

Phase 4:

There are **3** major assignments due during this phase of the class, Panel Discussion 3, Community Group Observation 3, and the Major Group Project:

#	Date	Lecture Content	Readings / Due
20	Tuesday, 2021-11-02	Making Decisions and Solving Problems	
21	Thursday, 2021-11-04	Making Decisions and Solving Problems, cont.	Due: Panel Discussions, Group Set G
22	Tuesday, 2021-11-09	Using Problem-Solving Strategies	
23	Thursday, 2021-11-11	Using Problem-Solving Strategies, cont.	Due: Panel Discussions, Group Set H

24	Tuesday, 2021-11-16	Deep Dive Lesson, Student Request	
25	Thursday, 2021-11-18	Enhancing Creativity in Groups and Teams	
26	Tuesday, 2021-11-23	Enhancing Creativity in Groups and Teams, cont.	Due: Panel Discussions, Group Set I
-	Thursday, 2021-11-25	No Classes (Thanksgiving Break)	
27	Tuesday, 2021-11-30	Guest Lecture: Community Groups Discussion	Assessment Post-test Due: Community Group Observation 3
28	Thursday, 2021-12-02	Make-up / Review Please remember to complete your course evaluation (the system sends this link to your official university email)	
-	Tuesday, 2021-12-07	Major Group Project Presentations (12:00 pm to 2:50 pm, US Eastern Time)	Major Group Project Presentations

Course Policies (Attendance, Assignments, Assessments):

Appropriate Behavior Policy

We are a community of learners, and your classmates are entitled to the standard professional courtesies. Each student is required to conduct themselves in an appropriate manner at all times. Show respect for every person in the class. Complete your assigned work on time. Be ready for discussion and activities. Ask questions. Be supportive audience members. Racist, sexist, or other

offensive or discriminatory language will not be tolerated. Unprofessional behavior will result in penalties to your Participation and Professionalism grade.

COVID-19 Mask Wearing Policy

The university's policy regarding mask wearing is outlined in the Pioneer Pathway document that is found on the campus safety webpage. Scroll down and click on the COVID-19 tab to locate the document. Faculty are authorized to enforce all guidelines outlined in the Pioneer Pathway document.

Email Policy

The Question & Answer Discussion Forum on Canvas is the preferred method of communication for most student questions. Questions of a confidential or personal nature should be sent by email. I do not accept assignments by email. I check and respond to my email once daily during business hours, however I dedicate my Fridays to research and larger projects. I typically do not see emails sent late on Thursday or during the day Friday until Monday the next week.

Engaging in professional communication with your professors and the university staff is important. I am unlikely to respond to emails that do not contain any questions. Emails asking course-related questions of a non-confidential nature will be answered in the Question & Answer Discussion Forum on Canvas. Brief emails asking questions which are already answered in course documents (syllabus, calendar, assignment descriptions, etc.) will typically receive brief replies referring to course documents.

HyFlex Statement:

You've signed up for a HyFlex class. What this means is that you may attend in-person, virtually through zoom, or completely online, and you may change up your method of attendance however you like throughout the semester. The HyFlex class, then, is the most accommodating one you'll find. It offers obvious flexibility for your schedule and for whatever life events you face throughout the course. You'll find that the HyFlex class is just as effective as any strictly online class. With the HyFlex experience, all students, no matter how they attend, will have access to recordings of daily lectures and to all the same course materials. You'll be required to engage in the same conversations and to complete the same assignments.

Words of Caution

Keep in mind the important fact that online classes became a thing to accommodate students who had significant obstacles to overcome -- like jobs, families, and distance. Online is an effective way to get through college. No one ever promised it would be the best, or easiest, way. It is my firm belief that nothing replaces the in-class experience. The in-class experience gives you immediate access to your instructor and to your classmates, who all have a vested interest in this class's materials, subject

matter, and discussions. There's a healthy and invigorating energy found in face-to-face interactions that you just can't find otherwise, and committing to attend in-person gives you, especially you traditional-age college students, a structure that has historically proven necessary for students for literally hundreds of years. Online education requires the type of self-discipline that young people often haven't had time to develop. If you're unable to attend in person or via Zoom, be sure you're committed to demonstrating the kind of discipline necessary to be successful. Otherwise, again, you're not getting your money's worth. If you're a residential or commuter student, you're not getting your money's worth if you elect to attend class virtually, especially solely online. Be wise, then: get the most bang for your buck.

Grade Challenge Policy

If you believe that you have been graded unfairly, wait 24 hours after receiving the grade, review the rubric, and schedule a meeting to discuss it with me. Come to this meeting prepared to provide *evidence* supporting the need for a grade change. Grades are considered final one week after they are posted in Canvas. The privacy of student educational records is protected by the Family Educational Rights and Privacy Act (FERPA). I will not respond to any communication about a student which does not come from an official school email address, and I will not discuss your grades publicly.

Late Work Policy

Late work may be turned in up to 2 calendar days after the deadline. Late work will lose 10% of the available points per day, and will not receive feedback. No late work is accepted after the last class due date.

Technology Problems

Using technology is a basic expectation of students at this level of study. You are responsible for the functionality of any and all personal or third-party devices and software you use. Issues with these are not an excuse for late or missing work. If you encounter a problem with technology owned or operated by the university, [report the problem to information services \(https://web.tusculum.edu/forms/is/isrequests.php\)](https://web.tusculum.edu/forms/is/isrequests.php). After the issue is resolved, include a copy of your messages with information services along with any requests for alternate deadlines to my email address.

Alternate Deadlines

In some cases an emergency may require you to turn in work after the assigned due date. These situations are handled on a case-by-case basis and, depending on the situation and documentation, this work may be assigned an alternate deadline. Coursework assigned an alternate deadline is graded for full credit, but will not receive feedback.

Alternate deadlines will not be assigned for events that can be planned for – this includes school-sponsored events, such as athletics.

Tusculum Syllabus Policies and Supports:

To access Tusculum Syllabus Policies and Support click [here](https://web.tusculum.edu/academics/syllabus-related-policies/) [\(https://web.tusculum.edu/academics/syllabus-related-policies/\)](https://web.tusculum.edu/academics/syllabus-related-policies/)