| CommunicationThe Oregon Tech logo. | **Course Syllabus** |
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## **Professor Information:**

Name: Andria “Andie” Fultz, MS MS

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Office Hours: Available via Zoom: 12-1 pm Monday -Thursday,

Evenings and Saturdays by appointment

## **Course Overview**

Course Number: SPE 321

Course Title: Small Group & Team Communication

Course Description: Awesome

Pre- requisites:

Credit Hours: 3 (2 hours lecture + 2 hours lab)

## **Course Objectives:**

This course focuses on the student and groups. Students will be challenged to observe and examine their own communication style in relation to others, the student’s impact within groups, the impact of others' actions, and the dynamic properties of group behavior. Specifically, the course objectives offer you the opportunity to acquire the fundamental principles and theories for working with others as a member of a team. The course also encourages application of knowledge and skills in:

1. Communication apprehension
2. Group stages
3. Listening
4. Task and social roles
5. Leadership
6. Controversy and conflict
7. Decision making methods and styles
8. Meeting organization
9. Diversity
10. Analysis of group process
11. Turn organization

## **Textbooks and Resources:**

Required Textbook(s)/Materials:

1. No textbook required – all course materials will be provided in the Canvas Course online.

2. Access to computer and wi-fi capable of connecting to Canvas, Skype, Zoom, You-Tube using both video and microphone options.

3. Strongly recommend Google Drive, or Oregon Tech’s OneDrive, plus familiarity with Google Slides.

## **Grading**

1. Final grades are based on an absolute point total. Your grade is a function of the number of points earned in the course, divided by the total number of points possible. The resulting percentage is your final grade. The following scale is then used to compute your final grade:

100 to 90% = A

89 to 80% = B

79 to 70% = C

69 to 60% = D

< 59% = F

2. If you are unable to attend class, you must contact both your instructor and your assigned team. You are responsible for working with your classmates to acquire information and handouts you may have missed.

3. Late work will be accepted based on a case by case basis and on the stipulation that if I haven’t had time to grade the assignment you can still turn it in for full credit.

4. Uploaded files should include your last name, course number, term, and title of the assignment.