

Las Positas College  
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## Course Outline for SPCH 3

### GROUP COMMUNICATION

Effective: Fall 2008

#### I. CATALOG DESCRIPTION:

SPCH 3 — GROUP COMMUNICATION — 3.00 units

Communication in small group situations. Role of communication in various group processes, including norms, roles, leadership and decision making, with application to modern concepts of organizational communication. Includes participation in simulation exercises and group activities.

3.00 Units Lecture

#### Grading Methods:

#### Discipline:

	<u>MIN</u>
<b>Lecture Hours:</b>	54.00
<b>Total Hours:</b>	54.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

#### IV. MEASURABLE OBJECTIVES:

**Upon completion of this course, the student should be able to:**

- A. define and describe the differences between group and team communication;
- B. identify the various aspects of group communication in different cultures;
- C. describe how technology affects group communication;
- D. create an outline for and participate in problem-solving group work;
- E. create an organized group geared toward professional life;
- F. work in a task-oriented group.
- G. describe how leadership styles affect productivity and the group climate.

#### V. CONTENT:

- A. Introduction to communication
  - 1. Communication model
  - 2. Listening
  - 3. Ethical speaking
- B. Defining of groups and teams
  - 1. Identify the different types of groups and group activities
  - 2. Identify the structure of a group
- C. Identify management of group meetings
  - 1. Time conflicts
  - 2. Assigning/assuming roles
- D. Explain norms and roles
  - 1. Task roles
  - 2. Duties within roles
- E. Building and maintaining relationships
  - 1. Communicate competently in groups
  - 2. Building relationships
    - a. Group climate
    - b. Cohesiveness
    - c. Group diversity
- F. Making observations and giving feedback
  - 1. Written
  - 2. Oral
- G. Group decisions and problem solving
  - 1. Solving problems and decision making
  - 2. Assessing and implementing decisions
- H. Leaders and leadership
  - 1. Leadership styles
  - 2. Leadership traits
- I. Managing conflict
  - 1. Types of conflict

## 2. Styles of managing conflict

### VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Written assignments
- C. Tests/quizzes
- D. **Guest Lecturers** -
- E. Communication activities
- F. **Discussion** - Group discussion
- G. Multiple oral presentations

### VII. TYPICAL ASSIGNMENTS:

A. Major group project: The group presentation is intended to put into practice the skills learned throughout the course. Students can choose either task oriented or problem-solution oriented groups to participate in. Students will complete the group project and perform an oral presentation detailing the group experience. B. Portfolio to accompany group presentation: The group portfolio is intended to represent the insights, experiences, research, and reflections your group has gained over the course of the semester. The portfolio will consist of a group charter (The group's mission and goals), an annotated bibliography, a detailed written research paper, the group's materials (such as agendas, observation notes, meeting minutes, and feedback session notes), and a group assessment analyzing the attainment of the group's goals. C. Written assignments (Artifacts): identify a concept discussed in the class or in the text and illustrate how it explains or is relevant to some situation in the "real world." D. Term Paper: Reflect on the progress over the semester. Specifically, discuss the evaluation of the student's membership in the group assignment.

### VIII. EVALUATION:

#### A. **Methods**

#### B. **Frequency**

- 1. Frequency
  - a. There will be 2 exams.
  - b. One major group project

### IX. TYPICAL TEXTS:

- 1. Keyton, Joann *Communication in Groups: Building Relationships for Effective Decision Making*. Latest ed., McGraw Hill, 0.
- 2. Cragen, John F. and David W. Wright, and Chris R. Kasch *Communication in Small Groups: Theory, Process, Skills*. Latest ed., Wadsworth, 0.
- 3. Jovanovich, Brace *In Mixed Company: Small Group Communication*. Latest ed., Harcourt College Publishers, 0.
- 4. Beebe, Steven A. and John T. Masterson *Communicating in Small Groups: Principles and Practice*. Latest ed., McGraw Hill, 0.

### X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. An active email account that is checked regularly
- B. Three ring binder (1- 1 ½") to be used for the group portfolio (1 per group)