

Las Positas College  
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## Course Outline for CMST 3

### GROUP COMMUNICATION

Effective: Fall 2016

#### I. CATALOG DESCRIPTION:

CMST 3 — GROUP COMMUNICATION — 3.00 units

Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including norms, roles, problem solving, conflict management, decision making, and leadership. Includes participation in simulation exercises and group activities.

3.00 Units Lecture

#### Grading Methods:

Letter or P/NP

#### 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. Exhibit effective problem-solving communication skills;
- B. Demonstrate successful conflict-management strategies;
- C. Engage in sound reasoning to reach a well-reasoned decision;
- D. Identify communication skills that contribute to effective leadership;
- E. Demonstrate the ability to discover, critically evaluate, and accurately report information;
- F. Describe how technology affects group communication;
- G. Work effectively in a task-oriented group.

#### V. CONTENT:

- A. Introduction to communication
  - 1. Communication model
  - 2. Ethical speaking
- B. Defining of group communication
  - 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. Oral presentation in groups
- G. Providing and receiving feedback about both the content and forms of communication
  - 1. Written
  - 2. Oral
- H. Organizing, evaluating, and reporting information
  - I. Persuasion and group communication
- J. Effective listening skills
- K. Problem solving skills
- L. Managing conflict
  - 1. Types of conflict
  - 2. Styles of managing conflict

- M. Decision making
  - 1. Assessing situations
  - 2. Implementing decisions
- N. Leaders and leadership
  - 1. Leadership styles
  - 2. Leadership traits
- O. Context, audience, and purpose of small-group communication
  - 1. Dyads
  - 2. Small and large groups
  - 3. Public settings
  - 4. Group dynamics

#### VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. **Discussion** - Group discussion
- C. **Guest Lecturers** -
- D. Written assignments
- E. Portfolio of group activities
- F. Communication activities
- G. **Simulations** - Simulations of group situations
- H. **Student Presentations** -
- I. Tests/quizzes

#### 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. **Reflection 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**
  - 1. Exams/Tests
  - 2. Portfolios
  - 3. Oral Presentation
  - 4. Group Projects
  - 5. Class Participation
  - 6. Home Work
- B. **Frequency**
  - 1. Frequency
    - a. Weekly participation in class activities
    - b. One major group project presentation
    - c. One portfolio
    - d. Four to six homework assignments
    - e. One midterm examination
    - f. One final examination

#### IX. TYPICAL TEXTS:

- 1. Beebe, Steven, and John Masterson. *Communicating in Small Groups: Principles and Practice*. 11th ed., Pearson, 2014.
- 2. Fujishin, Randy. *Creating Effective Groups: The Art of Small Group Communication*. 3rd ed., Rowman & Littlefield Publishers, 2013.
- 3. Rothwell, Dan. *In Mixed Company: Communicating in Small Groups*. 9th ed., Wadsworth Publishing, 2015.

#### X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Three ring binder (1- 1 ½") to be used for the group portfolio (1 per group)