

# COMM220

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

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## Course Summary

**Course :** COMM220 **Title :** Small Group Communication

**Length of Course :** 8

**Prerequisites :** N/A **Credit Hours :** 3

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## Description

**Course Description:** This course will examine the theoretical and practical issues that affect communication between members of work teams, discussion groups, and decision-making bodies. Students will work as members of student teams to analyze both the theoretical and practical implications of the issues that surround effective communication and miscommunication in a small group setting.

### Course Scope:

This course is an introductory level look at an aspect of business/managerial communication, which is filled with challenges and opportunities. The general goal of the course is to understand these challenges and opportunities to enhance the quality of your own managerial approach.

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## Objectives

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

- CO1: To understand various levels and styles of group communication.
  - CO2: To demonstrate understanding of group communication be able to ways to communicate successfully in group settings.
  - CO3: To acquire knowledge and skills at various layers that increase your small group communication competence.
  - CO4: To identify barriers—to effective small group communication.
  - CO5: To gain a critical perspective on issues involving small group communication.
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## Outline

### Week 1:

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Topics

- What is small group communication?
- Characteristics of an effective team.
- Nine core competencies.

## Course Objectives

CO1: To understand various levels and styles of group communication.

CO2: To demonstrate understanding of group communication be able to ways to communicate successfully in group settings.

CO5: To gain a critical perspective on issues involving small group communication.

## Readings

Beebe 1 & 2

## Assignments

Introduction Forum

Discussion Forum #1

Group Assignment 1

## **Week 2:**

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### Topics

- Why do people join groups?
- Interpersonal and group attraction.
- Group formation over time.

## Course Objectives

CO2: To demonstrate understanding of group communication be able to ways to communicate successfully in group settings.

CO5: To gain a critical perspective on issues involving small group communication.

## Readings

Beebe 3

## Assignments

Discussion Forum #2

Group Assignment 2

Test 1

## **Week 3:**

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### Topics

- Roles
- Group Building & Maintenance Roles
- Identifying group norms

## Course Objectives

CO3: To acquire knowledge and skills at various layers that increase your small group communication competence.

CO4: To identify barriers—to effective small group communication.

CO5: To gain a critical perspective on issues involving small group communication.

## Readings

Beebe 4 & 5

## Assignments

Discussion Forum #3

Group Assignment 3

## **Week 4:**

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### Topics

- Defensive and Supportive Climates
- Group cohesiveness

### Course Objectives

CO4: To identify barriers—to effective small group communication.

CO5: To gain a critical perspective on issues involving small group communication.

### Readings

Beebe 6

### Assignments

Discussion Forum #4

Group Assignment 4

Test 2

## **Week 5:**

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### Topics

- Verbal Dynamics
- Communication Environment
- Types of Conflict

### Course Objectives

CO4: To identify barriers—to effective small group communication.

CO5: To gain a critical perspective on issues involving small group communication.

### Readings

Beebe 7 & 8

Assignments

Discussion Forum #5

Assignment 5

**Week 6:**

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Topics

- Transformational Leadership

Course Objectives

CO2: To demonstrate understanding of group communication be able to ways to communicate successfully in group settings.

CO3: To acquire knowledge and skills at various layers that increase your small group communication competence.

CO5: To gain a critical perspective on issues involving small group communication.

Readings

Beebe 9

Assignments

Discussion Forum #6

Group Assignment 6

Test 3

**Week 7:**

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Topics

- Interrelationship of values, beliefs, attitudes
- Elements of group decision making

Course Objectives

CO1: To understand various levels and styles of group communication.

CO5: To gain a critical perspective on issues involving small group communication.

Readings

Beebe 10

Assignments

Discussion Forum #7

Group Assignment 7

## Week 8:

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### Topics

- Reflective thinking
- Firestein's six stage model of creative problem solving

### Course Objectives

CO1: To understand various levels and styles of group communication.

CO2: To demonstrate understanding of group communication be able to ways to communicate successfully in group settings.

CO3: To acquire knowledge and skills at various layers that increase your small group communication competence.

CO4: To identify barriers—to effective small group communication.

CO5: To gain a critical perspective on issues involving small group communication.

### Readings

Beebe 11 & 12

### Assignments

Discussion 8

Discussion Forum--Post group project

Final Group Project (submit to assignments)

Test 4

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## Evaluation

### Final Project: Small Group Communication Analysis (15- 20 slides)

Communication problems occur every day in our work, social, and personal relationships. With your group, identify an agreed communications problem, propose a solution, and the possible positive and negative outcomes if your groups proposal were put into action in a 15-20 slide Power Point presentation.

Follow these steps to complete your assignment:

1. Create a draft of your Power Point slides, including title and content slides, ending with 1–2 slides of reference materials.
2. On the notes of the first slide, indicate what technologies, setting, and audience would be ideal for this presentation.
3. Add appropriate visual aids to the presentation.
4. In the notes area, describe the rationale supporting your visual aids as well as other visual aids you considered and the reason(s) you rejected them.
5. Add speaker's notes to each slide, including any technology and other visual aids necessary.
6. The content slides should contain updated in-text citations along with the text and visual aids.
7. Update your citations and reference list as needed.
8. Be sure to cite all references in APA format. Power Point and references must adhere to APA (6th edition) format and style criteria. [Click here for an online APA reference.](#)

## Grading:

Name	Grade %
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## Materials

**Book Title:** Communicating in Small Groups: Principles and Practices, 11th ed -the VitalSource e-book is provided inside the classroom; hard copy not available from the APUS Bookstore, please try other sources..

**Author:** Beebe, Steven A.

**Publication Info:** VS-Pearson

**ISBN:** 9780205980833

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## Course Guidelines

### Citation and Reference Style

- Students will follow APA format as the citation and reference style for courses in the COMMUNICATION program area.
- Please note that no formal citation style is graded on forum assignments in the School of Arts & Humanities—only attribution of sources (please see details regarding forum communication below).

### Tutoring

- [Tutor.com](https://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS (only when accessed through the APUS online library). Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

### Late Assignments

#### School of Arts & Humanities Late Policy

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution.

Work posted or submitted after the assignment due date will be reduced by 10% of the potential total score possible for each day late up to a total of five days, including forum posts/replies, quizzes, and assignments. ***Beginning on the sixth day late through the end of the course, late work, including forum posts/replies, quizzes, and assignments, will be accepted with a grade reduction of 50% of the potential total score earned.***

### Turn It In

Assignments are automatically submitted to Turnitin.com within the course to verify originality and detect potential plagiarism and academic dishonesty. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

### **Academic Dishonesty**

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

### **Submission Guidelines**

- All assignments in COMMUNICATION courses must be submitted in standard formats such as Microsoft Word, attached in the assignment area unless otherwise specified.
- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details.
- It is your responsibility to ensure the all submitted work can be accessed and opened by the instructor. Assignments should not be sent to the instructor through "Messages" or E-mail but must be submitted through the Assignments area directly.

### **Disclaimer Statement**

- Course content may vary from the outline to meet the needs of a particular group or class.

### **Communicating in Forum discussions**

- All initial forum discussion posts are due on Thursdays by 11:55 p.m. ET throughout the course.
- All peer responses are due on Sundays by 11:55 p.m. ET throughout the course.
- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and important to the discussion. A message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a follow-up question to a point made, a response to a question, an example or illustration of a key point, an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- You must post a response to the weekly forum prompt and post the required number of replies to other students during the week due. Please refer to the grading rubric and/or weekly forum instructions for specific expectations on the number of replies and word count requirements.
- Late posts to a forum will be subject to the School late policy and may not be accepted without instructor approval.

### **Quizzes and Exams**

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. If included in a course, each quiz/exam is generally accessible only once. Once a quiz/exam is accessed, you may not be able to access it again if you disconnect. Therefore, allocate adequate time to complete your quiz and ensure you have a solid internet connection. Weekly quizzes must be submitted by Sunday 11:55 p.m. ET of the assigned week. Late quizzes or exams may accepted and subject to the School late policy. Please contact your instructor to discuss as needed.

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# University Policies

## [Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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