

University of Wisconsin – Stevens Point
Division of Communication

Communication 345: Small Group Communication

Section 1: Monday/Wednesday
2:00 AM – 3:15 PM CAC 237

Instructor: Cade Spaulding, Ph.D.
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Office hours: MW 11-12, and by appointment

Course Outcomes:

If active learning with real projects, real problems, and real benefits that matter is important to you, this class delivers results. In this course, you'll learn how to successfully work in small groups/teams by working as project teams to meet project outcomes and prepare professional deliverables for real-world clients. To be clear, this is not a slide-by course. This class is for students who want real skills working with and for real professionals. Expanding your professional network, learning from leaders who work in teams routinely, and putting solid work experience on your resume are extra 'perks' for taking this class. The need to work effectively in teams is a growing need in nearly every career and industry. This class will give you the knowledge and skills to leap-frog less experienced prospective hires when you apply for jobs after graduation.

Note: It's rare for college students to get a shot at projects like the ones we'll be working on this semester. This is a lot of trust but you'll have to prove yourself to your team, to me, and to the professionals we'll be working with to keep it. Commit to work hard from day 1 and you'll walk out of this course with some incredible skills, knowledge, and experience.

Required Materials

Beebe, S & Masterson, J. (2014). *Communicating in Small Groups* (11th Edition). New York: Allyn & Bacon.

Course Assignments and Grading

Grade Item	% Final Grade
Semester Project Teams	70%
Project 1 Team	30%
Project 2 Team	40%
Exams	30%
Midterm Exam (Chapters 1-6)	15%
Final Exam (Chapters 7-12)	15%

Semester Project Teams: As mentioned earlier, you will work on actual projects that matter in this course. Students will be assigned to teams for Project 1 Team after having individual meetings with me during Week 2 (see calendar). Students submit proposals for members of their own teams for Project 2 Team and for their final projects (Weeks 8-14). Please read through the details for each team project experience below and we will discuss any additional questions you have during class on Monday of Week 2.

Project 1 Team: Week 3 – Week 7 (100 pts. weighted at 30%)

20 pts. Weekly Progress Reports & Team Meetings (submit meeting agendas/minutes)

20 pts. End-of-project 360-degree performance reviews of each team member

20 pts. Team Presentation (10 minutes)

40 pts. Professional White-Paper Report (5-6 pages)

Team Project 1 Extra Credit Options (Bonus %'s are added to your Final Course Grade!)	
1%	<i>'Early Bird Gets the Bonus'</i> (fully completed white-paper report and ready to present at least 1 week before the posted deadline)
1%	<i>'Value-Added' Bonus</i> (CE actually implements your recommendations)
3%	<i>'Do More – Earn More' Bonus</i> (fully complete an extra CE project option)

During the first half of the semester we will be working with Anne Rogalski, COFAC Outreach Program Manager from the UWSP Department of Continuing Education and Outreach to meet specific programming needs within her office. Each team will complete 2 projects from the initial list below*, conduct research within the SP community and UWSP campus, and provide recommendations connected to the evidence you've gathered in the form of a 10-minute presentation for Anne Rogalski during Week 7 (see calendar for date) and a 5-6 page professional white-paper report (due when team presents recommendations to Anne). You will need 2 copies of the final draft (one for me and one for Anne) on the day of your team's presentation during Week 6.

Team leaders will ensure weekly progress reports/meeting agendas, and minutes from those meetings are submitted via D2L dropbox. In addition, teams will learn about, conduct, and submit (also via D2L dropbox) an end-of-project 360-degree performance review for each team member (see course calendar for due dates) related to their work within this project.

**Please Note: this is an initial list of potential team projects based off preliminary discussions I've had with her face-to-face and via email. Anne Rogalski will be visiting our class during Week 3 to review the work she needs to have done. It is possible she will provide more options and/or adjust some of the options below during this visit based on changing priority needs that may occur. I'm providing them here to give you a general idea of the likely projects and needs you can choose from for this portion of the course.*

Continuing Education Project Options for Project 1 Team:

1. Choreography Institute or Day of Dance – a one day experience for area high school dance teams or area dance studios to work with the UWSP dance department to create a finished product. Is there a demand for this kind of event? Will this assist in recruiting students to UWSP?
2. Art Retreat at Treehaven – a weekend getaway with various national artists, held at Treehaven while including local businesses. Local artists state there is a need for this in the area – is this true? Would UWSP financially benefit from the experience?
3. Marching Band Camp Summer of 2018 – a two or three day experience that would host a few high schools in the state and give UWSP music education students a chance to work on marching band skills. Is there a demand for this experience? Will this event assist in recruiting students to UWSP, despite the fact that we do not have a marching band?
4. COFAC PointEd – a week long day camp experience involving COFAC faculty and elementary/middle school students. Offered in the summer as a preview to Camp COFAC. Is there an audience? What will area families pay for this type of experience? Would a program like this benefit UWSP in the “long game” for recruitment?
5. Destination Imagination State Tournament – 6,000 people attend this event, bringing money in via hotels, food, etc. Are we marketing and recruiting this event to the best of our abilities? Only one senior from the completion in April is attending UWSP this fall – why is that?

Project 2 Team: Week 8 – Week 14 (100 pts. weighted at 40%)

20 pts. Weekly Progress Reports & Team Meetings (meeting agendas/minutes)

20 pts. End-of-project 360-degree performance reviews of each team member

20 pts. Team Presentation (15 minutes)

40 pts. Professional White-Paper Report (6-8 pages)

Team Project 2 Extra Credit Options (Bonus %'s are added to your Final Course Grade!)	
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1%	<i>Early Bird Gets the Bonus</i> (fully completed and ready to present at least 1 week before the posted deadline)
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3%	<i>Value-Added Bonus</i> (In addition to providing standard team provides convincing, measurable data to prove significant value-added beyond what the client expected or requested using the kpi's (key performance indicators) that matter most to this client such as efficiency, money, work hours, etc. that come as a direct result of their implemented solution)
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During the second half of the semester, students will self-select their own team members and choose a problem on campus and/or in the community to solve. This project needs to have a solution that can be implemented and evaluated for overall effectiveness. In other words, the

team needs to do more than recommend a course of action like they did for Project 1 Team.

For this project, each team will need to:

1. Analyze/research the problem,
2. Identify likely causes,
3. Develop plan to reduce/eliminate problem causes (plan, time commitment, expected budget, etc.),
4. Submit plan for instructor and client approval,
5. Make necessary adjustments to plan based off feedback,
6. Gain approval to implement plan
7. Implement the plan,
8. Evaluate ROI (Return on Investment) for the client and overall effectiveness of the implementation effort.
9. Provide next-step recommendations to client

Similar to the Project 1 Team experience, Project 2 Teams will submit weekly progress reports, weekly meeting agendas/minutes on their project-work and a final 360-degree performance evaluation of each team member via D2L dropbox. During Week 15 teams will present their projects to the rest of the class (and clients the work was done for) in a 15 minute presentation. A 6-8 page professional white-paper report will be due on the day of each team's presentation. Please bring one copy for me. You will provide another copy for your client once I have provided initial feedback and the draft is in professional form.

Note: Continuing Education may invite some groups to implement or help implement planned outreach events. However, no offers for this have been 'officially' made yet, but I will let you know if/when they become available. My guess is that Anne will want to see the overall quality of the work done for Project 1 Team before making any official offer for interested students to help participate in implementing recommendations and planning/executing the actual event. I will keep you updated if other campus organizations/departments, etc. have problems we might be able to address that would count for this project experience.

EXAMS: There will be two exams covering chapter readings, in-class handouts/discussion, and guest speaker discussion content. These exams will include a combination of short essays, multiple-choice, and true-false questions. I reserve the right to implement chapter quizzes as a graded item in this course if students show they are falling behind in the assigned readings each week.

Grade Percentage Distributions

A	= 95% and up	C+	= 78% - 79.9%
A-	= 90 – 94.9%	C	= 75% - 77.9%
B+	= 88% - 89.9%	C-	= 70% - 74.9%
B	= 85%-87.9%	D	= 60 - 69.9%
B-	= 80% - 84.9%	F	= 59.9% or less

Course Policies

Attendance: Class attendance is expected, recorded, and is part of the final participation grade you receive. I allow for 2 personal days during the semester but any activities missed on those days cannot be made up or turned in late. Exceptions to this rule are available only for emergency (ER worthy) situations and handled on a case-by-case basis and are subject to a review of your participation, previous attendance, and overall course contributions.

Make-up Work: If you miss class you miss any activities scheduled for that day. Avoid missing class. Each student has the responsibility to get discussion notes or calendar updates from another student if absent.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact/visit the Disability and Assistive Technology Center, Room 609 Learning Resources Center (Library), 715-346-3365, or email datctr@uwsp.edu or logon to: www.uwsp.edu/disability

Academic Integrity

Be honest in what you do in this class. Do your own work and hold yourself to the highest standard of integrity and hard work. I do not tolerate plagiarism. Students who plagiarize will either receive a “0” on the assignment or a “0” in the course, depending on the nature and severity of the offense in accordance with Chapter 14 of the Wisconsin Administrative Code: “Student Academic Standards and Disciplinary Procedures” (<http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf>).

Community Rights and Responsibilities

As a UWSP student you have the right to receive fair and equitable evaluations based on course objectives outlined in the syllabus and without reference to personal or political views. You have the right to expect timely and accurate information and feedback about your progress and achievements in this course.

You also have the responsibility to participate fully in the learning experience and to complete all course requirements. Please refer to the following link for more specific rights and responsibilities available to you as a UWSP student: <http://www.uwsp.edu/admin/stuaffairs/rights/rightsCommBillRights.pdf>.

COMM 345 Class Calendar

(Subject to change by notification of instructor)

Assignments listed in the Due column should be completed before class on the day scheduled below

Wk	Date	Topic	Due
1		Labor Day	
	09/06	Orientation, Syllabus, Schedule	Read: Chapter 1
2	09/11	Small Group Communication Theory	Read: Chapter 2
	09/13	Group Development	Read: Chapter 3
3	09/18	The Art and Science of Group Discussion & Collaboration	Read: Chapter 4
	09/20	Guest: <i>Anne Rogalski will introduce CE options for Project 1 Teams to choose from</i>	Project 1 Team Assignments In-Class Conduct first team meeting <ul style="list-style-type: none"> ▪ Select 2 CE Projects ▪ Back Calendar Plan for Completion
4	09/25	Gathering Original Data: Conducting Focus Groups and Interviews	Read: Downs & Adrian, Chapter 12 "Focus Group Interviews" (.pdf available via D2L)
	09/27	No Class: Project 1 Team Workday	
5	10/02	Interaction and Relationships	Read: Chapter 5
	10/04	Group Climate	Read: Chapter 6
6	10/09	Review for Midterm Exam (Chapters 1-6)	
	10/11	No Class – Take Midterm Exam	Midterm Exam available via D2L
7	10/16	No Class: Project 1 Team Workday	Work on Presentations and White-Paper Reports
	10/18	Project 1 Team Presentations	Project 1 Team Materials Deadline
8	10/23	Communication Skills for Groups	Read: Chapter 7
	10/25	Managing Conflict	Read: Chapter 8 Project 2 Team Proposals due by 2pm via D2L Discussion Forum
9	10/30	Managing Conflict, Cont'd	
	11/01	Project 2 Team Workday (In Class)	
10	11/06	Group Leadership Principles	Read: Chapter 9
	11/08	Group Leadership Principles	Read: Chapter 9
11	11/13	Project 2 Team Workday (In Class)	
	11/15	Decision Making in Groups	Read: Chapter 10
12	11/20	Decision Making in Groups	Read: Chapter 10
	11/22	No Class: Project 2 Team Workday	

13	11/27	Problem-Solving Techniques	Read: Chapter 11
	11/29	Problem-Solving Techniques	Read: Chapter 11
14	12/04	No Class: Project 2 Team Workday	
	12/06	Creativity in Groups	Read: Chapter 12
15	12/11	Project 2 Team Presentations	Project 2 Team Materials Deadline
	12/13	Review for Final Exam (Chapters 9-12)	
16	12/18 – 12/22 Final Exam Opens 12/18 and Closes 12/22 Take anytime during this week via D2L.		Finals Week