

## Com. 345: Small Group Communication

Professor: Chris Sadler  
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Office: CAC 320  
Hours: MWR 11-12/T 10-11

Required text: **G** Small Group Communication in Organizations, 2nd Ed.,  
by H. Lloyd Goodall, Jr.  
**F** Small Group Decision Making: Communication and the Group Process,  
by Ellis and Fisher, 4<sup>th</sup> Edition

<b>Date</b>	<b>Topic</b>	<b>Reading</b>
9\2	Introduction to course	-----
9\9	Introduction to Groups	G-1
9\14	Intro. to grps/Form groups-- <b>group day</b>	G-2,
9\16	Decision Making	F-6, G-6
9\21	Decision Making	-----
9\23	<b>Group day</b>	-----
9\28	Groupthink & Brainstorming—visitors	-----
9\30	Participating in Groups/groups in orgs	G-4, F-4&5
10\5	Leadership in small groups/Giving Group Presentations	G: pp136-42, F-7
10\7	<b>Group day</b>	-----
10\12	Assertiveness/group behavior	-----
10\14	<b>GROUP PRESENTATIONS</b>	-----
10\19	<b>GROUP PRESENTATIONS</b>	-----
10\21	Debriefing/Short paper discussion/Review for test	-----
10\26	<u>MIDTERM EXAMINATION</u>	-----
10/28	Conflict and negotiation in groups	F-8
11\2	<b>Group Day----SHORT PAPER DUE</b>	-----
11\4	Parliamentary procedure/group dis. rules	handout
11\9	<b>Group Day</b>	-----
11\11	Writing Evaluative Reports/Paper Assignment Discussion	-----
11\16	<b>Group Day</b>	-----
11\18	<b>GROUP PRESENTATIONS</b>	-----
11\23	<b>GROUP PRESENTATIONS</b>	-----
11\25	<b>GROUP PRESENTATIONS</b>	G-10
11\30	Debriefing/Observing & Evaluating Groups	-----
12\2	Quality Circles	F-9
12\7	Group Roles and Rules—Useful?	F-5
12\9	Catch-up Day--- <b>Final Paper Due</b>	-----
12\14	Review for Final Exam	-----

**Final Exam: Friday, Dec 18: 8:00-9:15**

## Course Objectives

This course is designed to give you both theoretical and practical knowledge concerning how to work in small groups. A focus on applying your knowledge about small groups will be evident throughout the entire semester, with emphasis on learning about small groups, applying what you have learned in your own groups, and then analyzing what happened in those groups (figuring out whether you can really practice what you preach). The ultimate objective of the course is to get you to be more knowledgeable, thoughtful, and skilled in making decisions in small group settings. Course examinations, exercises, and the final paper all reflect the emphasis on teaching you how to apply what you know. In addition, the course will emphasize the difference between what groups members are told should happen in small groups versus what really happens in group settings.

### GRADING

Midterm Exam	100 pts.	>560 A	>440 C
Final Exam	100 pts.	>540 A-	>420 C-
Grp. Prst. I	50 pts.	>520 B+	>400 D+
Grp. Prst. II	100 pts.	>500 B	>390 D
Short Eval	50 pts.	>480 B-	<389 F
Final Paper	200 pts.	>460 C+	
Total	600 pts.		

### COURSE POLICIES

1. Because of the nature of this course and the time the course meets, an attendance policy will be enforced. Each person gets two “personal days.” Personal days are for absences for any reason including sickness, attending a family event, sleeping late, etc. A third absence results in 10 points being deducted from the final grade, a fourth absence 15 pts, a 5<sup>th</sup> absence 20 pts, and a 6<sup>th</sup> absence 25 pts. A person with 7 or more absences will receive a failing grade in the course. Thus, a person missing 6 classes would have a total of 70 pts deducted from their final grade—over a full letter grade. A person with more than two absences in the course will also receive less consideration for a borderline grade being raised at the end of the semester. Please see me before a planned absence.

2. A student engaging in plagiarism will receive a failing grade for the course, an option available to professors as stipulated in the University of Wisconsin System procedures regarding academic misconduct. Additional actions, as allowed by UW system procedures, may also be taken. Plagiarism is when you use someone else's ideas without properly citing them as the source. It is your responsibility to know what constitutes plagiarism. Make sure you reference the handout on plagiarism given in class to assure yourself that you are not plagiarizing.

3. All assignments must be completed to receive a passing grade in this course. Late assignments will have 10% deducted from the grade immediately with 5% deducted for each additional day the assignment is late. For example, a paper due in an eight o'clock class is due that day at 8:00 a.m. Any papers handed in past that time are considered one day late. Any papers handed in past 8:00 the next day will have their grade reduced by 10%, the third day 15% and so on. A person who does not plan for "unexpected" problems such as losing a paper on a disk or for computer lab printers not working properly will suffer the consequences of handing the paper in late. Students missing a scheduled exam, if allowed to make-up the exam, will have 20% deducted from their exam grade. In addition, when a circumstance arises where you will miss an exam or hand in an assignment late, I expect to be notified before you miss the assignment (in person, or with a phone message, not via e-mail). People who hand in an assignment late or miss an exam without notifying me prior to when the assignment due will have an additional 10% deducted from the grade for that assignment.

4. Borderline grades will be raised or lowered based on overall attendance, class participation, attendance for group meetings and overall consistency of grades.

5. Midterm and final exams will be given at the time scheduled. No exceptions will be made for students who have made "other plans" such as parents buying airline tickets during finals week, people accepting a job that starts during/prior to finals week, etc. Be sure to plan your schedule around the exam times. Students who miss a scheduled exam, if allowed to make-up the exam, will have 20% deducted from their test grade.

6. A group member who fails to adequately participate in their group can receive a grade lower than the other group members receive for the group presentation. However, this lower grade will only occur if (1) the other group members agree on the need for the grade reduction, (2) the person who is not participating is told by the group they are considering such an action (and thus given adequate time to change their behavior), and (3) that I as the instructor of the course am informed that the group is considering asking for a group member to receive a lower grade than other group members. This option, used at my discretion, is to keep a member of group who fails to participate in the group from being rewarded for the group's efforts. Also, obviously, a person who does not fully participate in their group will have a difficult time writing the final paper—and will thus see their class grade affected in their paper grade as well.

7. The grading in this course will be based on the following criteria. A grade of "D" will be given for work which was adequately prepared but did not show a good understanding of the material to be learned for that assignment. A grade of "C" will be given for work which shows a good understanding of the material and is what I consider to be competent work. A grade of "B" will be given for work which shows interesting insight into the subject discussed or tested, and a grade of "A" will be given for outstanding work. An "A+" is possible, and will be given to exceptional efforts and work (which may help boost your overall grade in the course). Previous semester's "A" papers and exams are on file for you to examine to see what constitutes "A" work.

8. Students in my classes are not allowed to use cell phones during class for text messaging etc. Laptop computers are also not allowed (with appropriate exceptions) since they are a distraction for others. It is important for people to be engaged in class content and discussion (just as in the job world during meetings, presentations, etc.).

9. A person discovered to be “texting” or looking at their cell phone during class will receive one “warning.” The second time the same student is discovered texting/using their cell phone during class that person will receive a ½ grade deduction from their final grade for the course. The third offense results in a full letter grade deduction, the fourth 1 and ½ grade deduction, etc.

10. Please feel free to come and talk with me anytime concerning assignments, exams, a grade you received, problems you are having with course, or just to talk