COMMUNICATION IN SMALL GROUPS AND TEAMS
COMM 35600

“Your success. I take it personally.”

Professor Lisa Waite * (330) 244-3410 * Office: MH 410-hours posted lawaite@kent.edu *http://www.wix.com/lawaite/stark

Required Text:

★ Course Description: In this course you will study the theory and nature of communication in groups and teams.

★ Purpose of the Course: This course is intended to improve understanding of the principles of communication in teams and effective leadership.

★ Course Objective: This course is designed to help the student develop an understanding and knowledge of the dynamics of group communication theory and group leadership. You should be able to analyze communication problems using relevant concepts and theories, begin to describe your own communication behavior in teams, and reflect on its consequences for you and the teams in which you might participate.

COURSE REQUIREMENTS
Group Presentations: The class will form its own work teams. Each team is responsible for presenting two class workshops on an approved topic. Although there is a fair degree of latitude allowed in selecting presentation topics, the central objective is to explain how your topic/subject affects the communication behaviors of teams. Sample topics include team development, leadership, group think, conflict, diversity, interpersonal issues, human resource issues (harassment, glass ceiling, bullying), performance, ethics, logical / creative thinking, non-verbal communication, listening.
Guidelines are given near the beginning of the semester. Each group must provide a detailed typed outline of their presentation to Professor Waite. The first presentation is approximately 30 minutes, and includes a high level of audience participation. The second is approximately 50 minutes, and includes a high level of audience participation.

Note: Presentation grades are GROUP GRADES, not individual grades. I reserve the right to award additional points for exceptional individual performance or deduct points for any individual who fails to fully engage in the team process.

Process Papers: Each group member will write an individual paper analyzing the individual and group dynamics of her/his team. Process papers will examine a different aspect of your interaction with your group. Guidelines for these papers will be distributed in class. All papers must be typed.

Exams: Two exams will be given to assess your understanding of the theoretical material covered in the readings and class. Failure to take either exam will result in a zero for that exam.

Written Work: All written work must be typed and double-spaced using APA style format. Any work that is two or more pages in length is to be stapled together. Plan, prepare, organize. Late assignments are subject to a penalty.

Participation: This is not a spectator sport! You are expected to read the assigned material before coming to class. Active participation in class discussion and activities is expected. Simply attending is NOT participation. I want to hear from you!

Academic Honesty: The University Digest of Rules and Regulations defines “cheat” as “intentionally misrepresenting the source, nature, or other conditions of academic work.” A student who cheats or plagiarizes will receive a zero for that assignment and/or a failing grade for the course. Probation, suspension and/or dismissal from the university are also possible. Plagiarism, the unacknowledged use of another's words or ideas, violates academic honesty. Not only is plagiarism illegal, but it is unethical, immoral, and a downright naughty thing to do!
Attendance Policy: READ THIS CAREFULLY. Simply put, be here! You are part of a team. Lack of attendance lets your team down and puts the team grade at risk. This is a participation-oriented course. As a class member, you can’t participate if you are not here. I expect regular attendance at every class. It is your responsibility to obtain missed notes from a classmate.

An attendance sheet circulates at the beginning of each class. It is your responsibility to sign in…lack of a signature equals an absence. Tardiness beyond 5 minutes is NOT attending a full class and will be counted as an absence. Attendance does not equal participation!! Get the most out of your learning experience by sharing your ideas. Be inquisitive. I value your opinion. Reflect on course content and how it can serve your future career.

Work missed due to unexcused absences (social event, sporting event, doing work for another class, late arrival or early departure) cannot be made up and a grade of zero for those assignments will be issued. An absence can be excused if it is one over which the student has no control (military orders, court summons, death in the family, illness, academic field trip, etc.) See the University Digest of Rules and Regulations. Written documentation, as excuse for absence should be submitted the first class period after the absence.

Late Work: If you miss a deadline or presentation as a result of an excused absence, it will be made-up the class period that your return ONLY as time allows. Due to the nature of this particular course, group presentations CANNOT be made-up. Group presentations are facilitated as assigned. Written assignments, presentations, and exams missed as a result of unexcused absences result in a zero for the assignment.

Technology policy: Your boss will not tolerate checking texts, emails or Facebook during a meeting, nor do I. Anyone using phones, tablets or laptops for social communication will be asked to put the technology away. A second offense invites you to leave the classroom.

Accessibility Statement: Kent State University recognizes its responsibility for creating an institution atmosphere in which students with disabilities can succeed. In accordance with University Policy Subpart E…104.44, if you have a documented disability, you may request accommodations to obtain equal access in this class. Please contact the disability coordinator on campus in Student Accessibility Services, located in the Student Success Center, lower level of the Campus Center, phone (330)-244-5047. After your eligibility for accommodations is determined, you will be given a letter which, when presented to instructors, will help us know best how to assist you.

If you take exams in the testing center, it is your responsibility to remind me of this one week in advance. Students with disabilities must verify their eligibility through the Office of Student Disability Services (330) 499-9600.
Classes Canceled – Campus Closings:
Announcements of class cancellations and/or campus closings will be made on the campus home page. In the case of an emergency, weather-related or otherwise, please check the web page at stark.kent.edu for information on the buildings and times of the closing. While information may be broadcast by radio and television, this should be confirmed by the web page, which is the official announcement of the campus and which will be the information used to determine issues related to student attendance, rescheduling of tests, and other concerns.

Presentation Aids:
Good presentation aids nearly always enhance a speech, but they should be legal and appropriate. No illegal or dangerous items (alcohol, drugs, drug paraphernalia, firearms, weapons) may be used as presentation aids. If you are uncertain about the appropriateness of a presentation aid, check with me. An LCD projector and a computer in the classroom are equipped to handle Microsoft Office Programs. Be certain before your presentation that this equipment can manage your files and formats.

Communication Studies Writing Policy
Because APA is the standard writing manual in communication professions and scholarship, please adhere to 6th edition APA style in your written assignments. Consider purchasing a copy of the APA manual or using a reputable source, such as https://owl.english.purdue.edu/owl/resource/560/01/ to format your papers. You can also seek free assistance from the Writing Center, located on the second floor of Main Hall.

All written assignments must be typed and double-spaced, using 12-point Times New Roman font and 1” margins on all sides. Staple all printed papers in the upper left corner. Include a title page, running head, and full reference page. See https://owl.english.purdue.edu/owl/resource/560/01/ for details on formatting your paper to APA standards. Evaluation of your work includes content and form; therefore, always proofread for style, grammar, punctuation, spelling, and format.
This page lists graded assignments. It also serves as your personal grade book. *Don’t tell me the grade you “need” in the course: This is a 40000 level course…work hard to earn it!*

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Presentation I</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Group Presentation II</td>
<td>200</td>
<td></td>
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<tr>
<td>Process Paper I</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Process Paper II</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Exam 1</td>
<td>110</td>
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<tr>
<td>Exam 2</td>
<td>180</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>890</strong></td>
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</tbody>
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**Grading Scale**

*There is no provision for extra credit in this course.* Grading will be through an accumulation of points. Grades may be calculated at any time by adding up the total number of points that you have earned, dividing by the total number of points available, and dividing by 100. This will yield your percentage. Example: 785 pts. / 890 / 100 = 88%. or B+) Grades will be assigned using the following scale.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Points</strong></td>
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<td></td>
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<tr>
<td>A</td>
<td>93-100</td>
<td>827 -890</td>
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<tr>
<td>A-</td>
<td>90-92</td>
<td>801-826</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>783-800</td>
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<tr>
<td>B</td>
<td>83-87</td>
<td>738-782</td>
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<tr>
<td>B-</td>
<td>80-82</td>
<td>712-737</td>
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<tr>
<td>C+</td>
<td>78-79</td>
<td>694-711</td>
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<tr>
<td>C</td>
<td>73-77</td>
<td>649-693</td>
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<tr>
<td>C-</td>
<td>70-72</td>
<td>623-648</td>
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<tr>
<td>D+</td>
<td>68-69</td>
<td>605-622</td>
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<tr>
<td>D</td>
<td>60-67</td>
<td>534-604</td>
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<tr>
<td>F</td>
<td>0-59</td>
<td>0 -533</td>
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</tbody>
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Miscellaneous:

You may wish to add the Stark security number 330-705-0430 in your cell phone: When on campus, you can use the 53123 campus extension number or, of course, 911.

If you need help logging into FlashLine, please contact the Kent helpdesk 672-help or helpdesk@kent.edu.

If you have difficulties logging into the Stark Campus network, contact helpdesk-stark@kent.edu or 244-3490.
If you are considering withdrawing from this course, please consult with a staff member in the Student Services Office, 134 Main Hall. Withdrawal from a course can affect financial aid, student status, or progress within your major. For withdrawal deadlines, please refer to http://www.registrar.kent.edu/home/TermUpdate/sche_adj.htm.
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