COMM 112

Fundamentals of Group Communication

Course Introduction

Credit Hours: 3

Prerequisite Courses: None

Course Description: This course examines the task and relational components associated with group member socialization, role acquisition, and leadership development. Emphasizes development of problem-solving, decision-making, listening, and conflict resolution skills necessary for effective group work.

Communication Studies

Department of Communication Studies Mission Statement

Rooted in the social science perspective, the Department of Communication Studies is committed to preparing students to be competent communicators. Our faculty is dedicated to developing students' critical and practical, problem-solving and decision-making, and presentation skills with the intent of empowering students to construct and deliver context-specific messages across their personal, social, and professional relationships. To do so, we work diligently to create a communication climate that facilitates respect between and among faculty and students; cultivates a diverse and inclusive culture that allows for the expression of differing thoughts, beliefs, and opinions; and develops student appreciation for lifelong learning.

Consider a Minor in COMM

A minor in COMM is 15 credit hours, which means that after your successful completion of this course, you only need four more COMM courses. To minor in COMM studies, you must complete:

• 6 credit hours from group A: COMM 102, COMM 104, COMM 105, COMM 112, COMM 122, COMM 201, COMM 203, and COMM 212
• 9 credit hours from group B: COMM 303, COMM 304, COMM 305, COMM 306, COMM 307, COMM 308, COMM 309, COMM 315, COMM 316, COMM 317, COMM 322, COMM 335, COMM 342, COMM 404, COMM 406, COMM 408, COMM 409, COMM 410, COMM 424, COMM 425, COMM 426, and COMM 435

Instructional Materials

Required Instructional Materials:

Fundamentals of Group Communication Workbook – ISBN- 9781598309188 -available at WVU Bookstore

Course Learning Outcomes

1. Communicate more effectively in a small group, which will be evidenced by being able to:
   a. define small group communication;
   b. list and define the primary and secondary characteristics of a small group;
   c. develop a code of ethics for small group membership;
   d. list and define the informal small group roles;
   e. differentiate between leader and leadership;
   f. differentiate among the models of small group development;
   g. define relational communication; and
   h. identify the components of effective small group communication.

2. Understand the alternative viewpoints and cultures of small group members, which will be evidenced by being able to:
   a. explain the ways in which individuals are attracted to small groups;
   b. identify the "ideal" small group member in terms of communication and personality traits;
   c. identify the "ideal" small group in terms of communication components;
   d. explain how diversity impacts the small group communication process;
   e. differentiate among decision-making techniques used in the small group;
   f. differentiate among conflict-handling styles; and
   g. explain the difference between a supportive and a defensive small group communication climate.

3. Understand the role small groups play in an increasingly interdependent world, which will be evidenced by being able to:
   a. explain the small group socialization process;
   b. identify the outcomes associated with successful small group socialization;
   c. differentiate between how formal and informal small group roles emerge; and
   d. explain how groupthink occurs in the small group.

Assessment

Description of and Grading Criteria for Major Assignments/Assessments:

1. **Three examinations.** Each examination will consist of 50 true/false, matching, and multiple-choice questions and the material will come from each learning module. Module 1 – Exam 1, Module 2 – Exam 2, Module 3 – Exam 3. Questions will be recall, comprehension, and application in nature. Each examination is worth 100 points. Exams *should* be taken during the week noted on the course schedule, but will be available until January 5 at 11:59 p.m. EST. You will be given ONE hour to complete each exam. While you are permitted to use your textbook to take the exam, do NOT expect to do well if you are not prepared. You must keep up with readings

and assignments if you want to do well in this course. Once you begin the exam, you must complete the exam – you can NOT save it or come back to it later. Do not share information about the exam with anyone.

2. **Discussions.** There will be six in-depth course discussions throughout the term. Discussion due dates are loaded on the course calendar. Each discussion is worth 10 points, for a total of 60 points, and must be completed by the due date. No late discussion posts will be accepted. A grading rubric is provided via eCampus for these posts.

3. **Quizzes.** There will be six quizzes in this course – two for each learning module. Each quiz contains five multiple choice questions, and you will have 20 minutes to complete them. Each quiz is worth 10 points, for a total of 60 points. Quizzes *should* be taken during the time you are working on the corresponding content, but will be available until January 5 at 11:59 p.m. EST.

4. **IRL Connections.** For each of our three learning modules, students are required to find outside-of-class content that can be used to demonstrate their mastery of module content- "in real life" connections; this material can be created by someone else (such as a magazine article, web page, or video) or original student-created material. Details of this assignment are posted on eCampus, and due dates are in the course calendar.

Distribution of Course Points:

Exam #1	____/100
Exam #2	____/100
Exam #3	____/100
Discussion #1	____/10
Discussion #2	____/10
Discussion #3	____/10
Discussion #4	____/10
Discussion #5	____/10
Discussion #6	____/10
Quiz #1	____/10
Quiz #2	____/10
Quiz #3	____/10
Quiz #4	____/10
Quiz #5	____/10
Quiz #6	____/10
IRL #1	____/10
IRL #2	____/10
IRL #3	____/10
TOTAL	____/450

Final Grading Scale:
A = 450-405
B = 404-360
C = 359-315
D = 314-270
F = 0-269

Course and Institutional Policies

Student Behavior & Etiquette

Respect should be always extended to your fellow students, the instructor, and to ideas and opinions different from your own. Disrespect will NOT be tolerated.

Crafting messages through email and discussion posts can be difficult. See "Netiquette" section on eCampus for suggestions and guidelines to follow to help you create more effective messages.

Online Course Information

Because this course is taught online, you MUST be willing and able to do the following:
- Have access to a stable internet connection.
- Be aware that working online is very time intensive. Keep in mind that you must spend time to deal with technology issues in addition to the course workload.
- Regularly check the course for announcements, participate in online discussions, and complete all other assignments.
- We will communicate via the stated email account (bnloy@mix.wvu.edu). Emails sent to my other accounts may not be answered. You should check the COMM 112 announcements on eCampus and your WVU MIX email account daily during the week. These two channels will be my primary way of communicating with the class.
- Be self-motivated and be able to navigate eCampus to complete each assignment. You should familiarize yourself with all of the software/hardware during the first week of classes. Likewise, it is critical that you read the book chapters thoroughly. A firm understanding of the material covered in the required text is necessary for your success on all assignments.

Vet-Friendly Statement

The Department of Communication Studies is a university certified Vet-Friendly Department. I recognize the complexities of being a student veteran. Should you have any veteran related concerns, please contact Jerry Wood, interim director of WVU Veterans Affairs at 304-293-8262 or at jerry.wood@mail.wvu.edu.

Office of Information Technology

Should any problems arise with e-campus or your computer, please contact the Office of Information Technology (OIT) as your instructor does not have access to your e-campus or mix accounts. OIT Contact Information:
- Phone – 304-293-4444 or 1-877-327-9260
- E-mail – OITHelp@mail.wvu.edu

Academic Integrity

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, instructors will enforce rigorous standards of academic integrity in all aspects and assignments of their courses. For the detailed policy of West Virginia University regarding the

definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the West Virginia University Academic Standards Policy. Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see your instructor before the assignment is due to discuss the matter

Appropriate Use of Technology

Use of technology in the classroom should always be directly related to class activities and/or course learning outcomes. Inappropriate technology use can be an impediment to learning and a distraction to all members of the class. As such, inappropriate use of technology in the classroom may be considered a disruption of the class and constitute a violation of the WVU Student Conduct Code and could potentially result in a referral to the Office of Student Rights and Responsibilities. Use of technology in the classroom when specifically prohibited by the instructor may also constitute a violation of WVU's Academic Integrity policy.

Inclusivity

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.
If you are a person with a disability and anticipate needing any type of accommodation in order to participate in your classes, please advise your instructors and make appropriate arrangements with the Office of Accessibility Services.

More information is available at the Division of Diversity, Equity, and Inclusion website as well. [adopted 2-11-2013]

Incomplete Policy

The WVU Catalog contains the full Incomplete Policy.

Mental Health

Mental health concerns or stressful events can adversely affect your academic performance and social relationships. WVU offers services to assist you with addressing these and other concerns that you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus at the Carruth Center for Counseling and Psychological Services (CCCPS) website: https://carruth.wvu.edu/.

- If you are in need of crisis services, call the CCCPS main number 24/7: (304) 293-4431.

Crisis services are also available through text: Text WVU to 741741 for support 24/7 from a trained Crisis Counselor. A longer version of this optional statement is available for reference.

Sale of Course Material

All course materials, including lectures, class notes, quizzes, exams, handouts, presentations, and other course materials provided to students for their courses are protected intellectual property. As such, the unauthorized purchase or sale of these materials may result in disciplinary sanctions under the Student Conduct Code. [adopted 5-11-2015]

Sexual Misconduct

West Virginia University does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or relationship violence [BOG Rule 1.6]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff; keep in mind that they have an obligation to report the incident to the Title IX Coordinator.

If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the Carruth Center, 304-293-9355 or 304-293-4431 (24-hour hotline), and locally within the community at the Rape and Domestic Violence Information Center (RDVIC), 304- 292-5100 or 304-292-4431 (24-hour hotline).

For students at WVU-Beckley, contact the Women's Resource Center at 304-255-1585 (toll free at 1-888-825-7836) or REACH at 304-340-3676. For students at WVU-Keyser, contact the WVU-Keyser Psychological Counseling Services Office at 304-788-6976, and locally in Keyser, the Family Crisis Center, 304-788-6061 or 1-800-698-1240 (24-hour hotline).

For more information, please consult WVU's Title IX Office (https://titleix.wvu.edu/resources-offices).

Student Evaluation of Instruction

Effective teaching is a primary mission of West Virginia University. Student evaluation of instruction provides the university and the instructor with feedback about your experiences in the course for review and course improvement. Your participation in the evaluation of course instruction is both strongly encouraged and highly valued. Results are strictly confidential, anonymous, and not available to the instructor until after final grades are released by Admissions and Records. Information about how you can complete this evaluation will be provided by your instructor. [adopted 4-14-2008]

Course Schedule

Week #	Begins on:	Due Date:	Topic	Assignment
1	12/19		Introduction and Welcome to COMM 112	• Discussion #1 • Discussion #2 • Quiz #1 • Quiz #2 • IRL #1 • Exam #1
			Unit 1: Components of Communication	
			Unit 2: Components of fSmall Group Communication	
			Unit 3: The Small Group Socialization Process	
			Unit 4: Small Group Member Communication Traits	
			Unit 6: Models of Small Group Development	
			Exam #1 – covers units 1, 2, 3, 4, and 6	
2			Unit 5: Diversity among Small Group Members	• Discussion #3 • Quiz #3 • Discussion #4 • Quiz #4 • IRL #2 • Exam #2
			Unit 7: Characteristics of Small Group Tasks	
			Unit 8: Small-Group Decision Making Procedures	
			Unit 9: Development of Small Group Roles	
			Exam #2 - covers units 5, 7, 8 and 9	
3		1/5	Unit 10: Approaches to Small Group Leadership	• Discussion #5 • Quiz #5 • Discussion #6 • Quiz #6 • IRL #3 • Exam #3
			Unit 11: Relational Communication Among Small Group Members	
			Unit 12: Power and Conflict in the Small Group	
			Unit 13: Cohesion and Climate in the Small Group	
			Exam #3 - covers units 10, 11, 12, and 13	