

CMST C140: SMALL GROUP COMMUNICATION

Item	Value
Curriculum Committee Approval Date	02/23/2024
Top Code	150600 - Speech Communication
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S)
Local General Education (GE)	• CL Option 1 Basic Subjects (CA1)
California State University General Education Breadth (CSU GE-Breadth)	• CSU A1 Oral Communications (A1)

Course Description

Introduction to study, practice, and application of communication principles and theory in small group contexts. Analysis of small group concepts and processes with focus on group norms, leadership, cooperative problem solving, decision making, and conflict management. ADVISORY: ENGL C1000. Transfer Credit: CSU; UC. C-ID: COMM 140. **C-ID: COMM 140.**

Course Level Student Learning Outcome(s)

1. Effectively employ problem-solving and group decision-making strategies in small group contexts.
2. Demonstrate ability to prepare for, conduct, and participate in small group meetings.
3. Create and deliver a presentation within a group context and as part of a group in public contexts.

Course Objectives

- 1. Define the communication process and describe the unique features in the small group context including; dyads, small and large groups, and public settings.
- 2. Describe the impact oral communication as it occurs in small groups, and as a member of a small group presenting publicly.
- 3. Identify and breakdown the key stages of small group formation.
- 4. Choose and demonstrate appropriate communication behaviors for task and maintenance.
- 5. Identify cultural factors and their impact on the small group communication process.
- 6. Identify and demonstrate appropriate communication skills for effective leadership in small groups
- 7. Demonstrate effective verbal and nonverbal communication skills within small group interactions.
- 8. Demonstrate effective listening skills within the small group context including; dyads, small and large groups, and public settings.

- 9. Identify, evaluate, and demonstrate effective conflict-management strategies.
- 10. Identify and practice effective problem-solving skills.
- 11. Demonstrate ability to conduct research, choose appropriate supporting information, and organize effective presentations.
- 12. Effectively prepare and deliver individual oral informative and persuasive presentations within the small group context including; dyads, small and large groups, and public settings.

Lecture Content

Introduction to Small Group Communication What is a group. Number of members Interaction Common goals Interdependence Working together Group communication process Types of groups Advantages Disadvantages Theories of Groups Systems Theory Groupthink Group Dynamics Relational Dialectics Theory Developing Groups Stages of Development Forming Storming Norming Performing Adjourning Goal Setting Goal Theory Developing goals Group Norms Conforming Nonconforming Membership in Groups Members Needs Maslows Hierarchy Interpersonal needs Roles Member roles Group roles Maintenance roles Self-centered/Conflict roles Member Traits Confidence Balance Assertiveness Apprehension Passivity Aggression Diversity in Groups Heterogeneous groups Group Barriers Ethnocentrism Stereotyping Prejudice Discrimination Personality Traits Cultural Dimensions Individualist/Collectivist Power distance High-context/ Low-context Monochronic/Polychronic Gender Masculine/Feminine Generational Religious Balancing Diversity Group Leadership What is Leadership. Power in leadership Types of leaders Designated Emergent Theories of Leadership Trait Leadership Theory Styles Leadership Theory Situational Leadership Theory Transformational Leadership 5M Model for Leadership Diversity in Leadership Improving leadership skills Group Motivation Motivation Needs Types Meaningfulness Progress Assessment/Feedback Rewards Extrinsic Intrinsic Objective Effective Punishment Verbal and Nonverbal Communication within Groups Verbal Meaning Denotative/Connotative Levels of meaning Team talk "I" language Language difficulties Nonverbal Physical appearance Facial expression/Eye contact Tonality Proxemics Culture Communication Climate Listening and Attentiveness What is listening. Nature Dialectics Types of listening Discriminative Comprehensive Empathic Analytical Appreciative Improving listening/attentiveness Strategies Golden Rule Increased speed Conflict and Cohesion Types of conflict Substantive Affective Procedural Styles of conflict Avoidance Accommodation Competition Compromise Collaboration Conflict strategies 4Rs Method AEIOU Model Negotiation Intervention Problem-Solving Decision-making > Methods Questions Styles Theories Functional perspective Brainstorming Nominal Group Technique Decreasing Options Technique Creative Problem Solving Group Meetings and Presentations Meetings Preparing agenda Chairing meeting Handling disruptive behavior Preparing minutes Evaluating meeting Oral Presentations Informative speaking Persuasive speaking Before Audience analysis Content Organization Visual aids During Verbal communication Nonverbal communication Teamwork After Audience QA Evaluation Virtual Groups What is a virtual group. Computer-Mediated Comm.(CMC) CMC vs. FTF (face-to-face) Characteristics Synchronous/Asynchronous Groupware Video Audio Text Electronic meeting systems Netspeak/Netlingo Theories Media Richness Theory Media Synchronicity Theory Virtual group diversity Age Gender Socioeconomic factors

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

Instructional Techniques

Learning is facilitated through lecture and application of concepts including analysis of critical thinking as related to writing, presenting, and interaction within small groups. Facilitation of group discussion. In-class written, research, and speaking assignments to prepare students for out-of-class graded assignments. Demonstration of small group interactions and presentation of case study materials. Graded assignments of research on small groups concepts, written analytical essays, and group presentations. Instructor conferences with students/groups to discuss papers and presentations.

Reading Assignments

Reading of relevant information sources, including periodicals, newspaper, professional and academic journals, and textbooks to serve as foundation for research and small group analysis assignments.

Writing Assignments

Written reflection of substantial length recording summary and analysis of small group interactions. Written outlines to be presented in-class of extemporaneous speeches that include information and discussion of small groups concepts and related theories. Research paper of substantial length focused on small group concepts to demonstrate the unique communication processes that exist between three or more people working in a small group context. Midterm and final examinations. Exams can be essay or exams with essay section.

Out-of-class Assignments

Analyze small group case studies. Participate in problem-solving and conflict management exercises and evaluate the effectiveness of leadership techniques. Prepare for facilitation of classroom discussion regarding small group concepts. Prepare written agendas and meet with small group to conduct research, planning and presentation preparation.

Demonstration of Critical Thinking

Demonstrate through participation in dialog between student and instructor and classroom discussions the ability to apply skills, conceptual and theoretical instruction, to express understanding of small group concepts, communication practices, and their impacts on interpersonal relationships and communication. Demonstrate through classroom discussions, written assignments, analyses of small group interactions, and examinations, the skills to evaluate and adapt communication to increase interpersonal competence and effectiveness. Analysis, synthesis, and demonstration in writing and oral presentation of how small group concepts influence small group and interpersonal interactions.

Required Writing, Problem Solving, Skills Demonstration

Written essay of substantial length will be evaluated on the ability to demonstrate and explain understanding of small group communication contexts and processes. Written reflection will be evaluated on the ability to explain small group processes, including analysis of their own small group experiences. Written formal outlines that accompany oral presentations of small group concepts and related theories will be evaluated on outline structure and demonstrated ability to research, organize, support, and discuss theories and processes of communication within small groups. Written essay exams will be evaluated on the

demonstrated ability to understand, recall, and synthesize text and lecture information.

Eligible Disciplines

Communication studies (speech communication): Masters degree in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication OR bachelors degree in any of the above AND masters degree in drama/ theater arts, mass communication, or English OR the equivalent. Masters degree required.

Textbooks Resources

1. Required Beebe, S.; Masterson, J. Communicating in Small Groups, 10th ed. Pearson, 2012 Rationale: - Legacy Textbook Transfer Data: Legacy text 2. Required Rothwell, J. In Mixed Company Communicating in Small Groups and Teams, 8th ed. Cengage, 2013 Rationale: - Legacy Textbook Transfer Data: Legacy text 3. Required Engleberg, I.N.; Wynn, D.R. Working in Groups, ed. Allyn Bacon, 2013 Rationale: - Legacy Textbook Transfer Data: Legacy text

Other Resources

1. Coastline Library