CMN 5740
Graduate Seminar in Small Group & Team Communication

Instructor: Dr. Molly Niesen
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Office Hours: Online, or by appointment

Course Description
Although we work in small groups and teams in almost every career setting, most people know very little about what makes effective group communication. CMN 5740, Small Group and Team Communication, seeks to correct this by teaching students about key communication strategies in effective small groups. Students will apply theoretical concepts to the analysis of group interactions, and becoming aware of individual strengths and weaknesses when functioning in small group contexts, and develop skills for more competent group and team communication.

Readings
Rothwell, In Mixed Company 10th edition
Additional readings, videos, and links will be posted to D2L

Assignments
• Weekly Response Quickwrites
  10 points each
• Group Project
  200 points
• E-portfolio / Final Exam
  Fulfills graduate degree requirement

Assignment Descriptions
1) Weekly Reponse Papers
Over the course of our class, you will write short weekly response papers. These response papers are intended to gauge your understanding of the material. Prompts will be provided on D2L and due dates will be listed on the syllabus. Length of assignment will vary, but most will be between 1.5-3 pages, double-spaced. You will find these assignments to be a useful reference for the comprehensive exam.
2) Group Project:
As a small group class, it is logical that you would work together with your classmates to complete a project. I will post a detailed assignment description on D2L, but basically, this assignment requires you to coordinate with three or four classmates to produce a Power Point presentation with text, images, and audio voice overs. I will provide additional direction in the assignment description on D2L.

3) E-Portfolio Requirement / Final Exam:
Students in the online MA in Communication Studies and Graduate Certificate in Communication Processes programs are expected to achieve comprehensive knowledge in the area in which the degree is being offered. Comprehensive Knowledge will be assessed through a final e-portfolio assignment demonstrating mastery of the knowledge and skills that a student is expected to learn in the program. Details TBA. See the New Graduate Student Orientation D2L site for more details regarding e-portfolio requirements.

**Course policies**

- Preparation and expectations:
  Online courses can be challenging since you (on your own) are largely responsible for completing assignments in a timely manner. You need to read all material and complete assignments on time. A failure of your technology will never be an excuse for incomplete assignments. Make sure you have all of your technological bases covered. Have a backup plan for a computer crashing. If all else fails, go to a library!

- No late work:
  I have set up restrictions for when you can/cannot turn in assignments. If any assignment, quiz, exam, or otherwise is not turned in on time, you cannot complete the assignment and not receive credit. Set reminders in your calendar for due dates.

- Statement Regarding Disabilities:
  If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services at 581-6583.

- The Student Success Center:
  Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

- Academic integrity
Students are expected to maintain principles of academic integrity and conduct as defined in EIU’s Code of Conduct (http://www.eiu.edu/judicial/studentconductcode.php). Violations will be reported to the Office of Student Standards.

**Course schedule**

We have 12 total modules. The final week of class is intended to give you time to finish your final papers and group projects. I will be available on facetime, phone, and email to answer any questions.

**Module 1: Class introductions and Syllabus, August 19**
- Reading: Syllabus
- Assignment: introduce yourself to the class

**Module 2: Communication Competence in Groups, August 26**
- Reading: Rothwell, Chapter 1 (see D2L for additional texts)
- Response paper due Friday by midnight

**Module 3: Groups as Systems, September 2**
- Reading: Rothwell, Chapter 2 (See D2L for additional texts)
- Response paper due Friday by midnight

**Module 4: Models of Small Group Development, September 9**
- Reading: Rothwell, Chapter 3 (See D2L for additional texts)
- Response paper due Friday by Midnight

**Module 5: +/- Developing the Group Climate, September 16**
- Reading: Rothwell, Chapter 4 (See D2L for additional texts)
- Response paper due Friday by midnight

**Module 6: Roles within the Group, September 23**
- Reading: Rothwell, Chapter 5 (See D2L for additional texts)
- Response paper due Friday by midnight

**Module 7: Group Leadership, September 30**
- Reading: Rothwell, Chapter 6 (See D2L for additional texts)
- Response paper due Friday by midnight

**Module 8: Developing Effective Teams, October 7**
- Reading: Rothwell, Chapter 7 (See D2L for additional texts)
- Response paper due Friday by midnight

**Module 9: Defective & Effective Decision Making and Problem Solving, October 14**
- Reading: Rothwell, Chapters 8&9 (See D2L for additional texts)
• Response paper due Friday by midnight

**Module 10: Power in Groups, October 21**
• Reading: Rothwell, Chapter 10 (See D2L for additional texts)
• Response paper due Friday by midnight

**Module 11: Conflict Mediation, October 28**
• Reading: Rothwell, Chapter 11 (See D2L for additional texts)
• Response paper due Friday by midnight

**Module 12: The Virtual Group, November 4**
• Reading: Rothwell, Chapter 12
• Response paper due Friday by midnight

**Weeks of November 11 & 18 are reserved for group projects**

**November 25 THANKSGIVING BREAK**

**Final projects due December 8 by 5PM**

**Portfolio due date TBA**