

# SYLLABUS

**CODE:** SPCH 126

**TITLE:** Small Group Discussion

**DIVISION:** Arts & Communication

**DEPARTMENT:** Speech Communication

**COURSE DESCRIPTION:** At the end of this course the student will recognize the techniques necessary to plan, lead, and serve as a member in a small group discussion appropriate to any given goal and situation. Students will be able to apply these discussion and conference techniques, as well as engage in critical evaluation of small group discussion.

**PREREQUISITES:** None

**COREQUISITES:** None

**CREDITS:** 3

**LECTURE CREDITS:**

**LAB CREDITS:**

**LAB HOURS:** 0

**REQUIRED MATERIALS:**

**TEXTBOOK**

Galanes, Gloria and Katherine Adams. Communicating in Groups: Applications and Skills. 6<sup>th</sup> edition, Dubuque, IA: Wm.C. Brown. 2006.

**ADDITIONAL TIME REQUIREMENTS:**

This course may require students to work individually or meet in small groups outside of class, face to face or online.

**INTENDED COURSE LEARNING OUTCOMES/COURSE GOALS (CORE COMPETENCIES):**

As a course goal, students who complete SPCH 126 will effectively plan, participate in, lead and evaluate small group discussions; unit assignments will require students to demonstrate the ability to:

- communicate information and ideas clearly and effectively in spoken form (Communication)
- analyze the communication process from the audience's perspective (Communication)
- use effective listening skills – (Communication)
- identify a problem and analyze it (Critical Thinking)
- create or develop a hypothesis (Critical Thinking)
- recognize and construct logical forms of argumentation (Critical Thinking)
- recognize and identify examples of faulty reasoning (Critical Thinking)
- recognize the need for information – (Information Literacy)
- conduct and complete effective research (Information Literacy)
- assess, use, document and present information objectively and effectively (Information Literacy)
- use appropriate technologies and services to access and process information (Information Literacy)
- utilize Angel , PowerPoint and Email (Technological Literacy)

**UNIT TOPICS AND/OR UNIT OUTCOME (OBJECTIVES):**

UNIT ONE:

**Objectives:**

1. The student will recognize the different types of discussion group formats, both public and private, and their appropriateness to various group situations.

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2. The student will recognize the role of small groups and small group discussion in society.
3. The student will recognize the relationship between General Systems Theory and small group discussion.
4. The student will identify the broad purposes served by the discussion group.
5. The student will demonstrate the techniques preparatory to participation in a discussion: selecting a problem, phrasing the problem, studying the problem and preparing an agenda.
6. The student will recognize and utilize methods used to evaluate group discussion.

## UNIT TWO

### Objectives:

1. The student will recognize the five major characteristics of communication and the implications for small group discussion.
2. The student will recognize and apply the principles of effective listening.
3. The student will recognize the role of creative thinking and methods of promoting creative thinking in small group problem solving.
4. The student will recognize and apply the principles of critical thinking in small group problem solving.
5. The student will demonstrate the ability to function as a responsible member of a small group discussion.

## UNIT THREE

### Objectives:

1. The student will recognize the special techniques for generating information and ideas in a group: **Brainstorming** (p.102-103), **Focus Groups** (p.139-140), **Buzz Groups** (lecture), **Synectics** (p.103-105).
2. The student will recognize the special techniques for identifying problems in a group: **Problem Census** (p.133-135), **Risk Technique** (p.148).
3. The student will recognize a special technique for solving problems and making decisions in the small group: **Nominal Group Technique** (p.246-248).
4. The student will recognize a special technique for implementing group solutions: **PERT** (p.150-151).
5. The student will recognize two special techniques for improving organizational effectiveness: **Quality Circles** and **Self-Managed Work Teams** (p.19-20).
6. The student will recognize techniques to promote interaction when members cannot meet face to face: **Teleconferencing** (p.93-95) and **Group Support Systems** (p. 143-145).
7. The student will recognize the special techniques to enhance interaction and involvement: **Role Play**, **Simulation Exercises**, **Training Games**, **Value Clarification Exercises**, **Encounter Groups** (lecture).

## UNIT FOUR

### Objectives

1. The student will recognize the responsibilities of the group leader in various small group settings.
2. The student will recognize and evaluate the various styles of group leadership.
3. The student will recognize the forces which propel one into positions of leadership.
4. The student will recognize specific leadership techniques.
5. The student will function as a group leader.

## UNIT FIVE

### Objectives:

1. The student will recognize the order of business in meetings run by parliamentary procedure.
2. The student will demonstrate the ability to follow the rules of parliamentary procedure in running a large formal group meeting.

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**GRADING STANDARD:** Assignments in each unit will be graded “A” – “F” (100-0 points) based on assignment criteria. The 5 unit grades will be averaged to arrive at the final course grade. All units must be completed to gain credit for the course.

## **FINAL GRADE:**

90 – 100	A
88 – 89	A-
86 – 87	B+
80 – 85	B
78 – 79	B-
76 – 77	C+
70 – 75	C
60 – 69	D
Below 60	F

## **DEPARTMENT POLICIES:**

**Testing Policy:** Your instructor will hand out a course schedule for the term listing all class activities including testing times. You may be required to take make up tests at Brookdale’s Testing Center.

**Plagiarism:** Plagiarism is intellectual theft and a violation of the Brookdale Community College Student Conduct Code. It is the verbatim or near verbatim use of ideas, concepts, and oral or written passages for personal gain without giving their true author credit. Any quoted written or oral passages incorporated into your work must be appropriately attributed. Plagiarism will result in receiving no credit for an assignment. Repeated plagiarism may result in failing the course or other severe disciplinary action by Brookdale College. (Refer to Chapter 2 in our textbook, *Ethics and Public Speaking*, for further explanation.)

**Attendance Policy:** Missing more than 9 class hours will result in a failing grade unless appropriate make up arrangements have been made with the consent of your instructor.

## **COLLEGE POLICIES:**

For information regarding:

- ◆ Brookdale’s Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the **STUDENT HANDBOOK AND BCC CATALOG.**

## **NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify, must contact the Disabilities Services Office at 732-224-2730 or 732-842-4211 (TTY), provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

## **ADDITIONAL SUPPORT/LABS:**

**Speech Lab:** This course may require students to work individually or in small groups outside of class in the Speech Lab. This course may require you to schedule lab appointments outside of class hours, particularly if you need extra help or have missed a class session. **The Speech Lab/Learning Assistants phone numbers are: Geoff Shields (732) 224-2171, or Joan Scocco (732) 224 -1883. Learning Assistants office is in LAH 307. The lab, in LAH 306, is open 37 ½ hours per week, Monday to Friday.**