Stephen F. Austin State University
COM 215.001
SPCH 2333
Teamwork & Group Communication
FALL 2019
Languages, Cultures and Communication
Communication Studies
www.sfasu.edu/commstudies

Professor: R. Tyler Spradley, Ph.D.
2013-2015 Jim Towns Endowed Professor of Mentoring
Associate Professor of Communication
Leadership Minor and Certificate Coordinator
Risk and Crisis Communication Certificate Coordinator
Office: LAN 417
Phone: 468-1381
E-mail: rspradley@sfasu.edu
Class Times: 9:30 TR, 11 TR, Online
Office Hours: TR 12:15-2:30 pm
Also by appointment

Course Materials:

Course Description: Theories, principles and skills involved in group communication. Experiential focus upon problem analysis, problem solving, and decision-making in teams and groups.

SPCH 2333 “Teamwork and Group Communication” (3 credits) meets once, twice, or three times a week for a total of 150 minutes per week for a total of 15 weeks, and also meets for a 2-hour final examination. Online delivery contains extensive written content as well as audio-visual presentations and exercises that includes the same information students in a face-to-face lecture course receive, requiring students to engage the online modules for at least three hours per week. Activities include group discussions over assigned readings, problem analysis, decision making and conflict management exercises, high performance team development, presentations, and written exams. These various activities average a minimum of 6 hours of work each week to be prepared to engage in face-to-face class meetings or online activities.

Course Objectives/Student Learning Outcomes:
Understand what constitutes and characterizes a small group.
Understand different types of small groups and the dynamics and functions of each.
Understand and demonstrate small group communication competencies related to discussion, problem solving, decision making, and presenting.
Recognize and address challenges to small group communication.
Understand the role of diversity in small group communication.
Understand and demonstrate roles within small groups.

University Core Curriculum Program Learning Outcomes (See Last Section of Syllabus):
Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis,
evaluation and synthesis of information

**Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication

**Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

**Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

**Communication Studies Program Learning Outcomes:**

**Objective 1—Theory Knowledge**: Students majoring in Communication Studies should display comprehension of major communication theories.

**Objective 2—Theory Application**: Students majoring in Communication Studies will apply the major theories in the field to communicate effectively in a variety of settings.

**Objective 3—Research Methods**: Students majoring in Communication Studies will be able to use and demonstrate understanding of appropriate methodology in critical, humanistic, or social scientific paradigms in examining research questions in communication.

**Objective 4—Diversity and Freedom of Expression**: Students majoring in Communication Studies will be able to recognize the central role of diversity and freedom of expression in a global community.

**Objective 5—Constitutive Nature of Communication**: Students majoring in Communication Studies will be able to demonstrate knowledge of the constitutive nature of communication, which includes forces that enable and constrain communication such as technology, ethics, and organizational life.

**Objective 6—Higher Order Thinking**: Students majoring in Communication Studies will be able to demonstrate oral and written competence in logical and critical thinking.

**Governing Policies**: The following policies will apply toward classroom decorum.

1. **ACCEPTABLE STUDENT BEHAVIOR**: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

2. **COURSE ADAPTATIONS**: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

3. **ACADEMIC INTEGRITY**: Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction
on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. *Cheating* includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. *Plagiarism* is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

4. D2L AND ONLINE COURSEWORK: **ALL** students are expected to use [D2L](http://d2l.sfasu.edu) in this course to perform and keep up with graded activities and scheduled readings. Students should sign in at [http://d2l.sfasu.edu](http://d2l.sfasu.edu) using the same username and password as MySFA.

5. GRADE WITHHELD POLICY (Semester Grades A-54): **II. Withheld Grades:** Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. [http://www.sfasu.edu/policies/semester_grds.asp](http://www.sfasu.edu/policies/semester_grds.asp)

6. ATTENDANCE AND MAKE-UP WORK: Students are expected to attend every class meeting. Generally, the following policy will apply to absences and make-up work:

   1. For evaluated activities such as celebrations and writing, absences will NOT be allowed. You will be allowed to make up the activity only when conditions are clearly beyond your control and are convincingly documented. If you do not have valid documentation for the absence, you will receive a ZERO for the assignment. Even if you are allowed to make up the activity you will still be counted absent for the class day.
   2. There is no provision for excused absences for class meetings that do not involve graded activities. Your professor will not hear excuses for these days, nor will he accept documentation. You will simply be miss and risk knowledge and points loss.
   3. Attendance can add to your final course grade, including, but not limited to Daily and Service Learning Involvement points. Student who miss class are likely to not pass.

**Evaluation:** In addition to attendance, students will be evaluated using exams and written work. Each evaluated activity must be completed and turned in by the scheduled class meeting time. Your professor throughout the semester will provide additional instructions. You may earn up to **1000 points** total. The following indicates which letter grades correspond to earned points:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>1000 – 900 points</td>
<td>A</td>
</tr>
<tr>
<td>899 – 800 points</td>
<td>B</td>
</tr>
<tr>
<td>799 – 700 points</td>
<td>C</td>
</tr>
<tr>
<td>699 – 600 points</td>
<td>D</td>
</tr>
<tr>
<td>599 and less</td>
<td>F</td>
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</table>
Tests: There will be two exams throughout the semester. Exams will be completed via D2L on the assigned dates. Each exam will have multiple-choice and essay questions and student will have 60 minutes to complete the exam. Questions must be responded to before moving to the next question and cannot be returned to after moving forward. Tests will be worth a total of 400 points.

<table>
<thead>
<tr>
<th>Test</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>100</td>
</tr>
<tr>
<td>Test 2</td>
<td>100</td>
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Graded Activities: Graded Activities will include quizzes, single page application essays, group projects, and in-class exercises. Instructions will be provided during the semester for each activity – see D2L. Activities will be worth a total of 800 points.

Students should always contact me using @jacks.sfasu.edu email or personal email at rspradley@sfasu.edu. Using D2L will result in delayed replies.

Tentative Course Calendar: The course calendar should be used by students to see when daily readings, activities, and exams are scheduled. The calendar is subject to change based on student learning progress and unforeseen occurrences. In the event the calendar changes, announcements will be emailed to the student’s SFA email and posted on D2L announcements.

Fall 2019 Important Dates:
- 8/29 Last to Change Schedule Other Than to Drop Courses; Last Day to Register
- 9/10 12th Class Day
- 10/16 Mid-Semester
- 10/23 Last Day to Drop Classes; Last Day to Withdraw from the University without WP or WF
- 11/15 Last Day to Apply for Degrees to be Completed in May 2020
- 12/2 Last Day to Withdraw from the University
- 12/9-12/13 Final Examinations
## Teamwork & Group Communication
### Course Timeline

**Stephen F. Austin State University**
Languages, Cultures and Communication
Communication Studies
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<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Read Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/27</td>
<td>Course Introduction</td>
<td></td>
</tr>
</tbody>
</table>
|      | 8/29  | What is Communication?  
What is a group? What is a team?  
Read: CH 1 & 6  
Group Activity | |
| 2    | 9/3   | Teamwork & Communication  
Read CH 1  
Assign Teams | |
|      | 9/5   | Effective Communication Principles  
Read CH 1 & 6  
Group Activity | |
| 3    | 9/10  | Maxwell’s 17 Indisputable Laws of Teamwork  
Team Discussion Worksheet: Law # | |
|      | 9/12  | Maxwell’s 17 Indisputable Laws of Teamwork  
Team Discussion Worksheet: Law # | |
| 4    | 9/17  | The Five Dysfunctions of a Team  
Individual Worksheet – Part 1 | |
|      | 9/19  | The Five Dysfunctions of a Team  
Individual Worksheet – Part 2 | |
| 5    | 9/24  | High Performance Teams | |
|      | 9/26  | Designing the Team  
Read CH 2  
Designing Your Team Worksheet | |
| 6    | 10/1  | Designing the Team  
Read CH 2  
Complete Worksheet | |
|      | 10/3  | Building and Developing the Team  
Read CH 3  
Team Building Activity | |
| 7    | 10/8  | Building and Developing the Team  
Read CH 3  
Team Building Activity | |
|      | 10/10 | Socializing, Building Trust, Training, Motivating, and Leading Teams  
Read CH 4  
Trust Building Activity | |
| 8    | 10/15 | Socializing, Building Trust, Training, Motivating, and Leading Teams  
Read CH 4 | |
|      | 10/17 | Socializing, Building Trust, Training, Motivating, and Leading Teams  
Read CH 4  
Team Project Summary | |
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 9    | 10/22  | The Ideal Team Player – Part 1  
Individual Worksheet – Part 1 |
|      | 10/24  | The Ideal Team Player – Part 2  
Individual Worksheet – Part 2 |
| 10   | 10/29  | Managing Team Diversity  
Read CH 5                        |
|      | 10/30  | Facilitating Team Processes  
Read CH 7  
Decision Making Activity        |
| 11   | 11/5   | Facilitating Team Processes  
Read CH 7  
Problem Solving Activity        |
|      | 11/7   | Exam 1: Logon to D2L between 8am and 11pm to complete exam online.        |
| 12   | 11/12  | Managing Change in Teams  
Read CH 8  
Leadership Activity             |
|      | 11/14  | Dealing with Team Problems  
Read CH 9  
Conflict Management Styles Survey and Discussion |
| 13   | 11/19  | Evaluating Team Effectiveness  
Read CH 10  
Team Measures                     |
|      | 11/21  | Virtual, Global, Connected, and Self Managing Teams  
Read CH 11 |
| 14   | 11/26  | Thanksgiving Holiday                                                     |
|      | 11/28  | Thanksgiving Holiday                                                     |
| 15   | 12/3   | Team-Based Organizations  
Read CH 12  
Team Project Presentations       |
|      | 12/5   | Summary and Integration  
Read CH 13                        |
| 16   | 11/3    | Exam 2: Online Using D2L  
Opens at 8am on 12/9 and closes at 12:30pm (NOON) on 12/10 |

Last Day to Register: 8/31  
Twelfth Class Day: 9/12  
Mid-semester: 10/18  
Last Day to Drop or Withdraw without WP or WF: 10/25  
Last Day to Withdraw from the University: 11/27  
Finals Week: 12/11-15