

**SOUTHEAST COMMUNICATION COLLEGE  
DIVISION OF ARTS AND SCIENCES**

**Humanities**

**Revision Date: 07-01-23**

[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

Course Number: COMM2100  
Course Title: Communicating in Groups and Teams  
Prerequisite(s): Eligible for ENGL1010  
Catalog Description: Theory and practice of communication in small groups. Small group processes, procedures, behaviors, problem-solving, and leadership will be explored and practiced. Focus on developing effective participant behaviors, teams, leadership, and various problem-solving strategies and techniques within small groups.  
Credit Hours: 3.0  
Class Hours: 45  
Lab Hours: 0  
Total Contact Hours: 45

**II. COURSE OBJECTIVES:**

- A. Objectives: Course content focuses on the application of theory and research to small group communication. Specifically, this course is designed to:
1. Help students understand group development and communication processes in groups and teams.
  2. Enable students to apply group communication theories across group contexts and cultures.
  3. Develop confidence and skills in communicating effectively in groups and teams.
  4. Give students opportunities for using decision-making and problem-solving skills effectively in small group settings.
  5. Provide strategies for students to identify and practice effective conflict negotiation strategies.
  6. Describe effective leadership types and styles that students can learn to develop.
  7. Develop skills to meet the objectives of the General Education Learning Outcomes.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Student will be able to:*
1. Apply strategies of developing group cohesiveness.
  2. Prepare meeting agendas.
  3. Lead a small group meeting.
  4. Identify and address dysfunctional behaviors in small groups.
  5. Identify and develop constructive behaviors for small group members.
  6. Demonstrate effective verbal and physical delivery.
  7. Demonstrate an ability to use active listening skills.
  8. Demonstrate an ability to effectively use presentation aids.
  9. Demonstrate functional ability in using presentation software.
  10. Apply critical thinking skills in analyzing messages.
  11. Provide focused and accurate feedback to classmates.
  12. Describe and differentiate various approaches to small group situations.
  13. Demonstrate structure and poise in impromptu presentation.
- B. General Education Learning Outcomes
1. GELO 1: Oral Communication  
Outcome: Develop a central idea for presentations.

- Outcome: Organize information clearly and logically, in an outline format, citing sources when appropriate.
- Outcome: Assess an audience and situation so as to adapt verbal and nonverbal messages to best meet the needs and expectations of the audience.
- Outcome: Competently communicate messages - both verbally and nonverbally – to a variety of audience types and in a variety of situations.
- Outcome: Utilize active and critical listening behaviors.
- 2. GELO 3: Critical Thinking & Problem Solving
  - Outcome: Collect, identify, interpret and analyze data.
  - Outcome: Synthesize information to arrive at reasoned solutions to problems.
  - Outcome: Evaluate ideas presented in writing, medial, speech, or artistic presentations.
  - Outcome: Evaluate the validity of arguments, alternatives, data, outcomes, and/or impacts of actions.
  - Outcome: Acquire and integrate knowledge and construct relationships across disciplines.

**IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)**

- A. Introduction to Small Groups
  - 1. Small groups in society
  - 2. Behaviors of group members
  - 3. Types of small groups
- B. Small Group Systems
  - 1. Problem-solving groups
  - 2. Variables influencing small groups
- C. Human Communication in Small Groups
  - 1. Communication concepts
  - 2. Listening & discussion behaviors
  - 3. High Tech approaches to group activity
- D. Verbal and Nonverbal in Small Group Communication
  - 1. Nature of language in group communication
  - 2. Language, culture, gender
  - 3. Principles and functions of nonverbal communication
- E. Impact of Culture on Small Group Communication
  - 1. Cultural characteristics that affect small groups
  - 2. Language issues related to cultural differences
  - 3. Challenges to co-cultures
  - 4. Ethical behavior in intercultural situations
- F. Developing the Small Group
  - 1. Small group members
  - 2. Personal behavior
  - 3. Characteristics, attitudes, competencies
  - 4. Critical Thinking
- G. Group Norms and Roles
  - 1. Group culture
  - 2. Structures of small groups
  - 3. Tension in small groups
  - 4. Phases of small groups
  - 5. Developing the socializing of small groups
  - 6. Developing group norms
  - 7. Developing roles
- H. Individuals and Groups
  - 1. Communication networks
  - 2. Status & hierarchy

- 3. Developing a group climate
- I. Leadership Perspectives
  - 1. Understanding leadership and leaders
  - 2. Theories of leadership
  - 3. Trends in leadership
  - 4. Communication competencies of effective leaders
  - 5. Leaders and followers
  - 6. Types of leadership
- J. Becoming the Leader
  - 1. Group-centered leadership
  - 2. Discussion leaders
  - 3. Ethical principles for leaders
- K. Problem-Solving Approaches
  - 1. Principles of effective problem-solving
  - 2. Solving problems & making decisions
  - 3. Organizing discussions
  - 4. Problem-solving procedures
- L. Decision Making in Small Groups
  - 1. Group and individual decision making
  - 2. Problems within groups
  - 3. Methods of making decisions
  - 4. Phases of decision making
  - 5. Effective decision making
  - 6. Critical thinking in small groups
- M. Handling Conflict in the Small Group
  - 1. Defining conflict
  - 2. Types of conflict in small groups
  - 3. Managing conflict
- N. Special Discussion Situations
  - 1. Regulating group discussion
  - 2. Increasing group problem-solving effectiveness
  - 3. Using technology
- O. Observing and Evaluating Small Group Discussions
  - 1. Roles
  - 2. Instruments for evaluating discussions

## V. INSTRUCTIONAL MATERIALS

- A. Required Text(s):
  - 1. Beebe, S.A. & Masterson, J.T. (2020) Communicating in Small Groups: Principles and Practices (12<sup>th</sup> ed.). Boston, MA, Pearson.
  - 2. Supplemental handouts, videos, etc., supplied by the instructor.

## VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Methods of presentation typically include a combination of the following:
  - 1. Lectures
  - 2. Group Discussion and Activity
  - 3. Class Discussions
  - 4. Guest speakers and/or videos
  - 5. Computer lab work

## VII. METHODS OF EVALUATION

- A. Methods of evaluation typically include a combination of the following:
  - 1. Group & Meeting assignments

2. Individual proposals & contributions of content for meetings
  3. Group demonstrations/presentations
  4. Tests
  5. In-class activities
  6. Written materials
  7. Attendance
  8. Class participation
- B. SCC GRADING SCALE**
- |    |        |    |       |   |            |
|----|--------|----|-------|---|------------|
| A+ | 95-100 | C+ | 75-79 | F | 59 or less |
| A  | 90-94  | C  | 70-74 |   |            |
| B+ | 85-89  | D+ | 65-69 |   |            |
| B  | 80-84  | D  | 60-64 |   |            |

**VIII. SPECIFIC COURSE REQUIREMENTS**

- A. The student must complete all assignments in order to have an opportunity to successfully complete COMM 2100 with a passing grade.