

Course Syllabus

Course Information

<i>Course Number</i>	COMM 4340
<i>Course Title</i>	Small Group Communication
<i>Term</i>	Fall 2013
<i>Days & Times</i>	MW, see your schedule for your section start time

Professor Contact Information

<i>Professor</i>	Maribeth (Betsy) Schlobohm, J.D. Clinical Associate Professor
<i>Office Phone</i>	972-680-3264 (24/7) 972-883-2175 (Monday/Wednesday only)
<i>Email Address</i>	mls077000@utdallas.edu mmlaw@flash.net 24/7 email
<i>Office Location</i>	JO 3.546
<i>Office Hours</i>	Before and after class and by appointment on MW

Course Pre-requisites, Co-requisites, and/or Other Restrictions

RHET 1302 or equivalent approved by the university. ECS 3390 would be helpful for group project, but is not required.

Course Description

COMM 4340 is a look at the communication theory behind working collaboratively in small groups, including leadership, goal setting, rules, norms, and teams to name a few topics. There are 3 chapter exams and 1 group project for the course.

Required Textbooks and Materials

Required Texts

Rothwell, J. Dan. In Mixed Company: Communicating in Small Groups and Teams, 8th Ed., Wadsworth/Cengage Learning (2013). ISBN -13-978-1-111-84108-9

Required Materials

Access to a lap top and/or desk top computer with MS Word 2003 or greater including PowerPoint. **Use Word based PowerPoint and MS Word as it will alleviate compatibility problems with in class equipment.**

Assignments & Academic Calendar

Topics, Reading Assignments, Due Dates, Exam Dates

There will be 3 chapter exams as follows:

Exam 1 (Chapters 1, 2, 3, and 4)	25% of grade
Exam 2 (Chapters 5, 6, 7, and 8)	25% of grade
Exam 3 (Chapters 9, 10, and 11)	25% of grade
Team Project	25% of grade, including:
Team Rules	5%
Team Gantt Timeline, including break down of individual responsibilities	5%
Individual assessment of team's work	5%

Team Agendas/Meeting Minutes	5%
Team Presentation*	5%

* Each team member must participate as a speaker in the team presentation. Each team member must be present for the presentation in order to receive team project credit. No excuses. No exceptions.

Grading Policy

Each of the four assignments (3 tests and 1 team project) count equally toward the final grade in the course.

Course Policies

Make-up exams

Make Up Exams. There are no make-up exams, unless required by university policy. University policy will be followed.

Presentations cannot be rescheduled. Team presentations cannot be re-scheduled. All team project written work is due on the same day regardless of team presentation day.

Extra Credit

There is no extra credit for this course.

Late Work

An assignment is late if not turned in **on or before the class start time**. There is a deduction of 50 points for each day an assignment is late, regardless of total points for the assignment. The term “day” is defined as the 24 hour period beginning at the class start time and continuing until 1 minute prior to the next day. By way of example only, if the assignment is turned in after the class start time, it is late. Do not wait for the last possible minute and expect to find a functioning printer on campus. Prepare ahead. If you use the printer in the class, you must complete printing prior to the class start time to avoid a “Late” assignment. Do not rely upon the classroom printer working. It is not always in working order.

Students are advised to turn in their assignments early if they know they will miss a due date by being absent from class when the assignment is due. See Class Attendance Policy below.

Special Assignments

There are no special assignments.

Class Attendance

ABSENCES: Class attendance is mandatory. A student may miss a maximum of 3 classes throughout the semester before their grade will be affected. For each absence after 3 absences during the semester, there is a mandatory 100 point deduction from their final grade for each absence after the maximum of 3. Upon the 4th absence, the student's grade will receive an automatic deduction of 100 points from their final point total out of 1,000 possible points for the semester. By way of example, if a student's

total points equal 900 points and that student has 4 absences, that student's final grade will be 800 points or 80.0, which is a B-. If that student had not missed the 4th class, that student's grade would be 900 points or 90.0, which is an A-. There are no exceptions. ***There is no distinction between "excused" and "unexcused" absences.*** The university religious holiday policy is followed, however, students are required to turn their assignments in on time or prior to a religious holiday absence.

TARDINESS: Arriving at a scheduled class time after roll has been taken by the Professor constitutes a tardy. Being late 10 or more minutes constitutes an absence although the student may attend the class. I take roll within the first minute of the class start time. **4 tardy arrivals equal 1 absence.** Being chronically tardy will have consequences. Remember to print your materials before class and plan on technology problems occurring because they always do.

Students will be making oral presentations during class and may be doing written assignments in class. A failure to attend these classes will mean that the student does not receive the benefit of oral critique and does not complete the written class assignments.

Participation is important. It is not necessary to speak during each class as volume is not as important as content and contribution to the overall class. One nugget of wisdom is worth a ton of tweets. With that said, each student is expected to come to each class ready to discuss the reading assignments and to participate in each class discussion.

Classroom Citizenship

Communication in a professional and civil manner is expected of each student. Examples of civil communication include:

- Respect for each student when they are speaking
- No side conversations while either a fellow student or the instructor is the recognized speaker
- Refrain from email, text, IM or working on activities other than the class topic under discussion
- Refrain from taking calls during class.
- Wearing shoes and belts in addition to other required clothing. I don't want to see your underwear or your bare feet.

If you choose to take a call while in class, ***do not return.*** ***The penalty for taking the call will be an absence for that class period.***

Technology Requirements

EMAIL/eLEARNING: Check email and eLearning prior to each class for assignments and announcements. There may be an important update that needs to be completed prior to coming to class. Use only your UTD email account. You can redirect your UTD email to a user preferred email account. Contact the UTD Help Desk if you have any problems in forwarding your UTD email. Additionally, see "Email Use" below.

NOTE: Failure to check UTD email, errors in forwarding email, and email bounced from over-quota mailboxes are not acceptable excuses for missing course or project related email.

Classroom and Equipment Use Policies

Tampering with or destroying any of the computers, printers, white boards, networks or wiring in the classroom is strictly prohibited. Violations will result in a disciplinary referral to the Dean of Students' office.

Cell phones, pagers, IM, or any other electronic messaging services may NOT be used in the classroom. All cell phones, IM, pagers, or other devices are to be put on vibrate or turned off for class. You can "unplug" for 1 hour a day. Should a cell phone ring or should a student check or send messages in class, the student will immediately surrender the device to the instructor. The device may be retrieved at the end of class. Laptops may be used so long as they are for class notes and assignments and not for VoIP or other calls, email or text messages. See above.

Students cannot use the classroom for other projects, to check email, print, burn CDs, or to install any software onto computers such as games, music, executables, programming languages, or any other unapproved software. Violations will result in a disciplinary referral to the Dean of Students' Office.

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

Field Trip Policies / Off-Campus Instruction and Course Activities

No Field Trips are anticipated, however, the UTD Policy for Field Trips will be followed in the event there is a Field Trip.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000, Board of Regents, The University of Texas System*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see <http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **E**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)
disabilityservice@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.