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Small Group Communication (COMM 3120W)
Department of Communication
2025 Summer Session II

Course + Instructor Information

Course Title: Small Group Communication (writing intensive)
Credits: 3
Format: Online asynchronous
Prerequisites: COMM 2100 or 2200; ENGL 1007 or 1010 or 1011 or 2011
Professor: Dr. Shardé Davis
Email: sharde.davis@uconn.edu
Office Hours/Availability: By appointment via Dr. Davis' Webex Room

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Required Course Materials

Required course materials should be obtained before the first day of class. Texts are available through a local or online bookstore of your choice. The UConn Bookstore carries the required text(s), which can be shipped (fees apply).

Required Textbook: Keyton, J., & Beck, S. (2023). *Communicating in groups and teams: Strategic interactions (5th ed.)*. Cognella.

> *PLEASE NOTE: Digital materials required for this course are provided to students participating in the Husky Book Bundle at no additional charge. These materials have been integrated with HuskyCT and can be found in the "**Book Bundle Digital Access**" link on the left side menu in your HuskyCT course. Please sign into HuskyCT to access your course and course materials. If you have opted out of the Husky Book Bundle program, you will need to purchase access for the digital material.

Recommended book: *Publication Manual of the American Psychological Association* (7th ed.) (2019). Washington, DC; American Psychological Association.

Supplemental materials: Online materials are available within HuskyCT, through an Internet link.

Course Description + Objectives

This course explores issues related to communicating in groups and teams. We will explore (1) what constitutes a group, (2) verbal and nonverbal communication in groups, (3) how groups are structured, (4) your role as a group member, (5) group decision making, (6) leadership, (7) conflict management, (8) group development, (9) meeting management, and (10) how to observe group process and provide feedback. During the term, you will have various opportunities to practice what you have learned about group communication. Upon completion of this course, students should be able to:

1. Explain the nature of small group communication.
2. Explain and be able to influence the factors that affect groups and their products.
3. Demonstrate increased effective participation in small groups.
4. Draw connections between course material to small group communication in practical settings in accordance with the university requirements for W courses.

Course Schedule

All course due dates are identified in the course schedule below. Deadlines are based on Eastern Standard Time; if you are in a different time zone, please adjust your submission times accordingly. I (the instructor) reserve the right to change dates accordingly as the semester progresses. You will be notified of changes via HuskyCT announcements.

Module Release Schedule: MODULES 0-2 are available on HuskyCT at the start of summer session II on July 12. MODULES 3-4 are available on July 23. MODULE 5 *Exam Preparation* is available August 6 and *Cumulative Exam* is available August 11th. MODULE 6 is available August 12.

Module #	What's Due	Due Date
MODULE 0: Course Orientation	"Let's Meet Each Other" - *Discussion Post* Course Orientation Quiz **(via Lockdown Browser)**	Monday July 14 by 11:59pm EST
MODULE 1: Overview + Finding a Group	"Find a Group" - *Discussion Post* - *Responses to 3 peers*	Wednesday July 16 by 11:59pm EST
	Reading Comprehension Check "PsychToday Career Quiz" - *Journal Entry* "Report Members" - *Journal Entry*	Sunday July 20 by 11:59pm EST
MODULE 2: Process + Structure	Reading Comprehension Check "Trivia Game" Group Activity - *Game Answers* - *Extra Credit* - *Journal Entry*	Wednesday July 23 by 11:59pm EST
MODULE 3: Solving Problems	"Conflict" - *Journal Entry* "Peer Review" Group Activity - *Concept Application #1 Draft (*NOTE: Be sure to read submission instructions)*	Sunday July 27 by 11:59pm EST
	"Peer Review" Group Activity - *Peer Review Form (*NOTE: Be sure to read submission instructions)* Concept Application #1 Final	Wednesday July 30 by 11:59pm EST
MODULE 4: Communication Messages	Reading Comprehension Check "Critical Thinking" Group Activity - *Journal Entry* - *Extra Credit* Concept Application #2 Final	Wednesday August 6 by 11:59pm EST

MODULE 5: Cumulative Exam	Live Exam Q&A **(optional)** via My Webex Room	~~Thursday August 7~~ **changed to Friday August 8 1-2pm EST**
	Cumulative Exam **(via Lockdown Browser)**	**Opens** Monday August 11 at 12am EST **Closes** Tuesday August 12 by 11:45pm EST
MODULE 6: Course Wrap-up	"Small Group Reflection" - *Individual Written Assignment* Course Evaluation Survey	Friday August 15 by 11:59pm EST

Course Requirements + Evaluation

Assignments will be graded, returned, and/or recorded in "Gradebook" via HuskyCT as quickly as possible. Please recognize that it is your responsibility to personally manage your course grade. Your course grade will be earned based upon the following graded assignments:

MODULE 0

"Let's Meet Each Other"
    Discussion Post   5 points

Orientation Quiz   10 points

MODULE 1

"Find a Group"
    Discussion Post   5 points
    Responses to 3 peers   5 points

Reading Comprehension Check   5 points

"PsychToday Career Quiz"
    Journal Entry   5 points

"Report Members"
    Journal Entry   5 points

MODULE 2

Reading Comprehension Check   5 points

"Trivia Game" Group Activity
    Answers   5 points
    Extra credit opportunity   (*2 points*)
    Journal Entry   5 points

MODULE 3

"Conflict"
    Journal Entry   5 points

"Peer Review" Group Activity
    Concept Application #1 Draft   5 points
    Peer Review form   5 points

Concept Assignment #1 *Final*
    Individual Written Assignment   20 points

MODULE 4

Reading Comprehension Check   5 points

"Critical Thinking" Group Activity
    Journal Entry   5 points
    Extra credit opportunity   (*2 points*)

Concept Application #2 Final
    Individual Written Assignment   20 points

MODULE 5

Cumulative Exam   ~~50~~ **33** points

MODULE 6

"Small Group Reflection"
    Individual Written Assignment   20 points

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Total Possible Course Points: **173 points**

Course Readings + Lectures
There are various assigned readings in this class. They include course lecture handouts, textbook chapters, and online resources. **All of the course readings and lectures are delivered asynchronously**. This means that you read the assigned materials at your own pace by the due date.

Reading Comprehension Check
There are quite a few readings– namely book chapters and lecture handouts with instructor notes– assigned in this class. To ensure that students are understanding the content, there are 3 "Reading Comprehension Check" in Modules 1, 3, and 4. Each one contains a short answer question about a major topic discussed in one of the readings. The points earned count towards your final grade. These checks are designed to help you assess your grasp of the material as a way to prepare you for the Cumulative Exam.

Group Activities
You will get the opportunity to collaborate with your peers during class activities assigned across the summer session. During Module 1, you will introduce yourself in a discussion forum, and use that information to identify two other people to form a group of 3. Your group will work together for the three Group Activities– "Trivia Game" (Module 2), "Peer Review" (Module 3), and "Critical Thinking" (Module 4). The activities are designed to help you master important concepts in the course, and they each have a graded component, so it is important that you fully participate.

Individual Written Assignments + Journal Entries
There are a few written assignments and journal entries in this course and each assignment has a particular point value (see points above). To earn the maximum points on written assignments and journal entries, you must meet the articulated criteria and instructions (listed in the module) and the course's writing guidelines (listed on page 4 "Preparing your Work"). The specific prompts for each written paper are stated in the module for which it is assigned and the due dates are listed in our course schedule.

Cumulative Exam
There is **one 60-minute Cumulative Exam (Module 5)** worth 50 points, which may consist of multiple choice, true/false, matching questions, and short answers. The exam will be based on lectures, readings, and module text. The exam is designed to allow you to demonstrate your mastery of course content. You can only take the exam in one sitting during a specified 24-hour window and is due at the end of that examination period (see Course Schedule above for due date and time). The points earned count towards your final grade. A link to the exam is made available at the start of the examination period and only students registered in this course are allowed to sit for the exam. You **will take the exam via Respondus Lockdown Browser** (read more information below).

Respondus Lockdown Browser
LockDown Browser (by Respondus) is a custom browser that locks down a student's computer when they take a test in HuskyCT. When taking a test using LockDown Browser, students are unable to print, copy, go to other websites, access other applications, or close the test until it is submitted for grading. You will learn more about Respondus and use it for the first time in the Course Orientation for the Module 0 Quiz. There are some common issues that students encounter, so please read and take note of the following information:

- You must access the exam using the LockDown Browser application. If you do not, the system is asking for a password to begin the exam, this indicates that you are not actually using LockDown Browser to open the exam.
- Check for and install updates for Lockdown Browser before starting a test. Instructions on how to do this for Mac and Windows can be found on the Respondus website.
- Students requiring assistance with the installation or utilization of LockDown Browser should contact ITS Help Center at (860) 486-4357 or help@uconn.edu.

Grading Scale: Your final course grade will be determined using the following scale:

Grade	Letter Grade	GPA
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
<60	F	0.0

Course Evaluation

Assignments must be submitted via HuskyCT by the due date and time in the Course Schedule above. Assignments must be typed, printed out, and stapled. Hand written and emailed assignments are not accepted. Papers must also be double-spaced with a 12-point font and 1" margin, in Times New Roman font, running head with last name & page #, and adhere to APA 6th edition style. Finally, include a cover page (including full name and assignment title) on all assignments submitted.

Course Policies

This syllabus is a contract between you (the student), and me (the instructor). It is just as important for me to abide by these guidelines to maintain fairness among all students, as it is for you. Excluding materials for purchase, syllabus information may be subject to change. The most up-to-date syllabus is located within the course in HuskyCT.

Artificial Intelligence (AI): All students are expected to act in accordance with the Guidelines for Academic Integrity at the University of Connecticut. If you have questions about academic integrity or intellectual property, you should consult with me or consult UConn's guidelines for academic integrity. Posting course material on student tutoring and course sharing websites (e.g. Chegg, Course Hero) may be a violation of my copyright and intellectual property and a violation of academic integrity. Many of you may also be aware of the recent release of ChatGPT3, a Large Language artificial intelligence (AI) model that has the capacity to quickly produce text on a range of topics. ChatGPT3 aggregates the ideas and insights of many researchers without giving them credit. Submitting ChatGPT-generated text as your own work would be an act of plagiarism insofar as it would involve passing off the work of others as your own. For these reasons, **you are not allowed to use this ChatGPT or other similar tools to produce essays or other academic work for this class**. You should also know that the university has AI detection software that distinguishes between AI generated content and human generated content.

Course Communication: When communicating with me via email, please allow a 24-hour turn around for my response. Always check your emails for spelling, grammar, and punctuation. Be sure to include a proper greeting and sign-off, and an appropriate subject in the subject line. Due to FERPA regulations, I am unable to respond to emails from any other email address other than your uconn.edu email address and grades will not be discussed via email.

Late Work: I believe that one of the major lessons students take away from college is the importance of meeting deadlines. As a result, **no late work will be accepted**. Late work will receive a zero grade with

no opportunity to make-up the assignment. If you know that you are busy on the day an assignment is due, then submit your work early. All major due dates are indicated on the course schedule above. **The only time an extension or make-up will be granted is for emergency, "unavoidable circumstances"** verified by appropriate documentation (e.g., death of an immediate family member).

> *PLEASE NOTE: Vacations, previously purchased tickets or reservations, weather, job interviews, social events, meetings with an advisor or other instructors, misreading the schedule, and other excuses are not viable reasons for missing an assignment. If you choose to put other obligations ahead of your coursework, please recognize that you will have to deal with the appropriate consequences.

"24/7" Grade Policy: Upon receipt of any graded assignment or exam in this course, students must wait a full 24 hours before addressing any issue with the assignment. Additionally, students have up to 7 days to speak with me about any grading issue.

Preparing your work: Assignments must be typed. Photocopies of hand written and emailed assignments are not accepted. Papers must also be double-spaced with a 12-point font and 1" margin, in Times New Roman font, running head with last name & page #, and adhere to APA 7th edition citation style.

General Grading Rubric: A paper grading rubric is included below to help you understand the difference between "A" work and "C" work. The grade descriptions provided below are university standards. It is worth reading before submitting your assignments.

A	Outstanding work that is superior and demonstrates an in-depth understanding of the skills and material that far surpasses the minimum expectations of a student in the class.
B	Above average work that demonstrates an understanding of the skills and material that exceeds the minimum requirements.
C	Average work, which illustrates that the student has met the minimum requirements and expectations for a particular assignment.
D	Below average work in which the student does not meet the minimum expectations for a given assignment.
F	Below average work in which little or no effort seems to have been expended by the student.

Additional Policies and Resources

Student Responsibilities and Resource: As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. Review these important standards, policies and resources, which include:

- The Student Code: Academic Integrity + Resources on Avoiding Cheating and Plagiarism
- Copyrighted Materials
- Netiquette and Communication
- Adding or Dropping a Course
- Academic Calendar
- Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships
- Sexual Assault Reporting Policy

Students with Disabilities: The University of Connecticut is committed to protecting the rights of individuals with disabilities and assuring that the learning environment is accessible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, please let me know immediately so that we can discuss options. Students who require accommodations should contact the Center for Students with Disabilities, Wilbur Cross Building Room 204, (860) 486-2020 or http://csd.uconn.edu/. Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government." (Retrieved March 24, 2013 from Blackboard's website)

Software/Technical Requirements (with Accessibility + Privacy Information): This course has NOT been designed for use with mobile devices. The software/technical requirements for this course include:

- HuskyCT/Blackboard (HuskyCT/ Blackboard Accessibility Statement, HuskyCT/ Blackboard Privacy Policy)
- Adobe Acrobat Reader (Adobe Reader Accessibility Statement, Adobe Reader Privacy Policy)
- Google Apps (Google Apps @ UConn Accessibility, Google for Education Privacy Policy)
- Microsoft Office (free to UConn students through uconn.onthehub.com) (Microsoft Accessibility Statement, Microsoft Privacy Statement)
- Dedicated access to high-speed internet with a minimum speed of 1.5 Mbps (4 Mbps or higher is recommended).
- ProctorU Technical Specifications, ProctorU System Test (ProctorU Accessibility Statement, ProctorU Privacy Policy)
- Webcam with 640x480 video pixel resolution
- Headphones or working speakers connected to the computer.
- A microphone connected to the computer

Technological Help: Technical and Academic Help provides a guide to technical and academic assistance. This course is completely facilitated online using the learning management platform, HuskyCT. If you have difficulty accessing HuskyCT, you have access to the in person/live person support options available during regular business hours through the Help Center. You also have 24x7 Course Support including access to live chat, phone, and support documents.

Minimum Technical Skills: University students are expected to demonstrate competency in Computer Technology. Explore the Computer Technology Competencies page for more information. To be successful in this course, you will need the following technical skills:
- Use electronic mail with attachments.
- Save files in commonly used word processing program formats.
- Copy and paste text, graphics or hyperlinks.
- Work within two or more browser windows simultaneously.
- Open and access PDF files.

Evaluation of the Course: Students will be provided an opportunity to evaluate instruction in this course using the University's standard procedures, which are administered by the Office of Institutional Research and Effectiveness (OIRE). Additional informal formative surveys may also be administered within the course as an optional evaluation tool.