COMMON COURSE OUTLINE: Course discipline/number/title: COMM 2130: Team/Small Group Communication

A. CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): College level reading and writing or permission of instructor
4. MnTC Goals (if any): Goal 1/Written and Oral Communication

The purpose of Team/Small Group Communication is to enhance students' understanding of the theories and practice of small group communication so that they may communicate competently in various team contexts. Students will gain knowledge about small group process theory, along with actual experiences participating in teams. The course will enhance students' ability to engage in effective communication in diverse team and group contexts including taking leadership roles and conducting meetings. This course examines basic communication concepts and processes which influence the nature and function of group dynamics in both face-to-face and computer-mediated teams.

B. DATE LAST REVISED (Month, year): January, 2016

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Team/Group formation
2. Planning team/group work
3. Social and task functions
4. Team/Group rules and norms
5. Diversity in teams/groups
6. Effective team/group participation
7. Team/Group problem-solving and decision-making processes
8. Conflict management in teams/groups
9. Leadership theories
10. Conducting meetings
11. Computer mediated teams/groups

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Explain cohesiveness in teams, and identify methods of building group cohesion.
2. Evaluate communication patterns, norms, and roles in the group/team communication process.
3. Explain how diversity can influence group/team communication.
4. Demonstrate effective problem-solving and decision-making.
5. Demonstrate conflict resolution skills within groups/team.
6. Demonstrate effective planning and conduction of group/team meetings.
7. Participate effectively in a group/team project which involves goal-setting, planning, and task management.
8. Decrease communication apprehension when participating in a group setting.
9. Select appropriate communication choices in group/team situations.

E. LEARNING OUTCOMES (MNTC):
Goal 1: Written and Oral Communication: Students will be able to:
1. Understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
2. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
3. Locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
4. Select appropriate communication choices for specific audiences.
5. Construct logical and coherent arguments.
6. Use authority, point-of-view, and individual voice and style in their writing and speaking.
7. Employ syntax and usage appropriate to academic disciplines and the professional world.

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
May include any or all of the following:
1. Objective exams
2. Quizzes
F. METHODS FOR EVALUATION OF STUDENT LEARNING: Continued...

3. Team/small group projects
4. Oral presentations
5. Written assignments
6. Communication effectiveness assessment
7. Or any other deemed appropriate by an individual instructor

G. RCTC CORE OUTCOME(S) ADDRESSED:
   - Communication
   - Critical Thinking
   - Global Awareness/Diversity
   - Civic Responsibility
   - Personal/Professional Accountability
   - Aesthetic Response

H. SPECIAL INFORMATION (if any): None