COMM 351 : Communication in Work Groups

A. Course Description

Credits: 4

Lab Hours/ Weeks: Corequisites: None

Lecture Hours/ Week :

MnTC Goals: Goal LS - Upper Division Liberal Studies, Goal 01 - Communication

This course covers theory and practice of communication in small task-oriented groups. Communication topics include team management, models of group problem solving and decision making, leadership, building cohesiveness, resolving conflict, managing diverse views, negotiating roles, and norms. Students learn to interact productively in small task groups as members and leaders. Numerous group activities, group assignments and laboratory work require an extended class time and group meetings outside of class. Overlap: COMM 351T Communication in Work Groups Theory Seminar.

B. Course Effective Dates: 08/01/1998 - 09/05/1999 09/06/1999 - Present

C. Outline of Major Content Areas:

See Course Description for major content areas.

D. Learning Outcomes (General)

1. Demonstrate quality description and illustration from of group communication through explaining group concepts and describing actual specific incidents or behaviors from group meeting to apply theory appropriately and insightfully.
2. Demonstrate skills of communication in problem analysis, discussion, running and observing group meetings at an intermediate level.
3. Expand repertoire of actions for improved group functioning beyond basics.
4. Know and can apply common group methods such as analytic thinking steps, Delphi and nominal group, voting alternatives, PERT analysis, and software programs developed for virtual groups and project management.
5. Know and can manage common group issues, such as: voting alternatives, decision making and group process as it differs between in-person and virtual situations, sub-grouping and coalitions, conformity and deviance, conflict, politics, symbolic convergence and leadership.
6. Know group and teamwork concepts, definitions and trends.

E. Learning Outcomes (MN Transfer Curriculum)

Goal LS - Upper Division Liberal Studies
None

Goal 01 - Communication

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

F. Special Information