“Many activities within organizations simply cannot be carried on and many problems cannot be solved on an individual basis or in two-party relationships. To think otherwise denies the reality of organizational life. But, in general, we are remarkably inept in accomplishing objectives through group effort. This is not inevitable. It is a result of inadequate understanding and skill with respect to the unique aspects of group operations.”

-The Human Side of Enterprise-Douglas McGregor

**Contact Information**

Instructor
Melanie Smith

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**Course Description**

A practical course in the theory and practice of small-group problem solving. Small group processes and procedures are examined and practiced. Students will focus on leadership which fosters effective teamwork by a group and how effective leaders adapt to the competencies and needs of their members as well as the situations within which they work.

**Required Text**


**Course Objectives**

1. Gain an understanding of role and personality development and how these factors, brought into a group setting can influence the processes of the group, and develop personal skills for effective group leadership/facilitation.

2. Gain an understanding of the theories and models that serve as a basis for the study of groups. A concept of “group think”, effectiveness of the group leadership and how different leadership styles affect the group.

3. Develop knowledge and the ability to identify the stages of group development as they occur. Impact of nonverbal communication and practice critical listening and speaking skills.
4. Gain an awareness of attitudes, beliefs, and behaviors which can cause a group to become dysfunctional.

5. Develop and have an opportunity to practice problem solving skills and approaches to conflict resolution within groups. Transfer learning from the classroom to any small group setting.

**Grading**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>80 pts</td>
</tr>
<tr>
<td>Article Review</td>
<td>50 pts</td>
</tr>
<tr>
<td>Individual/Group Activities</td>
<td>20 pts</td>
</tr>
<tr>
<td>Individual Project</td>
<td>100 pts</td>
</tr>
<tr>
<td>Small Group Meeting (Participation)</td>
<td>100 pts</td>
</tr>
<tr>
<td><strong>Total Points:</strong></td>
<td>350 pts</td>
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</tbody>
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Note that class participation requires attendance. No points can be earned during those times a student misses a class. (80 points) Moreover, grading is based on the extent to which each student demonstrates adequate knowledge of the assigned materials. This can only be done through discussing topics in class. It is suggested that each student find related materials on the Internet, think of experiences he/she has experienced related to each topic presented in class, etc., and bring these into the discussion to show mastery of assigned materials for each class.

Students are to read and provide one written article review of their choice on any topic of small group communication. Topics may include: (but are not limited to) group dynamics, personality and its influence on role development, dependence, independence, goal-setting and the establishment of norms, group structure, group think, conflict resolution, group synergy, teambuilding, nonverbal behaviors, and listening. This article reviews will be due the 4th class meeting.

Periodically, individual and group activities will be assigned throughout the course either within class or as brief take-home activities. Some of these activities include: videos, worksheets, or case studies. Students are expected to complete the assignments according to guidelines given. Late work will not be accepted.

The student is required to attend one small group meeting. This meeting could be one of the following: a town hall (council) meeting, a school board meeting, a church meeting, a Rotary meeting, or another meeting approved by the instructor. The individual project is a 3-page review of the small group communication meeting that the student attended. The student will write what he/she experienced, what he/she has learned from this class that will be useful to him/her in the future and his/her plan for being even more successful in his/her role as a leader in the future. If time permits, each student will be asked to provide a brief presentation to the class.
**Academic Integrity Policy**

The Doane College Academic Policy will be adhered to in this class. All projects will represent your own work. Any use of others’ ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of undergraduate studies.