ORIGINAL COURSE IMPLEMENTATION DATE: September 2013
REVISED COURSE IMPLEMENTATION DATE: January 2024
COURSE TO BE REVIEWED (six years after UEC approval)**:** June 2029
Course outline form version: 28/10/2022

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: CMNS 280	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Team and Small Group Communication for the Workplace
Course Short Title: Team & Sm Gr Cmn for Workplace

Faculty: Faculty of Humanities	**Department (or program if no department):** Communications

Calendar Description:

Students apply dimensions of group and team communication with a focus on experiential learning through practice. While learning about diversity and group cohesion, students work in teams/groups to execute oral and written tasks in face-to-face and virtual contexts. Course topics include group/team development, membership, leadership, mentorship, dynamics of collaboration, and communication strategies (verbal, nonverbal, and listening techniques).

Prerequisites (or NONE):	One of the following: CMNS 125, CMNS 175, CSM 108, or ENGL 105.
Corequisites (if applicable, or NONE):	
Pre/corequisites (if applicable, or NONE):	

Antirequisite Courses *(Cannot be taken for additional credit.)*

Former course code/number:

Cross-listed with:

Equivalent course(s):

(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)

Course Details

Special Topics course: **No**
   (If yes, the course will be offered under different letter designations representing different topics.)

Directed Study course: **No**
   (See policy 207 for more information.)

Grading System: **Letter grades**

Delivery Mode: **May be offered in multiple delivery modes**

Expected frequency: **Annually**

Maximum enrolment (for information only)**: 25**

Typical Structure of Instructional Hours

Lecture/seminar	45
Total hours	**45**

Scheduled Laboratory Hours

Labs to be scheduled independent of lecture hours: ☒ No   ☐ Yes

Prior Learning Assessment and Recognition (PLAR)

PLAR is available for this course.

Transfer Credit *(See **bctransferguide.ca**.)*

Transfer credit already exists: **Yes**

Submit outline for (re)articulation: **No**
   (If yes, fill in transfer credit form.)

Department approval	**Date of meeting:**	March 3, 2023
Faculty Council approval	**Date of meeting:**	May 5, 2023
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	June 16. 2023

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Evaluate the advantages and disadvantages of working in groups.
2. Apply communication principles and practices that honour diversity.
3. Analyze group dynamics for effective collaboration and leadership.
4. Employ strategies and techniques used to balance group dynamics, in both face-to-face and virtual contexts.
5. Manage group conflict by identifying and resolving key communication challenges.
6. Use team planning techniques to address the needs of a specific audience.
7. Execute oral and written tasks in teams.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Assignments:	100%		%		%
	%		%		%

Details:

Discussion facilitation	20%
Student oral presentation	25%
Case study analysis report	20%
Group presentation and class lead	25%
Collaboration, leadership, and self-reflection	10%

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. Open Educational Resources (OER) should be included whenever possible. If more space is required, use the Supplemental Texts and Resource Materials form.)*

	Type	Author or description	Title and publication/access details	Year
1.	Textbook	Beebe, S.A., and Masterson, J.T.	*Communicating in small groups: Principles and practices*	2014
2.	Textbook	Linabary, J. R. & Castro, M.	*Small group communication*	2021
3.				

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Access to Blackboard (UFV online) and instructor created materials.

Course Content and Topics

Part 1) Foundations of Group and Team Communication
- Theories of small group communication
- Assessing group/team vs. individual work
- Defining teams vs. small groups
- Communication processes in groups
  o meeting management
  o communication techniques across audience
- Group formation

Part 2) Managing Group and Team Relationships
- Preparing for collaboration
- Valuing group member diversity
- Analyzing group communication
- Face-to-face and virtual group dynamics
- Group goals, social interdependence and trust
- Enhancing group and team communication skills

Part 3) Managing Group and Team Tasks
- Leadership and power dynamics
- Making decision and solving problems
- Cohesion and task quality
- Conflict in group decision-making
- Enhancing creativity in groups and teams
- Producing as a group/team