F R A S E R V A L L E Y C O L L E G E

COURSE INFORMATION

DEPARTMENT: Communications (Applied) **DATE:** Fall 1991

Communications 170	Oral Skills & Group Dynamics	1 1/2
NAME & NUMBER OF COURSE	DESCRIPTIVE TITLE	FVC CREDIT

CATALOGUE DESCRIPTION:

Introduction to communications, public speaking, small group problem solving, reading, listening, and study skills.

COURSE PREREQUISITES: None

COURSE COREQUISITES: None

HOURS PER TERM FOR EACH STUDENT	**LECTURE**	**8**	**HRS**	**STUDENT DIRECTED LEARNING**	**10 HRS**
	LABORATORY		**HRS**		
	SEMINAR	**6**	**HRS**	**OTHER - specify: FIELD EXPERIENCE**	**HRS**
				TOTAL	**24 HRS**

COLLEGE CREDIT TRANSFER		COLLEGE CREDIT NON-TRANSFER	X	NON-CREDIT	

TRANSFER STATUS (Equivalent, Unassigned, Other Details)

UBC

SFU

UVIC

OTHER (specify)

Betty Urquhart	J.D. Tunstall, Ph.D.
COURSE DESIGNER	DEAN OF ACADEMIC STUDIES

Communications 170
NAME & NUMBER OF COURSE

COURSES FOR WHICH THIS IS A PREREQUISITE:	**RELATED COURSES**
	CMNS 171, 368

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

TEXTS: none

REFERENCES: a dictionary

OBJECTIVES: (developed in conjunction with Agriculture faculty)

1. To introduce basic reading and study skills, and beginning interpersonal skills.
2. To help students start on simple oral presentations and learn listening skills.
3. To develop an understanding of courtesy and appropriate classroom behaviour.
4. To have students work cooperatively to form a group support system.
5. To do group problem solving.

METHODS:

Guest speakers (reading and study and interpersonal skills)
Student seminars
Videos on language with discussion
Case studies for group discussion
Group problem solving
Some lectures

STUDENT EVALUATION PROCEDURE:

Assignments	(individual)	60%
	(group)	40%
		100%

Communications 170
NAME & NUMBER OF COURSE

CMNS DEPARTMENT LETTER GRADE/PERCENTAGE EQUIVALENTS:

A+	=	94 - 100%
A	=	89 - 93%
A-	=	86 - 88%
B+	=	82 - 85%
B	=	78 - 81%
B-	=	75 - 77%
C+	=	71 - 74%
C	=	66 - 70%
C-	=	63 - 65%
P	=	60 - 62%

COURSE CONTENT **See attached**

Fall 1991

COMMUNICATIONS 170

Oral Skills and Group Dynamics

Instructor: Betty Urquhart — Office #3
Phone: local 2438 (Main Building)
or Home: 858-6865

Office Hours: Tuesdays 2:00 - 3:30 p.m.
or by appointment

Text: None required, but regular attendance is mandatory (minimum 10 of 12 sessions).
Dictionary recommended.

Week 1

Sept. 3 Introduction to the course, course outline, other students.
Reading comprehension test.
Letter of introduction. (5)

Sept. 6 Introduction to seminars. (handout)
Oral presentation skills. (handout)
Skills for the 21st Century - overheads and discussion.

Assignment -See your instructor to choose an article for your seminar, and begin to study it in preparation for your presentation.

Week 2

Sept. 10 Reading skills - video.
Group discussion #1.

Assignment -In small groups, discuss the questions in topic 1. Prepare a written report on the topic to be handed in at the end of class.
One report from each group. (10)

Sept. 13 Study skills.
Group discussion of case study.
Communications and Rumour.

Assignment -Individually, write your analysis of the case. Answer the questions at the end of the case, and include any other comments you wish to make. Due September 17. (10)

Week 3

Sept. 17 First 3 seminars presented. (40)
After you present your seminar, an individual evaluation of your seminar is to be made from the video and your recollection. Write at least 150-200 words about (1) what you did well, and (2) what you could improve on. Hand in no later than a week after your presentation. (10)
Group discussion #2.

Assignment -Write up the results of your discussion and hand in next class. One report from each group.(15)

Sept. 20 Basic interpersonal skills.
Guest presenter - Pat Gillespie.

Week 4

Sept. 24 Seminars - 5.
Active listening: a skill you can develop.
The group process.

Assignment -Study the group process handout for use in the next class.

Sept. 30 Emergency in the Desert - group work in class.

Assignment -Write an analysis of the way the group and its individual members behaved during the discussion; that is, analyse the group process. Use the last page of the handout as a basis for your analysis. Add any other points you wish. Due October 4.
Length: approx. 350 words. (25)

Week 5

Oct. 1 Seminars - 6.

Oct. 4 Seminars - 2.
Group discussion topic #3.
Solving a mystery.
One report from each group to be handed in at the end of the class. (15)

Week 6

Oct. 8 Seminars completed.
Mystery results.
Review of Skills for the 21st Century.

Oct. 11 Last day to hand in seminar evaluations.
Group discussion #4.
Group decision with reasons for the decision to be handed in at the end of class. (20)

COMMUNICATIONS 170

Group Assignment Topics

1.What oral and writing skills do you think you will need

a) in the 2-year Agriculture Technology program?
b) in the job you expect to hold after graduation?

Write a short paragraph for each part of the preceeding question. Be specific. Write legibly and neatly. Double-space your writing, as you should do with everything you hand in. (10)

2.Answer both questions in one report from each group. Use sentences for part a). You may use point form for part b).

a)What is courtesy? Write a definition of 2 or 3 sentences.

b)What constitutes appropriate classroom behaviour? Your group should list <u>at least</u> 10 do's and don't's. (15)

3. A murder mystery - group problem solving. Instructions will be given in class. (15)

4. An ethical question - group problem solving. Details will be given in class. (20)

COMMUNICATIONS 170

Mark Sheet

A. Individual Assignments (62.5% of total marks)

1.	Letter of introduction	_____	(5)
2.	Communications and rumour	_____	(10)
3.	Emergency in the Desert group process	_____	(25)
4.	Seminar	_____	(40)
5.	Seminar evaluation	_____	(10)
6.	Attendance and participation	_____	(10)
	Total marks	_____	(100)

$$\text{Your percentage} = \frac{\text{your mark}}{100} \times 62.5 = \text{_____}$$

B. Group Assignments (37.5% of total marks)

1.	Communication skills required	_____	(10)
2.	Courtesy and behaviour	_____	(15)
3.	Solving a mystery	_____	(15)
4.	An ethical question	_____	(20)
	Total marks	_____	(60)

$$\text{Your percentage} = \frac{\text{your mark}}{60} \times 37.5 = \text{_____}$$

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