The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Ph.D. Course Syllabus

Course Title:  
Small Group Processes

Course Number:  
COMM 6233-801

Course Description:  
Small groups, formal and informal, constitute the primary and immediate social milieu in which individuals carry out their life activities. This seminar offers an interdisciplinary perspective on the structures, functions, and dynamics of communication in small groups. Key concepts, issues, and theories about small group processes are examined for an in-depth understanding of how small groups operate with what consequence. We will also explore practical ways to facilitate cohesion and effectiveness of small groups. The seminar requires that students fully engage in, and contribute to, the intellectual and experiential learning activities of this course including discussions, exercises, and group presentations.

Class Dates, Location, and Hours:  
Location: Heidelberg, Germany. Classroom is located in Tompkins Barracks (Schwetzingen) Education Center, Bldg. 4236, Rooms 6 and 7.  
Hours: Friday 6:00 pm to 9:00 pm; Sat and Sun 8:30 am-4:30 pm  
Last day to enroll or drop without penalty: August 3, 2012

Site Director:  
Rebecca Fussnecker. Phone: DSN 370-6687; CIV 06221-768118; DSN Fax (call first) 370-6687; CIV Fax: 06221-768945; E-mail: apeuprograms@ou.edu

Professor Contact Information:  
Course Professor: Young Y. Kim, Ph.D.  
Mailing Address: University of Oklahoma  
Department of Communication  
Burton Hall #101  
Norman, OK 73019  
Telephone Number: (405) 325-3111  
Fax Number: (405) 325-7625  
E-mail Address: youngkim@ou.edu  
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before each class session, or by appointment.

Textbook(s) and Instructional Materials:  
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-7140 (outside the U.S.).


Note: The Follett AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.

**Course Objectives:**

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

1. describe the significance and the meaning of small groups in the life of individuals and organizations;
2. analyze group functions, power structures, relational networks, and individual roles in small groups;
3. examine the emergence of group norms and culture;
4. explain key functions and psychodynamic and symbolic dimensions of small groups and group life;
5. identify potential challenges in small groups of multiple social identities, and propose strategies for promoting their cohesiveness and productivity;
6. describe and explain the evolution of small groups;
7. identify specific verbal and nonverbal communication patterns that influence small group processes;
8. identify key factors that help facilitate the process of decision making and problem solving in small groups;
9. analyze potential sources of conflict in small groups, and identify ways to manage conflicts and build consensus; and
10. explain the nature of leadership in small groups.

**Assignments, Grading and Due Dates:**

1. Readings: All readings must have been thoroughly read before the first day of class. Students should attend the first class session prepared to describe, explain, critique, and apply the ideas presented in any of the required readings.
2. Examination: A comprehensive examination will be given at the end of the course. Multiple-choice questions and short, essay-type questions will be derived from the readings and in-class activities.
3. In-Class Performance: The level of contribution each student makes to various assigned and unassigned in-class activities (including group presentations, debates, and speeches) will be assessed. The evaluation of in-class performance is based on preparedness, quality of ideas, and presentation effectiveness.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
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<tbody>
<tr>
<td>In-class performance</td>
<td>During class sessions</td>
<td>30</td>
</tr>
<tr>
<td>Examination</td>
<td>Last class session</td>
<td>70</td>
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Grading: This is a letter-graded course: A, B, C, D, or F. A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = Less than 60.

NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA

Young Y. Kim, Ph.D.

Education

- 1976  Ph.D. in Communication, Northwestern University

Current Positions

- Professor, Department of Communication, University of Oklahoma, Norman, OK since 1988
- Advanced Programs Professor since 1992

Frequently Taught Advanced Programs Courses

- COMM 5253  Cross-Cultural Communication
- COMM 6323  International Communication
- COMM 6413  Interethnic Communication
- COMM 6433  Intercultural Communication

Major Areas of Teaching and Research Interest

- Cross-Cultural Adaptation of Immigrants and Sojourners
- Intercultural, Interethnic, and Interracial Communication
- History of Ideas and Communication Theory

Representative Publications and Presentations


Representative Honors and Awards Received

- Top Scholar Award for Lifetime Achievement (2006) by International Communication Association, Division of Intercultural Communication
- Charter Fellow (1994) of the International Association of Intercultural Relations.
- 9 Top Paper Awards by Intercultural Communication Division of International Communication Association and National Communication Association.
- Outstanding Book Award (1986) for *Communicating with Strangers*, (co-authored with W. Gudykunst).
- Best Dissertation Award (1976) by the School of Speech, Northwestern University.
Major Professional Affiliations

- International Communication Association (Life member; Fellow)
- National Communication Association (Life member)
- International Academy for Intercultural Research (Charter Fellow and President-Elect)
- International Association of Language and Social Psychology (Charter Member)