General Purpose of this document: The document serves as the course syllabus and tentative schedule. Any part of this document can appear on an exam any time this semester. Changes in the contents of this document are announced in class and documented if major.

Course Information: The purpose of this course is to understand the principles and practice of effective interaction within small groups including meeting planning, agenda setting, conflict management and decision-making.

Required text:  

Instructor Information:  
Susan M. Nead - BFA, MS  - Texas Christian University  
Office: FA 2120  
Office Hours: 11-12 MWF /1230-130 TTH (by appt)  
Phone: 817.272.2163 (message-emergency only)  
E-Mail: SuzyNeadUTA.edu

Americans with Disabilities Act: Please inform me immediately, with or without documentation, of any condition, which requires special needs attention. Extra time for exams will be considered only with university approved documentation.

University Drop Procedure: The only individual who can drop you from a course is you. Neither I, nor any member of the staff, can initiate this process. A space to keep track of your progress is provided with this document. Please use it.

Academic Dishonesty: It is the philosophy at the University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with university regulations and procedures. Discipline may include suspension or expulsion from the university.

Inclement Weather Notice: I live on a farm south of Weatherford. Please stay aware of weather conditions. If the local network news stations report that the Weatherford Independent School District is closed, I will not be in. Activities scheduled for that day will automatically move to the next class period. Any further changes to the schedule will be discussed then.
Class Assignments

I. Exams
   A. Midterm (100 points each)
   B. Final
   C. Requires
      1. 882 Scantron
      2. #2 lead pencil

II. Group Assignments
   A. #1 (50 points)
      1. In-class
      2. Form from group
   B. #2
      1. In & Out of class
      2. Group paper (50 points)
      3. Individual paper (50 points)
   C. #3
      1. In & Out of class
      2. Group Paper (50 points)
      3. Individual paper (50 points)
   D. #4
      1. In & Out of class
      2. Formal Proposal (50 points)
      3. Individual paper (50 points)
      4. Formal presentation (50 points)
   E. #5 Panel discussion
      1. In-class/?
      2. Group performance (50 points)

III. Classroom exercises - unannounced (25 points each)
   A. Dyads
   B. Listening

IV. Extra Credit – none

V. Attendance
   A. Deducted from total accumulated points at end of semester
   B. -5 for each absence after the third
   C. See course document

VI. All papers must be typed to receive credit.
Group meeting guidelines

I. Group make-up
   A. New members
   B. Duplication
   C. 5-7 members
   D. Roles
      1. Group leader
      2. Official communicator (not leader)

II. Charges
   A. Each project different
   B. Time increases
   C. Need for out-of-class meetings increases

III. Participation
   A. Discussion
   B. Research
   C. Papers
   D. Presentation...
   E. Lack of participation
      1. Leader discusses with member
      2. Leader documents behavior
      3. Official communicator notifies instructor
      4. Instructor discusses with member
      5. Membership termination (member receives 0 for assignment)

IV. Official communicator
   A. Documents each meeting with instructor
      1. Those present
      2. Items discussed
      3. Assignments
      4. Questions for instructor
   B. Only official communication with instructor

V. Leader
   A. Facilitates discussion
   B. Makes assignments based on individual skills, etc.
   C. Mediates conflict
   D. Coordinates with official communicator.

VI. Instructor
   A. Ensures charge and parameters are understood
   B. Answers questions
   C. Verifies progress
<table>
<thead>
<tr>
<th>Week of:</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-Aug</td>
<td>General</td>
<td>Chapter 1</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>2-Sep</td>
<td>Labor Day</td>
<td>Project #1</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>9-Sep</td>
<td>Chapter 3</td>
<td>Chapter 4</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>19-Sep</td>
<td>Project #2</td>
<td>Project #2</td>
<td>Presentations</td>
</tr>
<tr>
<td>23-Sep</td>
<td>Chapter 5</td>
<td>Chapter 5</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>30-Sep</td>
<td>Project #3</td>
<td>Project #3</td>
<td>Project #3</td>
</tr>
<tr>
<td>7-Oct</td>
<td>Presentations</td>
<td>Chapter 6</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>14-Oct</td>
<td>Midterm Exam</td>
<td>Chapter 7</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>21-Oct</td>
<td>Chapter 8</td>
<td>Chapter 9</td>
<td>Project #4</td>
</tr>
<tr>
<td>28-Oct</td>
<td>Project #4</td>
<td>Project #4</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>4-Nov</td>
<td>Chapter 10</td>
<td>Chapter 11</td>
<td>Project #4</td>
</tr>
<tr>
<td>11-Nov</td>
<td>Chapter 12</td>
<td>Project #4</td>
<td>Project #4</td>
</tr>
<tr>
<td>18-Nov</td>
<td>Presentation</td>
<td>Presentation</td>
<td>Presentation</td>
</tr>
<tr>
<td>25-Nov</td>
<td>Presentation</td>
<td>Symposums, etc</td>
<td>Symposums, etc</td>
</tr>
<tr>
<td>2-Dec</td>
<td>Panel Discussions</td>
<td>Panel Discussions</td>
<td>Panel Discussions</td>
</tr>
<tr>
<td>9-Dec</td>
<td><strong>Wrap-up &amp; review</strong></td>
<td><strong>Final Exam 8:00 a.m.</strong></td>
<td></td>
</tr>
</tbody>
</table>