HUMS 335 (Hybrid)
Working with Groups

Spring Session 14/14
March 23 to May 16, 2015

Course Description

Theoretical foundations, knowledge, values, and skills of human service practice as they apply to working with groups.

Prerequisite: HUMS 105 or PSYC 101

Proctored Exams: -- None

Class Day and Time: Tuesday, 5:00 pm – 8:00 pm

This is a hybrid course which is defined as an online course supported by a weekly in-seat class. Our class will consist both in-seat and online instruction through various resources, discussion and homework. Please note that we will meet every week, unless otherwise noted.

You are expected to attend every class. If you know prior to the beginning of the session that you will miss more than one in-seat class, it is strongly recommended that you wait to take this course at another time.

Class Day and Time: Tuesday, 5:00 pm – 8:00 pm

The online portion of our course is located in D2L. You will access the course through CougarTrack.

Textbooks


Recommended: The following text is recommended. Do not use an old version of the APA manual (the current edition is the 6th), nor rely on web resources, other than those recommended or provided by the instructor for definitive answers to APA questions. Some sources found on the web are incorrect. If you will be writing more APA format papers (for psychology, sociology, criminal justice, and human services classes) it is a good investment:


Textbooks for the course may be ordered from MBS Direct:

- online at [http://direct.mbsbooks.com/columbia.htm](http://direct.mbsbooks.com/columbia.htm)
- by phone at 800-325-3252
Course Overview

The main objectives of this course are to provide students with the opportunity to learn how to become productive group members within a Human Services organization, better understand group dynamics, utilize the group process to solve problems, take an active role in group evaluation, evaluate their own group participation, and learn how groups are utilized in Human Service organization to provide services to clients. You will learn techniques applicable to being a group participant and facilitator.

Technology Requirements

Participation in this course will require the basic technology for all online classes at Columbia College:

- A computer with reliable Internet access,
- A web browser,
- Acrobat Reader,
- Microsoft Office or another word processor such as Open Office.

You can find more details about standard technical requirements for our courses on our site.

Course Objectives

- To understand basic principles and theoretical concepts of the human services profession as they apply to working with groups.
- To understand the ethical standards for human services practice with groups.
- To understand the basic concepts of group development.
- To demonstrate learning skill-based competencies in planning, facilitating, observing and evaluating small groups.

Measurable Learning Outcomes

- Demonstrate knowledge of and the ability to differentiate between theories as they apply to working with small groups.
- Differentiate between different types of groups.
- Identify the major characteristics of each of the stages of a group.
- Identify the major tasks and roles of group leadership at each of the stages of a group.
- Identify the roles and expectations of group members at the various stages of a group.
- Describe how group leaders can effectively work with issues of cultural diversity in a group setting.
- Discuss the importance of building a climate of trust in a group setting.
- Demonstrate an ability to formulate an agenda for a group session.
- Apply specific skills that help members formulate personal goals in a group.
- Demonstrate beginning level skills in planning, facilitating, terminating, and evaluating a small group.
- Demonstrate the ability to evaluate their own practice effectiveness.
- Demonstrate knowledge of group dynamics.
- Demonstrate an ability to appropriately apply various strategies of handling conflict in groups.
- Demonstrate knowledge of ethical standards for human services practice with groups.

**Grading**

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>194 – 215</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>172 – 193</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>150 – 171</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>129 – 150</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 128</td>
<td>0-59%</td>
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**Grade Weights**

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th>Points</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>Discussions (In Class)</td>
<td>32</td>
<td>15%</td>
</tr>
<tr>
<td>Final Paper Topic (In Class)</td>
<td>8</td>
<td>4%</td>
</tr>
<tr>
<td>Annotated Bibliography (Online)</td>
<td>25</td>
<td>12%</td>
</tr>
<tr>
<td>Final Paper (Online)</td>
<td>50</td>
<td>23%</td>
</tr>
<tr>
<td>Midterm Exam (Online)</td>
<td>50</td>
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<tr>
<td>Final Exam (Online)</td>
<td>50</td>
<td>23%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>215</strong></td>
<td><strong>100%</strong></td>
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**Schedule of Graded Assignments**

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points</th>
<th>Due Online</th>
<th>Due In-Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Discussion 1</td>
<td>4</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introductions</td>
<td>--</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Discussion 2</td>
<td>4</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paper Topic</td>
<td>8</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plagiarism Quiz</td>
<td>--</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Discussion 3</td>
<td>4</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Discussion 4</td>
<td>4</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Midterm Exam</td>
<td>50</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Discussion 5</td>
<td>4</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annotated Bibliography</td>
<td>25</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Discussion 6</td>
<td>4</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Discussion 7</td>
<td>4</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Paper</td>
<td>50</td>
<td>Sunday</td>
<td></td>
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Assignment Overview

Readings (Before Class)

All readings and lecture review should be completed prior to coming to the in-seat portion of class. I encourage you to take advantage of the self-study resources available in the course.

You should utilize the information from the readings and incorporate it into all assignments within the course.

Discussions (In Class)

Discussions are an integral part of this course and represent a significant portion of the final grade. Discussion activities are designed to help extend your learning into the real world and bridge the gap between theory and practice.

For this course, discussions will take place In Class. You must be present at the in-seat class in order to earn these points. Our In Class Discussion topics will be based on the chapter material defined in the weekly course schedule. You should come prepared to the In Class session ready to actively participate in all classroom discussions. Additional online discussion topics may be introduced as needed.

Disagreement can be healthy, but only if it’s done tactfully and constructively. Conventions of professional etiquette, which include courtesy to all users, will be observed online and the equivalent will be observed in the classroom setting. Offensive, inflammatory wording and personal attacks will not be tolerated. In a diverse population as these classes are, we cannot force our personal values and beliefs on others. Civility and sensitivity are expected in all our communications.

Final Paper (Online)

The Final Paper will be broken into three distinct assignments that overlap in grading. (For example, a deficiency in one of the listed areas will drop you to the corresponding letter grade regardless of other elements of your assignments.) Plagiarism, regardless of if you do it on purpose or not, returns a grade of zero for any assignment. Note: You must complete the plagiarism quiz with a passing grade of 80 percent or more in order to turn in the annotated bibliography and the final paper. No points are awarded but multiple attempts are allowed.

The three distinct portions of this project are:

- Paper Topic
- Annotated Bibliography
- and Final Paper

Paper Topic

Your topic must be something relevant to the general topic of small group dynamics. A good way to get ideas for a topic is to look in the book, including chapters we have not covered yet. Please see Topic Selection in the Content area for examples of acceptable and unacceptable topics.

You will inform me of your topic selection during the In Class portion of the course during Week 2.
Annotated Bibliography

When done correctly this assignment helps you to prepare for writing the final paper and is designed for you to critically think about the sources you will use for that paper. All of the sources you use in this assignment must be used in the final paper.

After your chosen topic has been approved, you will need to use the online databases available from the Columbia College library to find five research articles pertinent to that topic. These articles should be primary sources. You are to use only journal articles available from the online databases (which are extensive), and not editorials, news items, commentary, or opinion pieces.

Research based articles will generally include one or more of the following elements: an abstract, a literature review, methods, sample, findings, and a short discussion. You can also use other literature reviews which are relevant to your topic. Both kinds of articles will be found in the professional literature. Periodicals such as *Time*, newspapers of any kind, and websites will not count toward the required number of sources. You can, however, use them as supporting references in your final paper.

*Do not cut and paste information from the articles or other sources* – paraphrase in your own words what the article is saying. *Do not quote from the article* – paraphrase in your own words what the article is saying. Every source must be used in the final paper or points will be deducted. It is important to remember these guidelines.

A grid for you to complete will be provided for you online in the Content area along with an actual completed example. For this assignment, you will complete the grid filling out all the required information for each of your articles in your own words. Material that is cut and pasted into the article from another source, including the original article, will be construed to be plagiarism.

It is also important for you to understand the articles. It is acceptable if some of the statistics are arcane or beyond your statistical expertise. However, you must know what the authors were trying to accomplish, the method they used, the results, and to make an informed judgment as to the viability of their work.

This portion of the Final Paper must be submitted to the appropriate Dropbox folder by Sunday at 11:59 pm CT of Week 5.

Final Paper

You will write a literature review on your approved topic using, at minimum, the five sources you submitted in your annotated bibliography. Your final paper, in addition to the grading criteria found in the Grading Criteria section of this syllabus, must adhere to the following guidelines:

- Turnitin.com report below 20%
- No more than 10% of your paper will be quotes.
- Only one block quote.
- Must contain both direct quotes and paraphrases.
- Should not deal with one article, then another, and then another, etc. Instead, the article must be written thematically. Develop themes on the topic, derived from your analysis of your sources, use those themes as divisions (dividing your paper into subheadings), and provide a final discussion where you sum things up.
- No recycled work or using work from other classes. This will result in a zero.
- Do not copy, or otherwise use, information from another source without saying where you got it. That is a fundamental principle of academic writing. In other words, use parenthetical citations to tell the reader where the information comes from. Violation of this requirement is plagiarism and will result in a zero for the assignment.
- This assignment will be 7-8 pages inclusive to include:
  - Title Page
Abstract
- Body of your paper must be 4-5 pages. Points will be deducted for going over or under
- Appropriate Subheadings – as mentioned above.
- At least one direct quote
- Four or more paraphrases – make sure to cite where any information comes from.

This Final Paper must be submitted to the appropriate Dropbox folder by Saturday at 11:59 pm CT of Week 8.

Midterm and Final Exams (Online)
It is important to note that the midterm and the final are open book examinations taken online. They will not be proctored. Each of you will take a unique test in which the question selection and order will be randomly selected from a database. Therefore, each of you, in essence, will take a different version of the exam.

You will have 90 minutes to complete each exam. Each exam will consist of multiple choice and True/False questions. Because of test security, you will not be able to view your completed test.

The Midterm Exam must be submitted by Sunday at 11:59 pm CT of Week 4.
The Final Exam must be submitted by Saturday at 11:59 pm CT of Week 8.

Course Schedule

Week 1: Introduction to Working With Groups

Readings (Before Class)
- Chapters 1 & 2
- Review the American Psychological Association (APA) format for writing, to prepare for your final paper due in Week 8.

Discussion 1 (In Class)
We will discuss chapters 1 & 2 from our textbook. Discussion over these chapters may be completed in small group or whole class settings. You should be prepared to discuss these chapters and provide your own unique insight into the topics covered.

Introductions (Online)
Introduce yourself in the “introductions” topic of our course’s Discussion area, which is our “virtual classroom.” Please give us more than your name. Include your work activities, hobbies, interest in Labor Relations, and any other information that can help us get to know you. Post your Introduction in the Discussion area.

Plagiarism Tutorial Quiz
Complete the Plagiarism Tutorial and Quiz. The tutorial is available in the Content area and the quiz is in the Quizzes area. You must pass the quiz with at least an 80%, and you are allowed multiple attempts. You must pass the quiz before you will be able to submit your Annotated Bibliography assignment (Week 5). Not completing this quiz is not a valid excuse for submitting your Annotated Bibliography late.
Week 2: General Systems Theory

Readings (Before Class)
- Chapters 3 & 4

Discussion 2 (In Class)
We will discuss chapters 3 & 4 from our textbook. Discussion over these chapters may be completed in small group or whole class settings. You should be prepared to discuss these chapters and provide your own unique insight into the topics covered.

Paper Topic (In Class)
You will submit your topic for your Final Paper during the in-seat portion of the class. The topic must correlate to small group dynamics, therapeutic groups, or group therapy. Make sure you choose a topic of interest to you and that is relevant to your degree which has something to do with groups (Human Services, Criminal Justice, etc.)
Your topic must be approved by me and you will not be allowed to duplicate topics. No recycled papers will be allowed.

Week 3: Diversity and the Roles of Group Members

Readings (Before Class)
- Chapters 5 & 6

Discussion 3 (In Class)
We will discuss chapters 5 & 6 from our textbook. Discussion over these chapters may be completed in small group or whole class settings. You should be prepared to discuss these chapters and provide your own unique insight into the topics covered.

Week 4: Group Leadership and Leading Small Groups

Readings (Before Class)
- Chapters 7 & 8

Discussion 4 (In Class)
We will discuss chapters 7 & 8 from our textbook. Discussion over these chapters may be completed in small group or whole class settings. You should be prepared to discuss these chapters and provide your own unique insight into the topics covered.

Midterm Exam (Online)
The Midterm Exam will cover Chapters 1 – 6 from the text and is not proctored. It will be an open book examination, and must be taken online. Each student will take a unique test in which the question selection and order will be randomly picked from a database. You will have 90 minutes to complete it. You may not go over the established time limit.
The Midterm Exam must be completed by Sunday at 11:59 pm CT.

Week 5: Group Problem Solving and Decision Making

Readings (Before Class)
- Chapter 9 & 10
Discussion 5 (In Class)
We will discuss chapters 9 & 10 from our textbook. Discussion over these chapters may be completed in small group or whole class settings. You should be prepared to discuss these chapters and provide your own unique insight into the topics covered.

Annotated Bibliography (Online)
Submit your group's Annotated Bibliography to the correct folder in the Dropbox area by Sunday at 11:59 pm CT.

Note: The Plagiarism quiz must be completed with a passing grade (80% or higher) before you can submit your Annotated Bibliography.

Week 6: Managing Conflict in Small Groups
Readings (Before Class)
• Chapter 11

Discussion 6 (In Class)
We will discuss chapter 11 from our textbook. Discussion over these chapters may be completed in small group or whole class settings. You should be prepared to discuss these chapters and provide your own unique insight into the topics covered.

Week 7: Group Evaluation and Observation
Readings (Before Class)
• Chapter 12

Discussion 7 (In Class)
We will discuss chapter 12 from our textbook. Discussion over these chapters may be completed in small group or whole class settings. You should be prepared to discuss these chapters and provide your own unique insight into the topics covered.

Final Paper (Online)
For more information regarding the Final Paper visit the Week 7 Content area. Submit your Final Paper to the correct folder in the Dropbox folder by Sunday at 11:59 pm CT.

Week 8: Helping Groups
Readings (Before Class)
• Review the two PowerPoints in the Content area

Discussion 8 (In Class)
We will discuss the PowerPoints in the Content area. Discussion over these PowerPoints may be completed in small group or whole class settings. You should be prepared to discuss these PowerPoints and provide your own unique insight into the topics covered.

Final Exam (Online)
The Final Exam will cover Chapters 7-12 from the text and will not be proctored. It will be an open book examination, and must be taken online. Each student will take a unique test in which the question selection and order will be randomly picked from a database. You will have 90 minutes to complete the Final Exam. You may not go over the established time limit.

The Final Exam must be completed by Saturday at 11:59 pm CT.
Course Policies

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College’s Student Conduct Code and Acceptable Use Policy. Students violating these policies will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct and the Computer Use Policy for students can be found in the Columbia College Student Handbook. The Handbook is available online; you can also obtain a copy by calling the Student Affairs office (Campus Life) at 573-875-7400. The teacher maintains the right to manage a positive learning environment, and all students must adhere to the conventions of online etiquette.

Plagiarism

Your grade will be based in large part on the originality of your ideas and your written presentation of these ideas. Presenting the words, ideas, or expression of another in any form as your own is plagiarism. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual property rights of the original author. For proper citation of the original authors, you should reference the appropriate publication manual for your degree program or course (APA, MLA, etc.). Violations are taken seriously in higher education and may result in a failing grade on the assignment, a grade of "F" for the course, or dismissal from the College.

Collaboration conducted between students without prior permission from the instructor is considered plagiarism and will be treated as such. Spouses and roommates taking the same course should be particularly careful.

All required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

A plagiarism tutorial is located in the content area of the D2L website. Additionally, work that was completed in a prior course and submitted in the current course will not be accepted.

Non-Discrimination

There will be no discrimination on the basis of sex, race, color, national origin, sexual orientation, religion, ideology, political affiliation, veteran status, age, physical handicap, or marital status.

Disability Services

Students with documented disabilities who may need academic services for this course are required to register with the Coordinator for Disability Services at (573) 875-7626. Until the student has been cleared through the disability services office, accommodations do not have to be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus before enrolling in the course. The structure or the content of the course may make an accommodation not feasible.

Attendance Policy

Attendance for a week will be counted as having submitted a course assignment for which points have been earned during that week of the session or if the proctoring information has been submitted or the plagiarism quiz taken if there is no other assignment due that week. A week is defined as
the period of time between Monday and Sunday (except for Week 8, when the week ends in accordance with the campus end date). The course and system deadlines are all based on the Central Time Zone.

Email
All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor. You may forward your Cougar email account to another account; however, the College cannot be held responsible for breaches in security or service interruptions with other email providers.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy
A hybrid class requires regular participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion, and writing assignments. Although most of the communication for this course is asynchronous, you must be able to commit to the schedule of work for the class for the next eight weeks. You must keep up with the schedule of reading and writing to successfully complete the class.

Course Evaluation
You will have an opportunity to evaluate the course near the end of the session. Course evaluations will open on Sunday of Week 5 and will remain open until Thursday of Week 7. A link will be sent to your CougarMail that will allow you to access the evaluation. Be assured that the evaluations are anonymous and that your instructor will not be able to see them until after final grades are submitted.

Additional Resources
Orientation for New Students
This course is offered online, using course management software provided by Desire2Learn and Columbia College. The Student Manual provides details about taking an online course at Columbia College. You may also want to visit the course demonstration to view a sample course before this one opens.

Technical Support
If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Helpdesk, or the D2L Helpdesk for assistance. Contact information is also available within the online course environment.

Online Tutoring
Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. The Writing Center can be used for writing assistance in any course.
Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack under Students->Academics->Academic Resources.