



UT PERMIAN BASIN

COMM 4326 795
Group Leadership
Summer 2025 Session 7W2
Delivery Method: Online

Instructor Information



Name: Terra James
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Phone: 816-752-5724
Office Location: Online
Office Hours: By request

Course Information

Class Location: Online

Prerequisites: None

Corequisites: None

Schedule a Meeting

Use the link below to schedule a meeting with your instructor:

REPLACE THIS TEXT WITH BOOKINGS LINK

For assistance contact help@utpb.edu

Course Description

Explores the intersection of group communication theory and leadership theory. Students analyze and practice methods of leadership communication including creative thinking models decision-making techniques and parliamentary procedure.

Group Leadership is a course that introduces the student to key terms, concepts, and theories inherent

within the communication dynamic of small groups and teams. This course explores issues related to communicating in groups and teams. We will explore (1) the components of a group, (2) verbal and nonverbal communication in groups, (3) group structure and development, (4) group diversity, (5) personal role as a group member, (6) group decision-making, (7) leadership styles, (8) conflict management, (9) Meeting preparation and management, and (10) observation of group processes and feedback.

An analysis in the areas of Leadership Styles, Group Role behaviors, and Conflict Management will assist

the student in the understanding and development of the appropriate application of the dynamics of communication in the small group setting for future situations.

Course Learning Outcomes (CLO)

Purpose: This Course is designed to enable the student to become a more competent and effective

Communicator and Leader in small group encounters. Throughout this course, the importance of synergy

and its relationship to the different types of groups will be analyzed. The guidelines for applying specific

communication techniques as a tool for effective decision-making and problem-solving will be analyzed

and practiced.

Student Learning Outcomes

- Explain your experience in groups
- Identify group communication fundamentals
- Explain and analyze contextual influence on groups
- Synthesize and encourage diversity in group settings
- Explain the positive and potentially negative influences of technology on group and team interactions
- Explain the decision making process in group settings
- Facilitate group meetings
- Describe and explain these decision-making techniques to others: brainstorming, nominal group technique, consensus, voting, and ranking
- Build relationships in groups
- Manage conflict in groups
- Take steps to enhance your leadership capacity

UTPB Bookstore

[Bookstore link](#)

This link will take you directly to the official UTPB bookstore page for this course. Please note, you are welcome to make purchases from any supplier of your choice.

Course Materials

Multiple formats of identical course materials may be contained in this list (i.e. Hardcover book, Electronic Text, etc.). You may only need one of these materials. Please follow the "bookstore link" under the material to go to the official online UTPB bookstore to ensure you are selecting the format which best suits your needs.

Title: Communicating in Groups & Teams

ISBN: 9781516519286-008871-1-2255-7W2-795

Authors: Keyton

Publisher: Cognella

Publication Date: 2018

Edition: 4th

Required or Recommended: Required

Faculty - This list reflects your selections in the Follett bookstore website.

Additional Materials

An APA manual is always helpful for Communication courses. This is not required, but recommended.

Important Academic Dates

UTPB [Academic Calendar](#)

Graded Material

Course Activity	Points	Percentage of Total Grade
Term Group Project:	150	Weighted
o Teamwork Problem Solving Assignment		Total:

o Teamwork Evaluation	50	35%
o Teamwork Discussion Board (Weeks 3 & 4)	100	
Course Quizzes:		
o Quiz 1	50	
o Quiz 2	50	
o Quiz 3	50	
o Quiz 4	50	Weighted
o Quiz 5	50	Total:
o Quiz 6	50	25%
o Quiz 7	50	
o Quiz 8	50	
o Quiz 9	50	
Video Post Viewing		
Questions:		Weighted
o Video 5.1	50	Total:
o Videos 6.1, 6.2, 6.3	80	20%
o Videos 7.1, 7.2, 7.3	70	
Discussion participation		Weighted
o Introduction		Total:
o Topic # 1	175	20%
o Topic # 2		
Total:	1,125	100%

Grading Scale

Grade Description

A+

(98-100_

A

(93-97)

Excellence in all rubric categories. Far exceeds the requirements of the assignment.

A-

(90-92)

Excellence in nearly all rubric categories. Exceeds the requirements of the assignment.

B+

(87-89)

Excellence in most rubric categories. Meets all assignment requirements and exceeds some of them.

B

(83-86)

Excellence in some, but not all rubric categories. More than an adequate response to the assignment.

B-

(80-82)

Demonstrates a moderately high level of competence rubric categories. Response to the assignment is slightly more than adequate.

C+

(77-79)

Satisfactory completion of the content, structure, and originality of the assignment.

Response is adequate; meets minimal requirements with minor errors.

C

(73-76)

Satisfactory completion of the content and structure of the assignment. Adequate response; meets minimal requirements but with noticeable errors.

C-

(70-72)

Adequate completion of the content of the assignment, but shows a lack of understanding of some elements. Meets minimal requirements with distracting errors.

D

(60-69)

A passing grade with significant errors. Poorly thought out or poorly supported concepts and response to the assignment.

F

(50)

Does not adequately meet major requirements of the assignment. Substantially missed major objectives or parts of the assignment. Contains significant errors.

No credit

(0)

Assignment was not submitted by the due date or was determine to violate academic integrity policies.

University Policies

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations”

to students with disabilities. Only those students, who an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Amber Lucero, Director of Student Emergency and Accessibility Services

Address: 4901 E. University, Odessa, TX 79762

Student Activity Center (SAC) Room #200D

Voice Telephone: 432-552-4602

Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Sexual Harassment/Sexual Misconduct Policy

The University of Texas Permian Basin (the University) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act), Violence Against Women Act (VAWA), and Clery Act. Sexual Misconduct, Retaliation, and other conduct prohibited under this Policy will not be tolerated and will be subject to disciplinary action.

The University will promptly discipline any individuals or organizations within its control who violate this Policy. The University encourages you to promptly report incidents that could constitute violations of this Policy to the Title IX Coordinator. The complete Sexual Harassment/Sexual Misconduct Policy can be found [here](#).

You may report incidents of sexual misconduct to any University employee. They are obligated to report any incident to the Title IX Coordinator or Deputy Coordinator.

You may also contact:

- The UTPB Police Department at 432-552-2786
- The Title IX Coordinator at 432-552-2697 or TitleIXCoordinator@UTPB.edu.
- The Dean of Students at 432-552-2600
- Reports can also be made via the University Complaint Portal: [UTPB Complaint Management](#)

A **confidential reporting option is available**. Please contact UTPB's Counseling Center at 432-552-3365 or 432-552-2367 or stop by MB 1150.

Scholastic Dishonesty

“Scholastic Dishonesty” is any form of cheating or plagiarism that violates the Student Code of Conduct. Scholastic dishonesty or academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two [2] courses without the prior permission of the instructor, and providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act. The Student Code of Conduct provides students fair notice of conduct considered unacceptable at The University of Texas Permian Basin and which may be the basis for disciplinary action. This policy provides the procedures to be following when student disciplinary action may need to be implemented and outlines the appeals process. The Student Code of Conduct is available online at: <https://www.utpb.edu/life-at-utpb/student-services/dean-of-students/student-code-of-conduct>

Student Success at UTPB

UT Permian Basin offers numerous services to help you reach your academic goals. Available both in the Success Center on the 2nd Floor of the Mesa Building (<https://www.utpb.edu/academics/advising-and-support/student-success-center/index>), and online, UTPB Student Success offers the following services to all students:

- O.W .L. (Online Writing Lab) - Submit essays that need to be revised by one of our tutors to owl@utpb.edu.
- Tutoring – For both online and in person tutoring, please use EAB to create an appointment. (Utpb.campus.eab.com) Sign in using UTPB credentials.
- SI/PLTL Sessions - If available for your class, will be communicated to you by the mentor assigned to your class section and students can communicate to their SI or PL through Canvas.
- Peer Mentoring - Incoming freshmen can be paired with a peer mentor who will help you navigate your first year on campus.
- SSC Computer Lab - Come take advantage of the state-of-the-art computers available at the Student Success Center.

Please email success@utpb.edu for more information.

Student Support Services

For more information on academic, technical, and support services for UTPB students, please see the [Online Student Services](#).

Course Modalities

Both the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Schools and Colleges Commission on Colleges (SACSCOC) provide standard definitions for basic course types/modalities that have informed the following adopted course definitions.

Online Courses are those in which more than 85 percent of the planned instruction occurs online/virtually (asynchronously) when students and faculty are not in the same place. A fully online course is one in which mandatory in-person meetings occur no more than 15% of the planned instructional time.

Remote Courses are ones in which students, while not required to physically come to campus to attend in-person classes, are required to “attend” virtually/remotely (synchronously) during scheduled days and times, with students expected to log in and participate in the lecture via video conferences.

Hybrid Courses are courses in which the majority (more than 50% but less than 85%) of the planned instruction occurs when students and instructor(s) are not in the same place. This form of instruction offers a mix of on-campus/in-person and remote/online/electronic learning.

HyFlex Courses are those which, like hybrid courses, offer a mix of on-campus/in-person and remote/online/electronic learning. These courses, however, do not require student authentication since at least 50% of the planned instruction occurs when students and instructor(s) are in the same place.

Face-to-Face/In-Person Courses are those in which more than 85 percent of the planned instruction occurs when students are in the same place with an instructor(s).

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end of course evaluation survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas, an email, and a button in your course navigation that will take you to any available surveys.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Distance Education Policy

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when or if your personal computer crashes. Limited Loaner Laptops are available through the J. Conrad Dunagan Library.

Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call the instructor, and leave a message regarding connectivity loss and your contact information.

Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions or problems, you may be required to resubmit the files.

Distance Education Courses and Student Identity Authentication Requirements and Policy

SACSCOC defines a distance education course as one in which more than 50 percent of the planned instruction occurs when students and instructor(s) are not in the same physical place. Distance education courses, therefore, include online, remote, and hybrid courses as defined above. Per SACSCOC and University policy, all distance education courses are required to follow our Distance Education Student Authentication Policy procedures (please see below), and these requirements and policies must be stated in the course syllabus. Further, any projected additional student charges associated with verification of student identity must be indicated on the courses schedule and course syllabus.

The Distance Education Student Authentication Policy does not apply to Hyflex Courses--those in which at least 50% of the planned instruction occurs when students and instructor(s) are in the same place--and Face-to-Face/In-Person Courses--those in which more than 85 percent of the planned

instruction occurs when students and instructor(s) are in the same place. Student authentication and identity verification in these courses may be accomplished by in-person attendance monitoring as well as through in-class instructor proctored examinations and other assessments. These same “in-class” authentication procedures also may be employed in hybrid courses, but in the case of these defined distance education courses, they must be documented on the course syllabus as described below.

Distance Education Student Authentication Policy and Syllabus Requirements

UT Permian Basin’s Distance Education Student Authentication Policy requires the University to employ processes (documented in each distance education syllabus) to verify that each student who registers for a distance education course is the same student who participates in, completes, and receives credit for the course.

The policy requires faculty members teaching distance education courses to employ at least two methods of verification to ensure student identities. The first method of verification is accomplished by the student logging into Canvas, our learning management system. To access all UTPB courses, students must login to Canvas uniqueness personal identifying username and secure password. This is the primary method of student identity verification. The Distance Education Student Authentication Policy requires at least one additional student identification method within the distance learning course that has been determined and approved by the faculty or academic program. The second method of authentication must be explicitly stated in the syllabus. The second method of student authentication maybe:

- Proctored exams using an approved photo ID*.
- Presentation of approved photo ID through a webcam and optional levels of proctoring during assessment.
- Field or clinical experiences using an approved photo ID.
- Synchronous or asynchronous video activities using an approved photo ID.
- In hybrid distance education courses, which have an in-person meeting component, the secondary method of student authentication may be accomplished (as is it may be done in hyflex and face-to face-courses) by in-person attendance monitoring as well as through required in-class instructor proctored examinations and other assessments.
- Other Technologies or procedures, etc. (which must be detailed in the syllabus).

If faculty require secondary method of verification for which students are charged a fee(e.g. face-to-face proctoring at an off-campus site that charges a fee), this notification must be stated on the course schedule and in the course syllabus as well.

*Approved photo identifications include passports, government issued identification, driver’s licenses, military ID from DoD; dual credit and early college high school students use school district

identifications.

***Unless otherwise stated, all materials, activities, and assessments are required and are not optional.**

Communication, Grading & Feedback:

By Teams (james_t) and/or phone appointment Monday-Friday. Please email Mrs. James to set up a time if you would like to discuss course overview, assignments, or grades. Please allow 24 hours (after a grade has been placed- grades typically placed/posted within 1 week of the deadline) to set up a meeting regarding a grade; this will allow me adequate time to review the completed grading rubric and provide in-depth feedback during our meeting. All meetings to discuss an upcoming assignment need to be set up at least 24 hours before the assignment deadline (or by the Friday before the deadline if the assignment is due on a Sunday night). This means that you will need to email me at least 48 hours before the assignment deadline to ensure that our phone and/or Teams meeting is set up well before the deadline. My email and Canvas Messenger are both linked to my cellphone to ensure that I can receive student communication as quickly as possible. Please do not hesitate to contact me! I am here to assist in your online journey.

Time Management:

This is an accelerated online course. You can expect to spend as many hours on this course as you would inside of a traditional 16 week course. Therefore, please be sure that you are setting aside adequate time for the accelerated 8 week schedule.

Generative AI Content Policy

UT Permian Basin Faculty recognize the innovative potential of generative AI. We also recognize that generative AI can be used as a substitute for critical thinking and plagiarism, and that its use may be more appropriate in some learning experiences than in others. For these reasons, any policy regarding its use must be nimble so that instructor discretion and instructional context are taken into consideration when determining what "appropriate use" looks like in any student learning experience.

This policy will both cover generative AI use in all courses at UT Permian Basin and must be customized by instructors for each course. Customization is offered according to the expectations outlined below (instructors complete this section as appropriate to your course):

1. Use of generative AI in this course is prohibited.

Examples of Generative AI include, but are not limited to: Grammarly, ChatGPT, and DeepSeek.

2. Use of generative AI in this course is allowed within the guidelines listed here:

_____ (instructor completed. Sample ideas here: "Specific activities only as noted." "When a generative AI is used, please include the direct link to the ChatGPT with the assignment for the instructor to view the AI's input." "Only use with prior instructor permission and guidance.")

3. Use of generative AI in this course has no screening requirements or limitations, other than what are described in the [UTPB Acceptable Use Policy](#).

If the use of generative AI is discovered in student work that is out of compliance with the policy of this course, the submitted work will be subject to penalty under the plagiarism policy.

Course Policies

Policies

Discussion Board

Discussion Board is primarily for discussing course related topics and issues.

Best practices are:

- Read all message postings in online discussion.
- Respond to the question directly.
- Reply to minimum of two other student posts.
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings that are limited to 'I agree' or 'great idea', etc.
- Ensure responses to questions are meaningful, reflective.
- Support statements with concepts from course readings, refer to personal experience, examples.
- Follow Rules of Behavior (below).

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.

- Do not use language that is inappropriate for a classroom setting or prejudicial in gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list.
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

Make-Up/Late Submission Policy

All Timeliness is one component of professionalism, and because this is an accelerated course, your learning and your classmates' learning depends on your timely participation. Assignments submitted after the deadline delay your progress in the course and can diminish your classmates' learning opportunities.

Because students are made aware of the due dates of all assignments well in advance, I will not accept work that is not turned in by the date and time noted in the syllabus. If there is any discrepancy between the due date listed in the syllabus and the due date listed in Canvas, assume that the syllabus is correct and notify me as soon as possible so I can correct the error.

You are welcome to submit work early; however, any work submitted early will be graded with the other submissions for that assignment. If the assignment allows for multiple submissions, I will grade the submission with the latest date unless you request otherwise in writing.