

The University of Texas at Tyler
Soules College of Business and Technology
Department of Human Resource Development and Technology
Course Syllabus

Spring 2020

Team Building

Dr. Rosemary Cooper

rcoper@uttyler.edu

Office: UC 2150

Office Hours: By appointment

HRD 3306 (Online)

Spring 2020 January 13th – February 29th

(903) 565-5535 phone

Preferred contact: Email

Course Description:

This course provides an insight into the use of teams in business and industry. Topics include the purpose of teams and the team-building process, conflict resolution, talent management, and team-building activities. The course will also examine the basic structure of teams, why they are important, how they are developed, and how they are managed and evaluated.

Required Textbook/Materials:

Mackin, Deborah. (2007). The Team Building Toolkit. Second Ed. New York: AmaCom.

Course Learning Objectives:

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

1. Explain and discuss the purpose and the value of team building.
2. State and recognize when teams are important and when they are not.
3. Explain and discuss how teams are formed and how they operate.
4. Apply and demonstrate the phases of team building.
5. Apply the principles of conflict resolution to make teams more effective.
6. Recognize the value of and the techniques of conflict resolution.
7. Discuss and explain the application of talent management so the best team members can be recruited.
8. Demonstrate effective evaluation techniques to assure good team function.

Course Competencies:

1. Computer-Based Skills – the student will use the course management system (Canvas) for accessing and posting/uploading assignments.
2. Communication Skills – the student will exhibit mastery of written skills in completion of the semester assignments and online postings.
3. Problem Solving (Critical Thinking) – the student will utilize conceptual thinking and will work as a team to complete the final PowerPoint presentation
4. Ethical Issues in Decision Making and Behavior – the student will understand and exhibit ethics through assignments dealing with team building as well as through completion and submission of assignments.
5. Personal Accountability for Achievement – the student will complete assignments at the time designated by the instructor. The student will also work as a team member to complete team assignments and the final PowerPoint presentation.

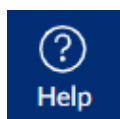
Student Expectations

Students are expected to prepare for each module by reading the assigned chapter material and completing quizzes and discussion board posts. Each student should expect to demonstrate

understanding of terminology and course concepts by asking and answering questions during discussion board opportunities. Students will participate as a member of their assigned team to complete team assignments and the final PowerPoint presentation.

Students will utilize the Canvas Online Learning Management System to complete this course. Canvas contains relevant information for this course including the syllabus, quizzes, discussion boards, and individual student grades (secure for each student). The expectation is that each student will check this information multiple times a week. Additional necessary material may be made available through Canvas as the course progresses. More information about Canvas including tutorials and information about the Canvas app can be found at <https://www.utt Tyler.edu/canvas/>.

This online course requires that each student has a reliable computer and internet connection. If technical problems arise with the use of Canvas, please contact Support by clicking on the Help icon inside of your Canvas account.



Course Requirements

Students will be evaluated based on the quantity, quality, and timeliness of the following efforts:

The total possible points for HRD 3306 are listed below:

1. Introduce Yourself – 10
2. Discussion Posts – 50 (5 initial posts and 5 response posts @ 5 points each)
3. Leader Name, Recorder Name, Team Name, Final Presentation Topic - 50
4. Ice Breaker – 50
5. Team Project Outline – 50
6. Quizzes – 75 (3 quizzes at 25 points each)
7. Article Review – 50
8. Final PowerPoint Presentation - 100

Total: 435 points

Grade Scale Breakdown

A = 90 – 100% (392 – 435 pts.)

B = 80 – 89.9% (348 – 391 pts.)

C = 70 – 79.9% (305 – 347 pts.)

D = 60 – 69.9% (261 – 304 pts.)

F = BELOW 60% (below 261 pts.)

VERY IMPORTANT NOTES:

- **Email and Phone Call Response Times:** Please expect a response within 48 hours.
- **Grading Response Time:** Please expect assignments to be graded within a week of the assignment due date.
- **NO LATE WORK will be accepted unless you have a medical excuse from a doctor or are on official university business.**
- Please have someone check your assignments for grammar and content before they are submitted.
- Save any individual assignments with your name and assignment title. Example- "Rosemary Cooper Assignment Name". There is a penalty for not following this format.
- Make sure to cite your sources correctly using proper APA formatting. For more information regarding APA format, you can visit the UT Tyler Writing Center at <http://www.uttyler.edu/writingcenter/onlineresourcesforwriting.php>. You may also contact the Writing Center at 903.565.5995, by email at writingcenter@uttyler.edu or in person in CAS 202.
- Turnitin will be used to review all assignments submitted in Canvas to confirm originality.
- **The course schedule is subject to change.**

Discussion Posts

- Students are responsible for completing the reading assignments in a timely manner. Most readings will be from your textbook as indicated on the schedule below. There will be lecture notes posted in Canvas to guide your reading and learning.
- Initial posts will be due on Wednesday night by 11:59 PM and are posted in the Tentative Schedule below. **Initial posts must be thorough with text examples and include 1 citation when applicable.** You may use the *Mackin* text or any other resource that supports your discussion.
- Response posts will be due Sunday night by 11:59 PM to encourage student participation.
- Initial Posts must be at least 200 words. Response posts must be at least 100 words.
- Initial posts are worth 5 points and response posts are worth 5 points.
- **Late posts will not be accepted.**
- **Response posts that say "I agree", "Great point Jim", "Good job, you explained that well", and others that do not provide some substance, WILL NOT RECEIVE CREDIT.**

Introduce Yourself

- Introduce yourself to your classmates
- Share anything you would like including where you grew up, birthday (Month and day only), favorite sports teams, siblings, what your family is like, previous schools, why you chose UT Tyler or your major, why you chose to enroll in HRD 3306 (Team Building), personal or work related/professional accomplishments, awards, professional and educational goals, hobbies, etc.

Quizzes

- The quizzes may contain True/False and multiple-choice questions. Quizzes open on Mondays at 8:00 am and are due by Sunday at 11:59 PM.
- Quiz 1 will include content from chapter 1 lecture notes.
- Quiz 2 will include content from chapter 3 lecture notes.
- Quiz 3 will include content from chapter 5 lecture notes.

Leader Name, Recorder Name, Team Name, Final Presentation Topic

- Submit the leader name, recorder name, team name and final presentation topic.

Team Project Outline

- Each team is required to have a project outline. Your outline should include your project name and the supporting areas of focus that will be included in the final project.

Ice Breaker

- Your team must pick one of the ice breakers listed below and submit your assignment. This assignment must be at least ½ page, single-spaced. You can use your team discussion board to discuss this and get everyone's feedback.
 - A Few of My Favorite Things
 - Epitaph or T-Shirt
 - The Time Machine
 - Five Alike

Virtual Teams Article Review (Individual Assignment)

- Read and review the Harvard Business Review article "Getting Virtual Teams Right" by Keith Ferrazzi.
- The review must be 1 1/2 pages, double spaced, times new roman.

Final PowerPoint Presentation

- Each team (1 PowerPoint will be submitted for each team. The recorder is responsible for submitting the final assignment) will be responsible for creating a 20-25 page PowerPoint presentation about one of the following topics:
 - Employee recruitment and retention: Branding
 - Building a teamwork culture
 - Employee engagement
 - On-boarding new team members
 - Virtual Teams
 - Evaluation of teams and team members
 - Types of teams
 - Why team building works
 - Developing team building skills
 - Arguments against team building
 - Onboarding new team members
- CONTENT
In addition to relevant content based on your topic, each team PowerPoint must include the following:
 - Title
 - Team Name
 - Team Members
 - Team Member Roles
 - How Often You Met and by What Virtual Platform (Canvas, Text, Email, Skype)
 - How Team Members Worked Together to Complete Project
 - Citations
- CITATIONS
You may use the Mackin text, lecture notes, videos or other sources to support the information presented in your work. You MUST cite your work throughout your PowerPoint. For example, if

you provide a link to a journal article, the article must be cited at the bottom of the PowerPoint slide. Please use APA format for your citations.

HRD 3306 Team Building	TENTATIVE SCHEDULE	
Date	Topic	Assignment Due Dates
1/13-1/19	Module 1 Introduce Yourself Chapter 1 Reading Chapter 1 Lecture Notes Quiz #1 Chapter 1	Introduce Yourself 1/15 Quiz #1 Chapter 1 1/19
1/20-1/26	Module 2 Team Assignments and Responsibilities/Final Group Presentation Chapter 2 Reading Chapter 2 Lecture Notes Leader Name, Recorder Name, Team Name, Final Presentation Topic Discussion Post #1	Leader Name, Recorder Name, Team Name, Final Presentation Topic 1/22 Discussion Post #1 1/26
1/27-2/2	Module 3 Chapter 3 Reading Chapter 3 Lecture Notes Team Project Outline Discussion Post #2	Team Project Outline 1/29 Discussion Post #2 2/2
2/2-2/9	Module 4 Chapter 4 Reading Chapter 4 Lecture Notes Quiz#2 Chapter 3 Discussion Post #3	Quiz#2 Chapter 3 2/9 Discussion Post #3 2/9
2/10-2/16	Module 5 Chapter 5 Reading Chapter 5 Lecture Notes Discussion Post #4 Ice Breaker	Discussion Post #4 2/16 Ice Breaker 2/16
2/17-2/23	Module 6 Chapter 6 Reading Chapter 6 Lecture Notes Virtual Teams Article Review Discussion Post #5 Quiz #3 Chapter 5	Virtual Teams Article Review 2/19 Discussion Post #5 2/23 Quiz #3 Chapter 5 2/23
2/24-2/29	Module 7 Chapter 7 Reading Chapter 7 Lecture Notes Final PowerPoint Presentation	Final PowerPoint Presentation 2/24

UNIVERSITY AND COLLEGE POLICIES

Soules College of Business Statement of Ethics:

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the Soules College of Business help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the Soules College of Business at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

SOULES COLLEGE OF BUSINESS CORE VALUES

- ❑ PROFESSIONAL PROFICIENCY
- ❑ TECHNOLOGICAL COMPETENCE
- ❑ GLOBAL AWARENESS
- ❑ SOCIAL RESPONSIBILITY
- ❑ ETHICAL COURAGE

Academic Dishonesty Statement

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor. See:

<http://www.uttyler.edu/catalog/12-14/>

<http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>

PLEASE NOTE: Academic honesty is expected in all work submitted in the course. Plagiarism and dishonesty will not be tolerated and learners should be aware that all work is subject to full investigation by instructor including the examination of computer reports for suspicious patterns and the use of plagiarism detection software.

UNIVERSITY POLICIES

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit <http://www.uttyler.edu/tobacco-free>

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date **(January 17th)** of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct: Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

(ii) "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

(iii) "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

(iv) All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students:

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu, <http://www.uttyler.edu/writingcenter/>
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu, <https://www.uttyler.edu/tutoring/>
- The Mathematics Learning Center, RBN 4021, This is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254) <https://www.uttyler.edu/counseling/>