The University of Texas at
TYLER
Soules College of Business

Course Syllabus for HRD 3306: Team Building
Fall 2020

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Virtual Office Hours: Mondays: 3pm-5pm**

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:
1. Mackin, Deborah. (2007). The team building toolkit. Second Ed. New York: AmaCom.
2. DISC Profile Report - https://www.123test.com/disc-personality-test/
3. American Psychological Association (2019). APA Publication Manual, 7th edition. Washington, DC.   **OR**   Access the Purdue Owl Website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
4. Webcam – this course will require Real Time Group Meetings (RTGMs) which will require a camera. Discuss with instructor for alternate use of smartphone with camera.

Course Learning Objectives:

At the end of the course the students will be able to:
1. Understand the purpose and the value of team building.
2. Understand when teams are important and when they are not.
3. Describe how teams are formed and how they operate.
4. Describe the phases of team building.
5. Comprehend and apply the techniques and principles of conflict resolution to make teams more effective.
7. Understand the application of talent development within a team environment.
8. Use effective evaluation techniques to assure good team function.
9. Apply team-building activities.

Course Competencies

1. <u>Computer-Based Skills</u> – the student will complete written assignments using the word processor as well as periodic Canvas assignments via Internet connectivity; will login in utilizing asynchronous platforms.
2. <u>Communication Skills</u> – the student will exhibit a mastery of written skills in completion of an assigned project with synchronous and asynchronous communication with classmates.
3. <u>Interpersonal Skills</u> – the student will interact in class discussions to clarify thinking regarding team building topics and interact with others for group discussions and project.
4. <u>Problem Solving (Critical Thinking)</u> – the student will use conceptual thinking to analyze and make determinations for the group project.
5. <u>Ethical Issues in Decision Making and Behavior</u>— the student will gain an appreciation of the ethics in team building. They will also learn the basics of APA, 7th Edition when citing and referencing the ideas of others in various assignments.
6. <u>Personal Accountability for Achievement</u> – the student will complete projects and activities at the time designated by the instructor, or their team; and will enter into class discussions.
7. <u>Competence in Technology Principles</u>-The student will demonstrate technology competencies as well as the benefits of technology through synchronous and asynchronous technologies.

Grading:

A	90-100	B	80-89	C	70-79
D	60-69	F	< - 59		

Grading Policy for HRD 3306:

Team Discussion Assignments	20%
Real Time Group Meetings	30%
Quizzes & Final Exam	15%
Team Problem Solving Project	35%

Grading Policy
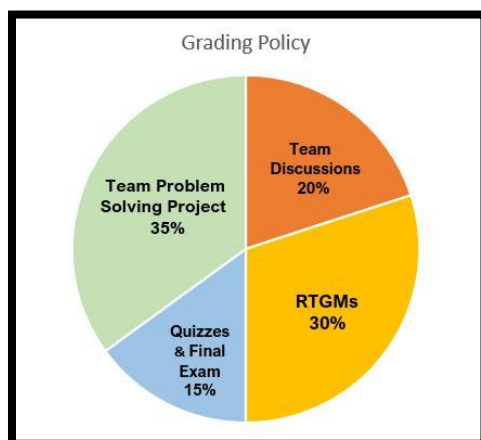
All discussions, quizzes and the Team Problem Solving Project are due at 11:59 on the due date.

Team Discussion Assignments – Each module of the course will have team discussion exercises that will be completed by the team. The assignments will build components of the group problem solving project. These discussions will be conducted on the team discussion page. At the conclusion of the assignment, the "recorder" will post the final product on the course discussion board.

Real-Time Group Meetings (RTGMs) – Two of the team discussions are completed "in real- time" meaning that your group will need to have a Zoom meeting with all team members present. Documentation of the meeting will be required and is explained on the required RTGM Report form.

Quizzes– Most modules will have a quiz which will be open book/open notes. Be sure that you study the material so you can look it up quickly to pass the quiz. Each quiz will be true/false and multiple choice and you will have two hours to complete each one. You can check your score and get feedback in Canvas as soon as you finish.

Team Problem Solving Project – Teams will brainstorm to identify a problem they want to solve. They will use the team problem solving approach and tools to prioritize ideas, analyze their ideas, collect data, develop solutions, and draft an action plan.

Final Exam - The final will not be comprehensive; however, you will have essay questions that expect you to synthesize learning from the course. You will have a study guide and 3 hours to complete the final exam.

Make-Up Work and Late Work
Make-Up work is allowed with a medical/official university business excuse without proper documentation. Otherwise, there will be a **50% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized. Email instructor ahead of time if you will not meet the deadline. Also, email for special cases (such as military duty/training, health or family emergencies; Dr. McWhorter will ask for documentation for these special circumstances).

Writing Expectations
This course has numerous written assignments that should be free of spelling and grammatical errors and should include sufficient organization, demonstrate critical thinking, and the proper citing of sources and references according to APA 7 guidelines. If you seek assistance from the UT Tyler Writing Center, you should plan well in advance for them to look over your paper and offer advice. If you need further tutoring, you should plan for at least two hour-long tutorials per assignment. Contact info: Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com

Important Covid-19 Information for Classrooms and Laboratories
Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by Procedures for Fall 2020 Return to Normal Operations. The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions
Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes.

Course recordings should not be shared outside of the course in any form without express permission.

Important Dates:
Census Date = **September 4, 2020**
Last Day to Withdraw from Classes = **November 2, 2020**

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 College of Business and Technology 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.

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

UT Tyler is a 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, quit lines, and group support. For more information on cessation programs please visit 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 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 (**September 4, 2020**) 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. [Faculty emphasis]**

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. [Faculty emphasis]**

UT Tyler Resources for Students

Faculty Office Hours: These are times when you can meet with your faculty to ask questions about the content, better understand the discipline, make career connections and more. Make use of office hours. Faculty list three hours a week (minimum) that they are available to you and also provide an appointment option if you have class or work during their office hours.

Writing Center: The Writing Center provides all undergraduate and graduate students a place to work on their writing projects and skills. There are tutoring options as well as workshops available to support you in your academic writing. (903.565.5995), writingcenter@uttyler.edu

Math Learning Center: The Math Learning Center provides drop-in tutoring for lower-level math courses throughout the week. The MLC also has computer workstations for your use. 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

PASS Tutoring Center: The PASS Tutoring Center supports a variety of courses. Due to COVID-19, we are asking that you schedule an appointment for your face-to-face tutoring support. Tutoring is also available through Zoom tutoring sessions. Check the website to see the courses supported for the Fall 2020 term.

Supplemental Instruction (SI): SI is a series of weekly peer-assisted study sessions in courses identified by previous students as difficult. Due to COVID-19, SI sessions will be conducted face-to-face and via Zoom this fall. Check the website to see the support courses for the Fall 2020 term.

Upswing (24/7 Online Tutoring): Upswing is a free, confidential, and convenient way to receive help in nearly all of UT Tyler's undergraduate courses. **UT Tyler Tutoring Center** (903.565.5964), tutoring@uttyler.edu

Robert R. Muntz Library Staff: UT Tyler has an incredible staff of librarians ready to assist you. Discipline/major library liaisons are available to support you and you can also schedule appointments for research consultations. In addition, the Robert R. Muntz library's Head of University Archives and Special Collections can assist you with scholarly communications, primary sources, and archive materials.

Canvas 101: This Canvas course provides you with a wealth of information – including how to navigate in Canvas, use ProctorU (and even take a practice test), tips for being a successful online and hybrid learner, how to use Zoom, and more!

Digital Support Toolkits: Digital Support Toolkits are supplemental materials generated by faculty to help you be successful in targeted courses typically taken by our freshman and sophomore population. Students registered in Digital Support Toolkits supported courses will find these in their Canvas dashboard. You don't have to register – just take advantage of this great resource.

UT Tyler Testing Center: The Testing Center provides securing testing opportunities to meet the needs of students and the community in an environment conducive to student and academic success.

Student Accessibility and Resource (SAR) Office: The SAR Office works to provide students equal access to all educational, social, and co-curriculum programs through the coordination of services and reasonable accommodations, consultation, and advocacy.

Student Counseling Center: The Student Counseling Center supports students in developing balance, resiliency, and overall well-being both academically and personally. They have in person and virtual counseling options. In addition, the Student Counseling Center offers TAO, a self-help, completely private online library of behavioral health resources. Sign into the TAO website using your UT Tyler credentials. **UT Tyler Counseling Center** (903.566.7254)

Note: *Any changes to these Syllabus policies will be updated at: http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf

Other Information: What to do in a Crisis:
- **24/7 Crisis Line**: 903.566.7254 **What to Do in a Crisis Webpage:** https://www.uttyler.edu/counseling/emergencies.php

HRD 3306 Team Building Course Schedule and Outline
Fall 2020

Dates	Content	Reading	Assignment Due
Module 1 – Course Introduction			
8/24/20 - 9/5/20	• Course overview • Academic Honesty • Intro to team building	Class Introductions Syllabus Mackin Chapter 1	9/5 - Full class introductions 9/5 - Quiz 1
Module 2 – DISC Profile			
9/7/20 - 9/19/20	• DISC Profile • Trust in teams	Personal DISC report Assigned Articles	9/12 – Self-Reflection 9/19 – Team availability post (in team discussion) 9/19 – Quiz 2
Module 3 - Team Building Basics			
9/21/20 – 10/3/20	• How teams function • Characteristics of teams and team members • Terms and concepts related to team building • Team meetings • Barriers to team building	Mackin: Chapter 2 Chapter 3 p.72-86 Assigned Articles	10/3 – RTGM #1 Team DISC & Charter 10/3 – Quiz 3 10/3 – EXTRA CREDIT - Meeting Agenda
Module 4 - Team Process			
10/5/20 – 10/17/20	• Phases of team development • Mission, goals and objectives • Team Decision Making	Mackin: Chapter 4 Assigned Articles	10/17 – Group Decision Making 10/17 – Groupthink 10/17 – Quiz 4
Module 5 - Problem Solving Process			
10/19/20 - 10/31/20	• Problem solving approach • Team skills required for problem solving • Problem solving tools	Mackin: Chapter 5 Assigned Articles	10/31 – RTGM #2 Brainstorming/Multivoting 10/31 – Problem Solving Tool
Module 6 - Conflict Resolution			
11/2/20- 11/14/20	• Nature of conflict • Feedback • Reflective listening • Assertiveness	Mackin: Chapter 3 p. 86-101 Assigned Articles	11/14 - Conflict Resolution 11/14 - Conflict Mediation 11/14 – Quiz 5
11/21/2020	**Team Problem Solving Project Due**		
Module 7 – Evaluation & Virtual Teams			
11/16/20 – 12/5/20	• Assessing team effectiveness • Standards for team and individual evaluation • Nature of virtual teams	Reading Virtual HRD Reading Mackin: Chapters 6 & 7	12/5 – Proud/Sorry Game 12/5 – Virtual Teams
11/23/20- 11/28/2020	**Thanksgiving Break**		
12/8/20- 12/12/20	**Exam Week (Tues-Sat)**		**12/12- Quiz 6 (Final Exam)**