Course Syllabus for HRD 3306: Team Building

Term: Spring 2026

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Office Hours: Online, by appointment only

Course Dates: Jan 12, 2026 - Feb 28, 2026

Course Overview

This course offers an in-depth exploration of the role and use of teams in business and industry. Key topics include the purpose and structure of teams, the team-building process, conflict resolution, talent management, and team-building activities. Students will also examine why teams are essential, how they are formed and developed, and strategies for effective management and evaluation.

Required Textbooks and Readings

PRINT VERSION OF TEXTBOOK: Mackin, D. (2007). The Team Building Toolkit. 2nd Edition. American Management Association. New York. ISBN 13: 9780814474396.

OR

FREE DIGITAL VERSION OF TEXTBOOK: Mackin D. (2007). *The Team-Building Tool Kit: Tips and Tactics for Effective Workplace Teams* 2nd Edition. Kindle Edition. [Available free through the library PDF textbook program] or: CLICK HERE

Other learning materials will be provided by instructor in Canvas.

WEBCAM: This course will include 3 online Real-Time Group Meetings (RTGMs) over a technology platform (i.e., Zoom). Be sure your computer has a built-in or external webcam so you can see your teammates. Also, I will require several screenshots from your RTGMs to verify your online attendance (you will attach photos to the RTGM report form that will be uploaded to Canvas by one teammate).

Student Learning Outcomes

After successfully completing this course, you will be able to:

- Understand the purpose and value of team building.
- Identify when teams are essential and when they are not.
- Explain how teams are formed, structured, and operate effectively.
- Define and apply the 5 "C"s of Team Building.
- Learn and implement conflict resolution techniques to enhance team effectiveness.
- Utilize effective evaluation methods to ensure strong team performance.
- Apply team-building activities to a service-learning project or an instructor-approved initiative.

Course Competences

- **Computer-Based Skills** – Students will complete written assignments using a word processor and submit periodic Canvas assignments. They will also engage asynchronously on platforms for course activities.
- **Communication Skills** – Students will demonstrate proficiency in written communication through assigned projects, as well as participate in synchronous and asynchronous communication with classmates.
- **Interpersonal Skills** – Students will actively engage in class discussions to clarify team-building concepts and collaborate with others on team discussions and deliverables/projects.
- **Problem Solving (Critical Thinking)** – Students will apply conceptual thinking to analyze and make decisions for the group project.
- **Ethical Issues in Decision Making and Behavior** – Students will develop an understanding of ethical considerations in team building and learn the basics of APA, 7th Edition, for proper citation and referencing in assignments.
- **Personal Accountability for Achievement** – Students will complete projects and activities on time as designated by the instructor or their team and actively participate in class discussions.
- **Competence in Technology Principles** – Students will demonstrate technology competencies and understand their application and benefits in team-building contexts.

Course Requirements

Discussion Posts:

- **Individual Discussion Posts** – Modules will contain discussion exercises that will be completed individually. The post will cover reflections on the assigned readings, your experiences, and/or activities. There is a total of 6 individual discussion posts.
- **Team Discussion Posts** –You will be working with an assigned team on the final project team group discussions will be conducted on the discussion page. All members are required to contribute to the discussion post. Students will only see their assigned group and its discussion space. There is a total of 3 team discussion posts.

Real-Time Group Meetings (RTGMs) –Three (3) required online meetings will be conducted for teamwork completed "in real-time," meaning your group will hold a Zoom meeting with all team members present. Documentation of each meeting is required and should be submitted using the RTGM Report form, which is available in the Canvas Module when RTGMs are assigned. While students may choose to hold more meetings beyond the three required, these will not be graded.

Service-Learning Assignment – Many non-profit organizations depend heavily on volunteer contributions, and many companies prioritize social responsibility initiatives. This assignment allows UT Tyler students to "give back" while gaining valuable, hands-on experience. It also bridges the gap between textbook learning and real-world volunteerism.

For this course, you will work on a team service-learning project that supports a nonprofit organization. The instructor will provide a list of pre-approved nonprofits, including options for remote assistance, such as typing records for FamilySearch or the Smithsonian Transcription Center. However, your group may propose an alternative 501(c)3 nonprofit organization that benefits people, subject to instructor approval.

Important Notes:
A final group report summarizing your service-learning experience is due in the last module.
Students may also choose to create a service-learning poster for extra credit.

Quizzes – Most modules will have a quiz to check for student comprehension and will be open book/open notes. Students should study the material ahead of time so they can complete the quiz within the time limit. There is a quiz after each module.

Final Exam – The final exam will be a 5-paragraph reflective essay covering the main aspects of the course.

Writing Expectations

This course includes several written assignments that must be well-organized, free of spelling and grammatical errors. You must be able to demonstrate critical thinking and follow APA 7 guidelines for citations. The UT Tyler Writing Center can help and can be reached at (903) 565-5995, writingcenter@uttyler.edu, or by visiting their website. Please plan for a one to two hour-long tutorial per assignment.

Grading Structure

Assignment	Percentage %
Team Discussion Posts	15%
Real-Time Group Meetings (RTGMs)	25%
Team Service-Learning Project	30%
Individual Discussion Posts	15%
Quizzes and Final Exam	15%
Total	100%

Grading Scale

➜ **A** - (90% or higher)
➜ **B** - (80 - 89%)
➜ **C** - (70 - 79%)
➜ **D** - (60 - 69%)
➜ **F** - (Below 60%)

Late Work and Make-Up Exams

Make-up work is permitted with a valid medical or official university business excuse, provided proper documentation is submitted. Without documentation, late work will incur a penalty of 50% per calendar day (including weekends) unless pre-approved. For special circumstances such as military training, health issues, or emergencies, please email the instructor and provide supporting documentation as applicable.

Assignment Submission

- All assignments, team projects, quizzes, and the final exam are due by 11:59 pm on the specified due date.
- Late submissions will be subject to the course's late work policy.

Artificial Intelligence Use Policy

Learning to use AI is an essential emerging skill, and I encourage you to think critically about how and when you use it. For class discussion posts, you may leverage AI tools to support your learning, explore their applications, and better understand their benefits and limitations. I will always specify when and where AI tools are appropriate or allowed for this course. However, AI should not replace your own thinking and is strictly prohibited for use in the Mid-Term or Final Exams.

All uses of AI must be acknowledged to uphold UT Tyler's Honor Code and our commitment to integrity. Faculty and students must avoid using protected information, data, or copyrighted materials with any AI tool. Additionally, be aware that AI-generated content, while it may appear accurate, can sometimes be incomplete, incorrect, uncredited, or biased. Therefore, AI tools should not replace traditional research methods, and you are ultimately responsible for the quality and accuracy of the information you submit. Misuse of AI that violates course guidelines will be considered a breach of academic integrity and subject to disciplinary actions outlined in UT Tyler's Academic Integrity Policy.

For this course, AI is allowed only for specific assignments or situations, and appropriate acknowledgment is required. Note: Your group has permission to use an AI tool for the "Team Service-Learning Project," due in the final module.

Course Schedule

Dates	Content	Reading	Assignments
Module 1 – Course Introduction			
1/12/26-1/18/26	• Course Intro • Course overview • Understanding teamwork fundamentals, and the role of teams in organizations.	• Syllabus and this tentative outline • Course Materials • Read Chapter 1	• Discussion post: Class Introductions • **Quiz 1**
Module 2 –Leading Effective Team Meetings and Understanding Team Dynamics			
1/19/26-1/25/25	• Setting agendas, addressing challenges in team meetings. • Managing team behavior, conflict resolution, and feedback strategies.	• Read Chapter 2 & 3 • Read Assigned Articles	• Discussion post 2 • Team discussion post 1 • *RTGM #1* Service – Learning Project Decision • **Quiz 2**
Module 3 Accountability, Decision-Making, and Project Check-In			
1/26/26-2/01/26	• Accountability systems and decision-making processes.	• Read Chapter 4 • Read Assigned Articles	• Discussion post 3 • *RTGM #2* Decide who does what and begin working. • **Quiz 3**

Module 4 – Tools and Processes for Team Problem Solving			
2/2/26- 2/8/26	• Problem-solving frameworks and tools.	• Read Chapter 5 • Read Assigned Articles	• Discussion post 4 • Team discussion post 2 • **Quiz 4**

Module 5 – Measuring Team Performance and Mid-Project Review			
2/9/26- 2/15/26	• Performance scorecards and team assessments.	• Read Chapter 6 • Read Assigned Articles	• Discussion post 5 • Team discussion post 3 • **Quiz 5**

Module 6 – Road Map to Team Success and Virtual Collaboration + Service Project			
2/16/26- 2/22/26	• Strategies for self-directed and virtual teams. • Work on Project Report	• Read Chapter 7 • Read Assigned Articles • Prepare final project presentations.	• Discussion post 6 • *RTGM#3* – Team works on the Service-Learning Project • Team project draft due • **Quiz 6**

TeamService-Learning Project Due Date and Final Exam		
2/23/26- 2/26/26	**Exam Week (Monday-Thursday)**	**Team SL Project Presentations Due** (video submission) **Final Exam** (5-paragraph reflective essay)

Note: This course outline is tentative and subject to change at the instructor's discretion to enhance learning. Any adjustments to the schedule will be communicated to students via an Announcement in the Canvas course.