Syllabus

Course: HRD 3306
Title: Team Building
Section: 060
Semester: Spring, 2014
Class Time: On-line

Instructor: Tommy Gilbreath
Office: HPR 226
Office Hours: By appointment
Other Availability: Contact Professor
Phone Number: 903/245-3822
Email: tgilbreath@uttyler.edu
Preferred Contact: By Email

Course Outline

A. The basics of team building
   1. History of team building
      a. Hawthorne studies
      b. Organizational Development
      c. Group dynamics
   2. The purpose and value of team building
      a. Silo management
      b. Team building analogies
      c. Benefits of teams
   3. Barriers to team building
      a. Authority problems
      b. Misplaced values
   4. Characteristics of teams
      a. How a team functions
      b. Team requirements
   5. Types of teams
      a. Project teams
      b. Self-directed work teams
      c. Cross functional teams
      d. Tiger teams

B. The team building process
   1. Orientation
   2. Distribution of power
   3. Production and feedback
   4. Team communication
      a. Brainstorming
      b. Problem solving
      c. Decision making and critical thinking

C. Managing conflict in teams
   1. Defining conflict
   2. Handling conflict
   3. Team troublemakers
Course Learning Objectives:
Goals for the course

1. To understand the purpose and the value of team building.
2. To understand when teams are important and when they are not.
3. To learn how teams are formed and how they operate.
4. To learn the phases of team building so the student will know that team building is not always a continually positive process.
5. To apply the principles of conflict resolution to make teams more effective.
6. To comprehend the value of and the techniques of conflict resolution.
7. To understand the application of talent management so the best team members can be recruited.
8. To learn to use effective evaluation techniques to assure good team function.
9. To utilize the application of team building activities.

Grading Policy and Criteria to Determine Final Course Grade:
Participation 20%  Team Assignments 20%  Term Paper 15%  Individual paper participation 10%  Quizzes 35%

**Date of Final Exam:**
5/6/2014

**Date to Withdraw without Penalty:**
3/26/2014

**Calendar/Schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, January 13, 2014</td>
<td>Classes Begin</td>
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<tr>
<td>Monday, January 20, 2014</td>
<td>MLK Day</td>
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<td>Monday, January 20, 2014</td>
<td>Census date</td>
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<td>Wednesday, February 5, 2014</td>
<td>Begin Module 2</td>
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<td>Monday, February 24, 2014</td>
<td>Quiz 1</td>
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<td>Tuesday February 25, 2014</td>
<td>Begin Module 3</td>
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<td>Monday, March 17, 2014</td>
<td>Begin Module 4</td>
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<td>Wednesday, March 26, 2014</td>
<td>Last day to withdraw</td>
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<td>Friday, April 4, 2014</td>
<td>Quiz 2</td>
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<td>Monday, April 7, 2014</td>
<td>Begin Module 5</td>
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<td>Friday, April 18, 2014</td>
<td>Term paper due</td>
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<td>Monday May 5, 2012</td>
<td>Study day</td>
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<tr>
<td>Tuesday, May 6, 2013</td>
<td>Final Quiz</td>
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**Attendance and Make-Up Policy:**
Because this course is on-line, submitting assignments by the stated deadlines is the means of determining attendance. Make-up work is permitted only under emergency situations.

**Required Textbooks, Materials, and Supplies:**

**Required Activities Scheduled Outside of Regularly-Scheduled Class time (fees, tickets, procedures and/or forms required):**
Work together with team members on module assignments and term paper.

**Department Website:**
www.uttyler.edu/hrdt

**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/StudentRightsandResponsibilities.html

**Grade Replacement/Forgiveness**
If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

**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 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

**Disability Services**
In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, 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.