

Course Syllabus for HRD 3306.068  
Team Building  
Spring 2023: January 9<sup>th</sup> – February 25<sup>th</sup>

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**Course Description:**

This course provides 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.  
ISBN-13: 978-0-8144-7439-6

**\*\*\*\*\*Electronic versions of the textbook are available via the Muntz Library. Follow this path: Library > Research Guides > Library-Provided Textbooks > Human Resource Development \*\*\*\*\***

**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.
9. Apply team-building activities.

**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. *Interpersonal Skills* – the student will interact in class discussions to clarify thinking regarding team-building topics and interact with others for group discussions and projects.
4. *Problem Solving (Critical Thinking)* – the student will use conceptual thinking to analyze and make determinations to complete the final PowerPoint presentation.

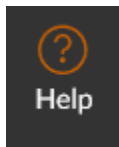
5. *Ethical Issues in Decision Making and Behavior* – the student will understand and exhibit ethics through assignments dealing with team-building as well as through completion and submission of assignments using the basics of APA, 7<sup>th</sup> Edition when citing and referencing the ideas of others in various assignments.
6. *Personal Accountability for Achievement* – the student will complete projects and activities at the time designated by the instructor, or their team; and will enter into class discussions.
7. *Competence in Technology Principles* -The student will demonstrate technology competencies as well as the benefits of technology through synchronous and asynchronous technologies.

### **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		90
9. Peer Evaluation		10
<b>Total:</b>		<b>435 points</b>

## 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:**

- **NO LATE WORK will be accepted unless you have a medical excuse from a doctor or are on official university business.**
- Please check your assignments for grammar and content before they are submitted.
- Save any individual assignments with your name and assignment title. Example - "Joanna Norman Assignment Name".
- Make sure to cite your sources correctly using proper APA formatting that include in-text citations and proper references at the end of your submission. 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](mailto:writingcenter@uttyler.edu) or in person in CAS 212.
- UniCheck will be used to review all assignments submitted in Canvas to confirm originality.
- If your assignment is submitted as a cloud storage link (ex. google drive presentation), do NOT forget to use the appropriate share settings. **If I cannot access your assignment, you will be awarded a ZERO.**
- **The course schedule is subject to change. Any updates will be posted to the Canvas announcements for this course.**

### 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 textbook examples and include 1 citation.** You may use the Mackin text or any other resource that supports your discussion.
- In addition to your initial post on the topic for discussion, you will be required to respond to at least one of your classmates.
- When responding to a classmate, reply in the text box that reads "Reply" to create a thread.
- Response posts will be due Saturday by 11:59 PM to encourage student participation.
- Initial Posts must be at least 300 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

- Students will be required to make an introduction video lasting **at least 60 seconds**.
- You may include words, pictures, and songs in your video. Be creative! What do you want your classmates to know about you? Show us who you are!
- Students may use any video creation site/app they would like. However, a free recommended site is [www.animoto.com](http://www.animoto.com).

- 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.
- Videos need to be at **least 60 seconds** with words and at least one visual component (video and/or pictures).

### 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's full name, recorder name, team name (include all team members' full names) 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. Use your team discussion board to discuss the assignment 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 a minimum of 3 pages (5 pages max), double-spaced, Times New Roman 12-point font.
- Please include your name and course title at the top of your assignment. Do not use a large amount of space for your name and course title in order to take up space on the page.
- Full credit for the assignment length will not be given if the header is used as assignment content.
- Remember: This is a review NOT a summary.

### Final PowerPoint Presentation

- Each team will be responsible for creating a 20-25 slide PowerPoint presentation displaying their knowledge about one of the topics below. The team **MUST use the TEAM DISCUSSION BOARD** for their group in order to discuss and plan the project. The group may also use other mediums and platforms such as Teams, Zoom, GroupMe, etc. The recorder is responsible for submitting the final assignment in Canvas.
  - Building a Team (Chapter 1)
  - Team Meetings (Chapter 2)
  - Team Behavior (Chapter 3)
  - Team Accountability and Decision Making (Chapter 4)
  - Team Problem-Solving Process and Tools (Chapter 5)
  - Team Scoreboards and Performance Assessments (Chapter 6)
  - The Team Building Roadmap (Chapter 7)

- **ADDITIONAL 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 Team Discussion Board, Text, Email, Skype)
- How Team Members Worked Together to Complete Project
- Citations
- **THIS ADDITIONAL CONTENT DOES NOT COUNT TOWARDS THE 20-25 PRESENTATION SLIDE REQUIREMENT**

- **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. Use APA 7 format for your citations.

**Peer Evaluation (Individual Assignment)**

Each team member will complete a peer evaluation for each team member.

**HRD 3306 Team Building  
TENTATIVE SCHEDULE**

Date	Topic	Assignment Due Dates
1/9-1/15	<b>Module 1</b> <ul style="list-style-type: none"> <li>● Introduce Yourself</li> <li>● Chapter 1 Reading</li> <li>● Chapter 1 Lecture Notes</li> <li>● Quiz #1 Chapter 1</li> </ul>	<p align="center"><b>Introduce Yourself</b> 1/11</p> <p align="center"><b>Quiz #1 Chapter 1</b> 1/15</p>
1/16-1/22	<b>Module 2</b> <ul style="list-style-type: none"> <li>● Team Assignments and Responsibilities/Final Group Presentation</li> <li>● Chapter 2 Reading</li> <li>● Chapter 2 Lecture Notes</li> <li>● Leader Name, Recorder Name, Team Name, Final Presentation Topic</li> <li>● Discussion Post #1</li> </ul>	<p align="center"><b>Leader Name, Recorder Name, Team Name, Final Presentation Topic</b> 1/18</p> <p align="center"><b>Initial Post - Discussion Post #1</b> 1/18</p> <p align="center"><b>Response Post - Discussion Post #1</b> 1/21</p>
1/23-1/29	<b>Module 3</b> <ul style="list-style-type: none"> <li>● Chapter 3 Reading</li> <li>● Chapter 3 Lecture Notes</li> <li>● Team Project Outline</li> <li>● Discussion Post #2</li> </ul>	<p align="center"><b>Team Project Outline</b> 1/25</p> <p align="center"><b>Initial Post - Discussion Post #2</b> 1/25</p> <p align="center"><b>Response Post - Discussion Post #2</b> 1/28</p>
1/30-2/5	<b>Module 4</b> <ul style="list-style-type: none"> <li>● Chapter 4 Reading</li> <li>● Chapter 4 Lecture Notes</li> <li>● Quiz #2 Chapter 3</li> <li>● Discussion Post #3</li> </ul>	<p align="center"><b>Initial Post - Discussion Post #3</b> 2/1</p> <p align="center"><b>Response Post - Discussion Post #3</b> 2/4</p> <p align="center"><b>Quiz #2 Chapter 3</b> 2/5</p>
2/6-2/12	<b>Module 5</b> <ul style="list-style-type: none"> <li>● Chapter 5 Reading</li> <li>● Chapter 5 Lecture Notes</li> <li>● Discussion Post #4</li> <li>● Ice Breaker</li> </ul>	<p align="center"><b>Initial Post - Discussion Post #4</b> 2/8</p> <p align="center"><b>Response Post - Discussion Post #4</b> 2/11</p> <p align="center"><b>Ice Breaker</b> 2/12</p>
2/13-2/19	<b>Module 6</b> <ul style="list-style-type: none"> <li>● Chapter 6 Reading</li> <li>● Chapter 6 Lecture Notes</li> <li>● Virtual Teams Article Review</li> <li>● Discussion Post #5</li> <li>● Quiz #3 Chapter 5</li> </ul>	<p align="center"><b>Virtual Teams Article Review</b> 2/15</p> <p align="center"><b>Initial Post - Discussion Post #5</b> 2/15</p> <p align="center"><b>Response Post - Discussion Post #5</b> 2/18</p> <p align="center"><b>Quiz #3 Chapter 5</b> 2/19</p>
2/20-2/25	<b>Module 7</b> <ul style="list-style-type: none"> <li>● Chapter 7 Reading</li> <li>● Chapter 7 Lecture Notes</li> <li>● Final PowerPoint Presentation</li> </ul>	<p align="center"><b>Peer Evaluation</b> 2/24</p> <p align="center"><b>Final PowerPoint Presentation</b> 2/24</p>