

Soules College of Business
Department of Human Resource Development
Course Syllabus for HRD 3306.068 – Team Building
Spring 2024

Contact Information:

Instructor:	Maryn Taylor (she/her/hers)
Office hours:	By appointment. Please call, text, or email to schedule a time to meet.
Cell phone:	214-683-1077
Email	maryntaylor@uttyler.edu
Zoom:	https://uttyler.zoom.us/my/maryntaylor

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:

Macklin, Deborah. (2007). The Team Building Toolkit. Second Edition. AmaCom. ISBN-13: 978-0-8144-7439-6

An electronic version of this textbook is available via the Muntz Library.

Course Learning Objectives:

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

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

Course Competencies:

- *Computer-based skills:* the student will use the course management system Canvas for accessing and posting/uploading assignments.
- *Communication skills:* the student will exhibit mastery of written skills in completion of the semester assignments and online postings.

- *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.
- *Critical thinking*: the student will use conceptual thinking to analyze and make determinations to complete the final presentation.
- *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, 7th Edition when citing and referencing the ideas of others in various assignments.
- *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.
- *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 Canvas multiples times per 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.uttyler.edu/canvas/>

This online course requires that each student have 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.

The University of Texas at Tyler Honor Code:

I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

Artificial Intelligence (AI) Use Policy:

Students may use AI programs such as ChatGPT to help generate ideas and brainstorm, but no work should be generated or supported by an AI program and submitted as their own. Any unacknowledged AI-generated work and any acknowledged AI-generated work without considerable critical revision will be considered cheating and reported to the University as such. For more information from the University, visit this link: <https://www.uttyler.edu/digital-learning/ai/>

Due Dates:

All assignments are due on or before 11:59 pm Central on the designated date for that assignment.

Important Dates:

Census date: January 29, 2024

Last day to withdraw from classes: March 25, 2024

Make-up Work and Late Work:

Late work is only accepted with documentation and prior instructor approval.

Make-up work is allowed with a medical/official university business excuse with proper documentation. Student must email the instructor ahead of time if you are unable to meet the deadline.

UT Tyler Resources for Students:

- All written work that is submitted will be subject to review by plagiarism software.
- See Canvas University module with further information on UT Tyler Resources for Students.

Course Requirements:

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

Total possible points for HRD 3306 are listed below:

1. Introduce yourself	10 points
2. Discussion posts (5 initial posts + 5 response posts worth 5 points each)	50 points
3. Leader name, recorder name, team name, final presentation topic	50 points
4. Ice breaker	50 points
5. Team project outline	50 points
6. Quizzes (3 quizzes worth 25 points each)	75 points
7. Article review	50 points
8. Final PowerPoint presentation	90 points
9. Peer evaluation	10 points
Total:	435 points

Grade Scale:

A = 90 – 100% (392 – 435 points)

B = 80 – 89.9% (348 – 391 points)

C = 70 – 79.9% (305 – 347 points)

D = 60 – 69.9% (261 – 304 points)

F = below 60% (260 or fewer points)

Important Notes:

- **NO LATE WORK** will be accepted without a medical excuse from a doctor or you are on official University business.
- Check your assignments for grammar and content before they are submitted.
- Save any individual assignments with your name and assignment title. Example: “Maryn Taylor – Article Review”.
- Make sure to cite your sources correctly using proper APA formatting. For help with APA format, you can visit the UT Tyler Writing Center.
- UniCheck will be used to review all assignments in Canvas to confirm originality.
- If your assignment is submitted as a cloud storage link (for example, using Google Drive), do not forget to use the appropriate sharing settings. If I cannot access your assignment, you will receive no credit for the assignment.
- The course schedule is subject to change.

Discussion Posts:

- Students are responsible for completing the reading assignments in a timely manner. There is a schedule in Canvas and in the syllabus for the reading assignments.
- Initial discussion posts will be due on Wednesday night by 11:59pm Central Time.
- Initial posts must be thorough with text examples and include at least one citation. You may use the textbook or any other resource that supports your discussion. Initial posts must be at least 300 words.
- In addition to your post on the topic for discussion, you will be required to respond to at least one of your classmates. Response posts must be substantive in content and at least 100 words long.
- When responding to a classmate, reply in the text box that reads “Reply” to create a thread.
- 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”, “Good point, you explained that well” and anything else that is not substantive 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?
- Students may use any video creation site/app that they would like. One no-cost option is www.animoto.com
- Share anything that you would like including where you grew up, favorite sports teams, what your family is like, why you chose UT Tyler or your major, personal or work related accomplishments, hobbies, etc.
- Videos need to be at least 60 seconds long with words and at least one visual component (video and/or pictures).

Quizzes:

- Quizzes may contain true/false and multiple-choice questions. Quizzes open Mondays and are due by Sunday at 11:59pm Central.

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

- Submit the leader's full name, recorder name, team name, 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. You can use your team discussion board to discuss this and get everyone's feedback.

Topics:

- A Few of My Favorite Things
- 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, double-spaced, Times New Roman 12-point font.
- Please include your name and course title at the top of your assignment (no cover page required).
- Please include an APA 7-style references page.
- 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 content.
- Remember: This is a review, not a summary. If you need to use additional sources, please do so and make sure to cite them in the body of your text and on your references page.

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 platforms such as Zoom, GroupMe, Slack, 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 & Decision Making (Chapter 4)
- Team Problem-Solving & Tools (Chapter 5)
- Team Scoreboards & Performance Assessments (Chapter 6)
- The Team Building Roadmap (Chapter 7)

Additionally, your final PowerPoint must include:

- Title
- Team Name
- Team Members' Names
- Team Member Roles
- How often you met and by what virtual platform
- How team members worked together to complete this project
- Citations

Please note: this additional content does not count toward the 20 – 25 slide requirement of the presentation.

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 7 format for your citations.

Peer Review (Individual Assignment):

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

**HRD 3306 Team Building
Tentative Schedule – Spring 2024**

Date	Topic	Assignment Due Dates
1/16 – 1/21	Module 1 <ul style="list-style-type: none"> • Introduce Yourself • Chapter 1 Reading • Chapter 1 Lecture Notes • Quiz #1 	Introduce Yourself 1/21 Quiz #1 1/21
1/22 – 1/28	Module 2 <ul style="list-style-type: none"> • Team Assignments and Responsibilities • 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 1/28 Initial Post – Discussion 1 1/24 Response Post – Discussion 1 1/28
1/29 – 2/4	Module 3 <ul style="list-style-type: none"> • Chapter 3 Reading • Chapter 3 Lecture Notes • Team Project Outline • Discussion Post #2 	Team Project Outline 2/4 Initial Post – Discussion 2 1/31 Response Post – Discussion 2 2/4
2/5 – 2/11	Module 4 <ul style="list-style-type: none"> • Chapter 4 Reading • Chapter 4 Lecture Notes • Quiz #2 • Discussion Post #3 	Quiz 2 2/11 Initial Post – Discussion 3 2/7 Response Post – Discussion 3 2/11
2/12 – 2/18	Module 5 <ul style="list-style-type: none"> • Chapter 5 Reading • Chapter 5 Lecture Notes • Discussion Post #4 • Ice Breaker 	Ice Breaker 2/18 Initial Post – Discussion 4 2/14 Response Post – Discussion 4 2/18
2/19 – 2/25	Module 6 <ul style="list-style-type: none"> • Chapter 6 Reading • Chapter 6 Lecture Notes • Virtual Teams Article Review 	Virtual Teams Article Review 2/25 Quiz 3 2/25

	<ul style="list-style-type: none"> • Quiz #3 	
2/26 – 3/2	<p>Module 7</p> <ul style="list-style-type: none"> • Chapter 7 Reading • Chapter 7 Lecture Notes • Final PowerPoint Presentation • Peer Evaluation 	<p>Final PowerPoint Presentation 2/28</p> <p>Peer Review 2/28</p>