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**Course Syllabus for HRD 3306: Team Building  
Fall 2024**

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Office Hours (in-person or \*online)

Mondays: 9:00-Noon \*Email for appointment

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**Course Overview:**

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:**

**PRINT VERSION OF TEXTBOOK:** Mackin, D. (2007). *The Team Building Toolkit. 2<sup>nd</sup> 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 2<sup>nd</sup> 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 involve 3 online real-time group meetings (RTGMs) over technology (i.e., Zoom). Be sure your device has a built-in or external webcam so you can see your teammates. Also, I will require several screenshots from your RTGMs for verifying your online attendance—you will attach photos to the RTGM report form that will be uploaded in Canvas by **one** teammate.

**Course Learning Objectives:**

**Student Learning Outcomes. 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 5 “C”s of Team Building.
5. Comprehend and apply the techniques and principles of conflict resolution to make teams more effective.
6. Use effective evaluation techniques to assure good team function.
7. Apply team-building activities to a service-learning or instructor-approved project.

**Course Competencies**

1. Computer-Based Skills – 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. Communication Skills – The student will exhibit a mastery of written skills in completion of an assigned project with synchronous and asynchronous communication with classmates.
3. Interpersonal Skills – The student will interact in class discussions to clarify thinking regarding team building topics and interact with others for team discussions, and team deliverables/project.
4. Problem Solving (Critical Thinking) – The student will use conceptual thinking to analyze and make determinations for the group project.
5. Ethical Issues in Decision Making and Behavior — 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. 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

**Course Requirements:**

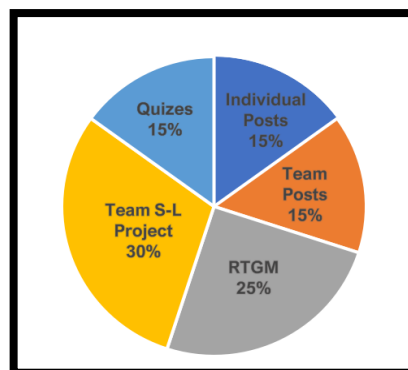
**Grading:**

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

**Grading Policy for HRD 3306:**

Team Discussion Posts	15%
Real Time Group Meetings (RTGMs)	25%
Team Service-Learning Project	30%
Quizzes & Final Exam	15%
Individual Discussion Posts	15%

**Grading Policy**



## **Discussion Posts:**

**Individual Discussion Posts** – Several modules will contain discussion exercises that will be completed individually. The post will cover reflections over the assigned readings and/or activities.

**Team Discussion Posts** – 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 project. These discussions will be conducted on the team discussion page. At the conclusion of the assignment, one team member will post the final product on the course discussion board.

**Real-Time Group Meetings (RTGMs)** – Three required online meetings will be held for teamwork that is completed “in real-time” meaning that your group will hold a [Zoom meeting](#) with all team members present. Documentation of the meeting will be required and is explained on the required RTGM Report form posted in the Canvas Module when RTGMs are assigned. If needed, students can opt to hold additional meetings beyond the 3 required, but will not be graded.

**Service-Learning Assignment** – Many non-profit organizations rely heavily on service work from volunteers. Also, many companies value social responsibility initiatives. This assignment provides one way for UT Tyler students to “give back” while students gain valuable hands-on experiences. Additionally, students connect textbook learning to volunteerism. For this course, you will be asked to complete a team service-learning project that benefits a nonprofit organization. Instructor will provide several pre-approved nonprofits (including organizations that you can help from home such as typing records, i.e., [FamilySearch](#) & the [Smithsonian Transcription Center](#)), but each group can propose another 501(c)3 nonprofit organization that benefits people for Dr. McWhorter’s consideration. Note: A final group report about the service-learning experiences is due in the last module. In addition, students may wish to create a SL 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.

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

**-Note: Assignments, Team Project, Quizzes, and Final are due at 11:59 pm on due date-**

**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. 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 and should be free of spelling and grammatical errors, include sufficient organization, demonstrate critical thinking, and proper citing of sources and references according to **APA 7 guidelines**. If you seek assistance from the UT Tyler Writing Center, plan well in advance for them to look over your paper and offer advice. You can plan for at least two hour-long tutorials per assignment. Contact info: UT Tyler Writing Center, (903) 565-5995, email: [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu) or website: <https://www.uttyler.edu/academics/success-services/writing-center/contact/>

Important Dates:

Census Date = **September 9, 2024**

Last Day to Withdraw from Classes = **November 4, 2024**

**Use of Artificial Intelligence** –

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

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

**--See University Modules in the Canvas Course for University Policies--**

**HRD 3306 Team Building Course Schedule and Outline  
Fall 2024**

<b>Dates</b>	<b>Content</b>	<b>Reading</b>	<b>Assignments</b>
<b>Module 1 – Course Introduction</b>			
8/26/24- 9/07/24	<ul style="list-style-type: none"> <li>• Course overview</li> <li>• Academic Honesty</li> <li>• Getting Started</li> </ul>	<ul style="list-style-type: none"> <li>• Syllabus and this tentative outline</li> <li>• Course Materials (Read Chapter 1 in textbook)</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion post: Class Introductions</li> <li>• <b>Quiz 1</b> over Module 1 materials</li> </ul>
<b>Module 2 – 5 Cs of Team Building - Part 1</b>			
9/09/24- 9/21/24	<ul style="list-style-type: none"> <li>• What is Service-Learning?</li> <li>• Context</li> <li>• Composition</li> </ul>	Assigned Articles Dyer & Dyer - Chapter 2 & 3	<ul style="list-style-type: none"> <li>• Discussion post</li> <li>• <b>Team</b> Discussion post: Availability</li> <li>• <b>Quiz 2</b></li> <li>• <b>RTGM #1</b> Service – Learning Project Decision</li> </ul>
<b>Module 3 – 5 Cs of Team Building - Part 2</b>			
9/23/24- 10/05/24	<ul style="list-style-type: none"> <li>• Competency</li> <li>• Change</li> <li>• Collaborative</li> </ul>	Dyer & Dyer- Chapters 4-6 Assigned Articles	<ul style="list-style-type: none"> <li>• <b>RTGM #2</b> Decide who does what and begin working</li> <li>• <b>Quiz 3</b></li> </ul>
<b>Module 4 – Design Team Building</b>			
10/07/24- 10/19/24	<ul style="list-style-type: none"> <li>• Designing effective team-building programs</li> </ul>	Dyer & Dyer - Chapter 7 Assigned Articles	<ul style="list-style-type: none"> <li>• Discussion post over readings</li> <li>• <b>Quiz 4</b></li> </ul>
<b>Module 5 – Types of Teams</b>			
10/21/24- 11/02/24	<ul style="list-style-type: none"> <li>• Interventions to address team problems</li> </ul>	Dyer & Dyer - Chapter 8 Assigned Articles	<ul style="list-style-type: none"> <li>• <b>Quiz 5</b></li> <li>• <b>Team</b> Discussion post</li> </ul>
<b>Team Service-Learning Project</b>			
11/04/24- 11/16/24	<ul style="list-style-type: none"> <li>• <b>Work on Project Report</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>RTGM #3</b> – Team works on the Service-Learning Project</li> <li>• <b>Team</b> Discussion post</li> </ul>
<b>Module 6 – Virtual Teams</b>			
11/18/24- 12/07/24	<ul style="list-style-type: none"> <li>• Virtual Teams</li> <li>• Alliance Teams</li> <li>• Family Teams</li> </ul>	Dyer & Dyer - Chapters 9 & 10 Virtual HRD Readings	<ul style="list-style-type: none"> <li>• <b>Quiz 6</b></li> <li>• Team project draft due</li> <li>• Discussion post</li> </ul>
<b>Team Service-Learning Project Due Date and Final Exam</b>			
12/09/24- 12/13/24	<b>Exam Week (Monday-Friday)</b>		<ul style="list-style-type: none"> <li>• <b>Team SL Project Due</b></li> <li>• <b>Final Exam (5-paragraph reflective essay)</b></li> </ul>

\*This is a tentative course outline. Instructor reserves the right to adjust this schedule to promote learning and if adjustment is needed, students will be notified through an Announcement in the Canvas course.