

**Course Syllabus for HRD 3306: Team Building
Fall 2023**

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Office Hours (in-person or *online)

Mondays: 8:30am-11:30am *Email for appointment

903-566-7330

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Course Description:

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: Tips and Tactics for Effective Workplace Teams*, 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: [CTRL + CLICK HERE](#)

[To search for free textbooks for other courses, [Click Here](#)]

WEBCAM – this course will involve 4 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 photos from your RTGMs for attendance purposes-- you will attach photos to the RTGM report form that will be uploaded in Canvas by one teammate.

Other learning materials will be provided by instructor in Canvas.

Course Learning Objectives:

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 functioning.
7. Apply team-building activities to a service-learning project or instructor-approved team 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 and synchronous 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 and team meetings to clarify thinking regarding team building topics and interact with others for team discussions and team project.
4. Problem Solving (Critical Thinking) – The student will use conceptual thinking to analyze and give input and make decisions for the team project.
5. Ethical Issues in Decision Making and Behavior — The student will gain an appreciation of the ethics required for 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 participate in class discussions online.
7. Competence in Technology Principles – The student will demonstrate technology competencies in Canvas and Zoom.

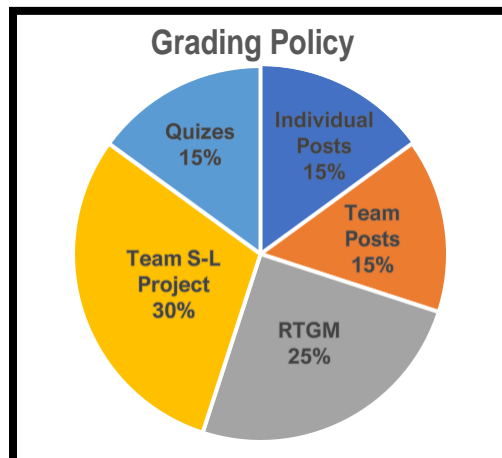
Course Requirements:

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 (S-L) Project	30%
Quizzes & Final Exam	15%
Individual Discussion Posts	15%



Discussion Posts:

Individual Discussion Posts - Each module will contain discussion exercises that will be completed individually. The post will cover reflections over the assigned readings and 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 problem solving project. These discussions will be conducted on the team discussion page. At the conclusion of the assignment, the “recorder” will post the final product on the course discussion board. **Individual participation** will be half the grade, the team product will be the other half.

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

Real-Time Group Meetings (RTGMs) – Four online meetings will be held for teamwork that are 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 Modules when the RTGMs are assigned.

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 (i.e., [FamilySearch](#) & the [Smithsonian Transcription Center](#)), but each group can propose another 501(c)3 nonprofit organization for instructor’s consideration. Note: Students will have a final group report about their SL experiences due **in the last module**. In addition, students may wish to create a group SL poster for extra credit. A group poster could be displayed on campus by instructor.

Quizzes – Most modules will have a quiz to check for student comprehension which and will be open book/open notes. Students should study the material ahead of time. Students will be able to check their score and get feedback in Canvas as soon as quiz is submitted.

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

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. Email instructor ahead of time for special cases (such as military duty, health, or family emergencies; Dr. McWhorter will ask for documentation for these special circumstances).

Writing Expectations – This course has numerous written assignments that should be free of spelling and grammatical errors and should include sufficient organization, demonstrate critical thinking, and the proper citing of sources and references according to **APA 7 guidelines**. If you seek assistance from the UT Tyler Writing Center, you should plan well in advance for them to look over your paper and offer advice. If you need further tutoring, you should plan for at least two hour-long tutorials per assignment. [CLICK HERE](#) for the webpage for the **Writing Center**, phone: (903) 565-5995, email for an appointment or questions: writingcenter@uttyler.edu

Important Dates:

Census Date = **September 1, 2023**

Last Day to Withdraw from Classes = **October 30, 2023**

**--See UT Tyler Syllabus Module in the Canvas Course
for University Policies and Information--**

*Note: Tentative Course Outline is presented on next page

HRD 3306: Team Building
Tentative Course Outline-Fall 2023

Mod	Dates	Content	Reading	Deliverables
Module 1 – Course Introduction				
1	8/21/23-8/30/23	<ul style="list-style-type: none"> • Course overview • Academic Honesty • Getting Started (Ch. 1 in textbook) 	<ul style="list-style-type: none"> • Syllabus • Course Materials 	<ul style="list-style-type: none"> • Discussion Post: Class introductions • Quiz 1 over Module 1 materials
Module 2				
2	8/31/23-9/09/23	<ul style="list-style-type: none"> • What is Service-Learning? 	Assigned Readings	<ul style="list-style-type: none"> • RTGM #1 Discuss Service-Learning and Readings • Quiz 2 over Module 2 materials
Module 3				
3	9/11/23-9/23/23	<ul style="list-style-type: none"> • Competency • Change • Collaborative 	Assigned Readings	<ul style="list-style-type: none"> • RTGM #2 Designate Roles • Quiz 3 over Module 3 materials
Module 4				
4	9/25/23-10/7/23	<ul style="list-style-type: none"> • Designing effective team-building programs 	Assigned Readings	<ul style="list-style-type: none"> • Class Discussion post • Quiz 4 over Module 4 materials
Module 5				
5	10/09/23-10/21/23	<ul style="list-style-type: none"> • Interventions to address team problems 	Assigned Readings	<ul style="list-style-type: none"> • RTGM #3 • Class Discussion post
Module 6 – Team Service-Learning Project				
6	10/23/23-11/04/23	<ul style="list-style-type: none"> • Work on Project Report 	Readings for Project	<ul style="list-style-type: none"> • RTGM #4 • Team Discussion post
Module 7 – Virtual Teams				
7	11/06/23-12/02/23	<ul style="list-style-type: none"> • Virtual Teams 	Assigned Readings (i.e., Virtual HRD)	<ul style="list-style-type: none"> • Quiz 5 • Submit Team project draft • Class Discussion post
Team Service-Learning Project Due & Final Exam				
Final	12/04/23-12/09/23	Exam Week (Monday-Saturday)		<ul style="list-style-type: none"> • FINAL TEAM PROJECT REPORT • FINAL EXAM

*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.