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## Course Syllabus for HRD 3306: Team Building Fall Semester 2022

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Instructor: Rochell McWhorter, PhD

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Office Hours (Online)

\*Mondays: 9am-Noon

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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:**

1. Mackin, Deborah. (2007). *The team building toolkit. Second Ed.* New York:
2. American Psychological Association (2019). *APA Publication Manual, 7<sup>th</sup> edition.* Washington, DC. **OR** Access the Purdue Owl Website:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
3. Various Readings and Videos provided by Instructor

### **Student Learning Outcomes:**

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 phases of team building.
5. Comprehend and apply the techniques and principles of conflict resolution to make teams more effective.
7. Understand the application of talent development within a team environment.
8. Use effective evaluation techniques to assure good team function.
9. Apply team-building activities

### **Grading Scale:**

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

### **Assignments and Percentages for HRD 5350:**

Team Project	30%
Real Time Group Meetings	25%
Team Discussion Postings	15%
Quizzes & Final Exam	15%
Individual Discussion Posts	15%

### **Make-Up Work and Late Work**

Make-Up work is allowed with a medical/official university business excuse with 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 if you will not meet the deadline. Also, email for special cases (such as military duty/training, health or family emergencies; Dr. McWhorter will ask for documentation for these situations).

### **Writing Expectations**

This is a graduate-level university course with numerous written assignments that should be free of spelling and grammatical errors and should include appropriate organizational structure, 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, Contact info: [UTTyler Writing Center](#), to schedule an appointment.

### **Important Dates:**

Census Date = <b>September 2, 2022</b> Last Day to Withdraw from Classes = <b>November 4, 2022</b>
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***Note: All assignments are due at 11:59 pm on the due date.***

**University Policies:** See Syllabus Module in the Canvas course. (Note: you will be expected to read each of these resources in Module 1 and some will appear on Quiz 1).

**Information for Classrooms and Laboratories:** It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing, and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) for support.

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## HRD 3306: Team Building

Tentative Course Outline as of 8.18.22\*

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<b>Mod</b>	<b>Date</b>	<b>Topic/Description</b>	<b>Deliverables Due before Midnight on Ending Date of Module unless otherwise noted</b>
1	8/22/22- 8/31/22	<ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Academic Honesty (video and document)</li> <li>• Intro to Team Building</li> <li>• Terms and Concepts related to team building</li> </ul>	<ul style="list-style-type: none"> <li>• 1.1 Pre-Survey in Qualtrics</li> <li>• 1.2 Class Introductions (Discussion Post)</li> <li>• 1.3 Quiz 1 over materials in Module 1</li> </ul>
2	9/1/22- 9/17/22  (Census Date: 9/2/22)	<ul style="list-style-type: none"> <li>• Assigned Readings from Textbook and Supplemental Materials</li> <li>• Real-Time Group Meetings (RTGMs) will be formed by Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1 Discussion Post</li> <li>• 2.2 Hold RTGM #1 with teammates including discussing topic for 6.1 Team Project due in Module 6.</li> </ul>
3	9/19/22- 10/1/22	<ul style="list-style-type: none"> <li>• Assigned Readings from Textbook and Supplemental Materials</li> </ul>	<ul style="list-style-type: none"> <li>• 3.1 Online Quiz covering Assigned Readings and Supplemental Materials</li> </ul>
4	10/3/22 - 10/15/22	<ul style="list-style-type: none"> <li>• Assigned Readings from Textbook and Supplemental Materials</li> <li>• Real-Time Group Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 4.1 RTGM #2</li> <li>• 4.2 Discussions Postings</li> </ul>
5	10/17/22- 10/29/22	<ul style="list-style-type: none"> <li>• Assigned Readings from Textbook and Supplemental Materials</li> </ul>	<ul style="list-style-type: none"> <li>• 5.1 Online Quiz covering Assigned Readings and Supplemental Materials</li> <li>• 5.2 Discussions Postings</li> </ul>
6	10/31/22- 12/3/22	<ul style="list-style-type: none"> <li>• Group Time to work on Team Project (approx.. 4.5 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• 6.1 Team Project</li> </ul>
7	12/6/22- 12/10/22  (Wrap-Up & Final)	<ul style="list-style-type: none"> <li>• Discuss Team Project</li> <li>• Review and Take Final Exam</li> <li>• Take Post-Survey</li> </ul>	<ul style="list-style-type: none"> <li>• 7.1 Discussions Postings about Team Project</li> <li>• 7.2 Final Exam (5-paragraph reflective essay)</li> <li>• 7.3 Brief Post-Experience Survey in Qualtrics + Canvas text box</li> </ul>
<p><b>*Note:</b> This is the tentative course calendar. If an unforeseen reason arises and schedule needs to be altered, instructor reserves the right to upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change and asked to download the revised calendar.</p>			