Instructor: Rochell McWhorter, PhD

Preferred Contact by Email: *Office #: (903) 566-7330
rmcwhorter@uttyler.edu   Fax: (903) 565-5650
*Office Hours: Virtual   Office: SOB 315.15
Wednesdays: 9am-Noon   *Email first for appointment

Doctoral Teaching Assistant: Mandi Laurie, MS

mlaurie@patriots.uttyler.edu   Cell: 832-386-5082
Virtual Office Hours: Mondays: 3pm-5pm
                                     *Email first for appointment

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:

1. Mackin, Deborah. (2007). **The Team Building Toolkit**. Second Ed. New York: ISBN 13: 9780814474396
2. Various Readings and Videos provided by Instructor
3. American Psychological Association (2019). APA Publication Manual, 7th edition. Washington, DC. ISBN: 9781433832161 **OR** Access the Purdue Owl Website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
4. Webcam – this course will involve online Real Time Group Meetings (RTGMs) which will require a digital camera. Discuss with instructor for alternate use of smartphone/tablet with built-in camera.

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

Grading:

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

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

Team Discussion Assignments – 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.

Real-Time Group Meetings (RTGMs) – Two of the team discussions are completed "in real- time" meaning that your group will need to have a Zoom meeting with all team members present. Documentation of the meeting will be required and is explained on the required RTGM Report form. **Individual participation** will be half the grade, the team product will be the other half.

Quizzes– Most modules will have a quiz which will be open book/open notes. Be sure that you study the material adequately to master the quiz. Each quiz will be true/false and multiple choice and you will have two hours to complete. Canvas will score the quiz after it is submitted.

Team Project – Teams will brainstorm topics presented in the course to choose the topic of their team project. Students will use the team building activities from this course to develop their project and draft an action plan. **Individual participation** will be included in the overall grade; the team product **quality** will be the other portion of the project grade.

Final Exam - Students will have essay questions to synthesize learning from the course. Students will have 3 hours to complete the final exam.

Make-Up Work and Late Work
Make-Up work is allowed with a medical/official university 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 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 special circumstances).

Writing Expectations
This course has numerous written assignments and each 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. Contact info: UT Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com See their webpage: https://www.uttyler.edu/writing-center/ for the latest schedule of days/times/location there are open.

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).

Important Dates:

Census Date = **January 23, 2023**
Last Day to **Withdraw** from Classes = **March 23, 2023**

Tentative Course Calendar for HRD 3306

Dates	Content	Assignment Due
	Module 1 – Course Introduction	**1/23/23**
1/09/23-1/23/23	- Introduction to Course - Academic Honesty - Intro to team building - Terms and concepts related to team building	1.1 Pre-Survey in Qualtrics 1.2 Class Introductions 1.3 Quiz 1 over materials in Module 1
	Module 2 – DISC Profile	**2/06/23**
1/23/23-2/06/23	- Assigned Readings from Textbook and Supplemental Material - Real-Time Group Meetings (RTGMs) will be formed by Instructor	2.1 Discussion Post 2.2 Hold **RTGM #1** with teammates Start talking w/your team to generate ideas about a research topic (chosen from textbook/ supplemental materials
	Module 3 – 5 Cs of Team Building	**2/20/23**
2/06/23-2/20/23	Assigned Readings from Textbook and Supplemental Materials	3.1 Discussion Post 3.2 Quiz 3
	Module 4 – Team Conflict	**3/11/23**
2/20/23-3/11/23	- Assigned Readings from Textbook and Supplemental Materials - Real-Time Group Meeting	4.1 Discussion Post 4.2 Quiz 4 4.3 **RTGM #2** – Decide who does what
	SPRING BREAK 3/13 – 3/18/23	
	Module 5 – Types of Teams	**3/27/23**
3/20/23-3/27/23	Assigned Readings from Textbook and Supplemental Materials	5.1 Discussion Post 5.2 Quiz 5
	Module 6 – Virtual Teams	**4/22/23**
3/27/23-4/22/23	- Group Time to work on Team Project - Last RTGM	6.1 Discussion Post 6.2 **RTGM #3** 6.3 Submit Team Project
4/22/23	*-Team Project Due-*	
	Module 7 – Team Building Challenges	**4/29/23**
4/24/23-4/29/23	<u>**Exam Week (Mon-Sat)**</u> - Review and Take Final Exam - Please reflect on skills you acquired, strengthened, and new learning you experienced from this course on team building	7.1 Discussions Postings about Team Project 7.2 Final Exam (5-paragraph reflective essay) 7.3 Brief Post-Experience Survey in Qualtrics + Canvas text box

*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.