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**Course Syllabus for HRD 3306: Team Building**  
**Fall 2021**

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\*Virtual Office Hours:

Mondays: 9am-Noon \*Email for appointment

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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:**

1. Dyer, Dyer & Dyer, Team Building, 5th Edition. Proven Strategies for Improving Team Performance.
2. DISC Profile Report - <https://www.123test.com/disc-personality-test/>
3. 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)
4. Webcam – this course will require Real Time Group Meetings (RTGMs) which will require a camera. Discuss with instructor for alternate use of smartphone with 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 5 “C”s of Team Building.
5. Comprehend and apply the techniques and principles of conflict resolution to make teams more effective.
8. Use effective evaluation techniques to assure good team function.
9. Apply team-building activities.

### **Course Competencies**

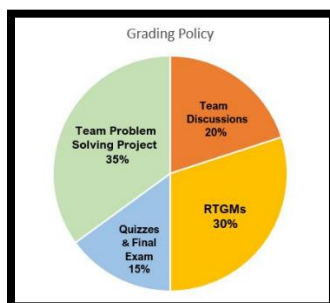
1. **Computer-Based Skills** – the student will complete written assignments using the word processor as well as periodic Canvas assignments via Internet connectivity; will login in utilizing asynchronous platforms.
2. **Communication Skills** – the student will exhibit a mastery of written skills in 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 group discussions and 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, 7<sup>th</sup> 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 of technology through synchronous and asynchronous technologies.

### **Grading:**

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

### **Grading Policy for HRD 3306:**

Team Discussion Assignments	20%
Real Time Group Meetings	30%
Quizzes & Final Exam	15%
Team Problem Solving Project	35%



**All discussions, quizzes and the Team Problem Solving Project are due at 11:59 on the due date.**

**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 so you can look it up quickly to do well on this deliverable. Each quiz will be true/false and multiple choice and you will have two hours to complete each one. You can check your score and get feedback in Canvas as soon as you finish.

**Team Problem Solving Project** – Teams will brainstorm to project they want to complete. They will use the team building activities to develop their project and draft an action plan. **Individual participation** will be half the grade, the team product will be the other half.

**Final Exam** - The final will not be comprehensive; however, you will have essay questions that expect you to synthesize learning from the course. You 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 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 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 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. Contact info: The Writing Center, Arts & Sciences, #212, email: [utwritingcenter@gmail.com](mailto:utwritingcenter@gmail.com)

**Information for Classrooms and Laboratories:** Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff. Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the [UT Tyler COVID-19 Information and Procedures](#) website to review protocols, check symptoms, and report possible exposure. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

### **University Policies:**

You are expected to read and refer to the module in this Canvas course titled: **UT Tyler Syllabus Module**.

### **Important Dates:**

Census Date = **September 3, 2021**

Last Day to Withdraw from Classes = **November 1, 2021**

**HRD 3306 Team Building Course Schedule and Outline  
Fall 2021**

<b>Dates</b>	<b>Content</b>	<b>Reading</b>	<b>Assignment Due</b>
<b>Module 1 – Course Introduction</b>			
8/23/21- 9/4/21	<ul style="list-style-type: none"> <li>• Course overview</li> <li>• Academic Honesty</li> <li>• Intro to team building</li> <li>• Terms and concepts related to team building</li> </ul>	Class Introductions Syllabus Dyer <sup>3</sup> – Introduction and Chapter 1	<u><b>9/3/21</b></u> <ul style="list-style-type: none"> <li>• Full class introductions</li> </ul> <u><b>9/4/21</b></u> <ul style="list-style-type: none"> <li>• Quiz 1 due</li> </ul>
<b>9/6/21</b>	<b>Labor Day Holiday</b>		
<b>Module 2 – DISC Profile</b>			
9/7/21- 9/18/21	<ul style="list-style-type: none"> <li>• DISC Profile</li> <li>• Trust in teams</li> </ul>	Personal DISC report Assigned Articles Dyer <sup>3</sup> - Chapter 2 & 3	<u><b>9/18/21</b></u> <ul style="list-style-type: none"> <li>• Self-Reflection</li> <li>• Team availability post (in team discussion)</li> <li>• Quiz 2</li> </ul>
<b>Module 3 – 5 Cs of Team Building</b>			
9/20/21- 10/2/21	<ul style="list-style-type: none"> <li>• 5 Cs of Team Building</li> </ul>	Dyer <sup>3</sup> – Chapters 4, 5 & 6 Assigned Articles	<u><b>10/2/21</b></u> <ul style="list-style-type: none"> <li>• RTGM #1 Team DISC &amp; Charter</li> <li>• Quiz 3</li> </ul>
<b>Module 4 – Team Conflict</b>			
10/4/21- 10/16/21	<ul style="list-style-type: none"> <li>• Managing conflict in teams</li> </ul>	Dyer <sup>3</sup> - Chapters 7,8 & 9 Assigned Articles	<u><b>10/16/21</b></u> <ul style="list-style-type: none"> <li>• Discussion Assignments</li> <li>• Quiz 4</li> </ul>
<b>Module 5 – Types of Teams</b>			
10/18/21- 10/30/21	<ul style="list-style-type: none"> <li>• Innovative Teams</li> <li>• Temporary Teams</li> <li>• Cross Cultural Teams</li> </ul>	Dyer <sup>3</sup> – Chapters 10, 11 & 12 Assigned Articles	<u><b>10/30/21</b></u> <ul style="list-style-type: none"> <li>• RTGM #2</li> <li>• Discussion Assignments</li> </ul>
<b>Module 6 – Virtual Teams</b>			
11/1/21- 11/13/21	<ul style="list-style-type: none"> <li>• Virtual Teams</li> <li>• Alliance Teams</li> </ul>	Dyer <sup>3</sup> - Chapters 13 & 14 Virtual HRD Readings	<u><b>11/13/21</b></u> <ul style="list-style-type: none"> <li>• Quiz 5</li> <li>• Team project draft</li> </ul>
<b>11/20/21</b>	<b>Team Problem Solving Project Due</b>		
<b>Module 7 – Team Building Challenges</b>			
11/15/21- 12/4/21	<ul style="list-style-type: none"> <li>• Managing team challenges</li> </ul>	Dyer <sup>3</sup> – Chapter 15	<u><b>12/4/21</b></u> <ul style="list-style-type: none"> <li>• Group discussions</li> </ul>
<b>12/7/21- 12/11/21</b>	<b>Exam Week (Tues-Sat)</b>		<u><b>12/11/21</b></u> <ul style="list-style-type: none"> <li>• <b>Quiz 6 (Final Exam)</b></li> </ul>

\*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.