The University of Texas at TYLER

Soules College of Business

Course Syllabus for HRD 3306: Team Building
Spring 2022

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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:
Dyer G. & Dyer J. (2019). *Beyond Team Building: How to Build High Performing Teams and the Culture to Support Them*. ISBN: 1119551404

Mackin D. (2007). *The Team-Building Tool Kit: Tips and Tactics for Effective Workplace Teams. Kindle Edition*. [Available free through the library PDF textbook program] CLICK HERE

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 function.
7. Apply team-building activities to a service-learning project.

Course Competencies

1. <u>Computer-Based Skills</u> – 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. <u>Communication Skills</u> – The student will exhibit a mastery of written skills in completion of an assigned project with synchronous and asynchronous communication with classmates.

3. <u>Interpersonal Skills</u> – The student will interact in class discussions to clarify thinking regarding team building topics and interact with others for group discussions, project.

4. <u>Problem Solving (Critical Thinking)</u> – The student will use conceptual thinking to analyze and make determinations for the group project.

5. <u>Ethical Issues in Decision Making and Behavior</u> — 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. <u>Personal Accountability for Achievement</u> – The student will complete projects and activities at the time designated by the instructor, or their team; and will enter into class discussions.

7. <u>Competence in Technology Principles</u> – The student will demonstrate technology competencies as well as the benefits
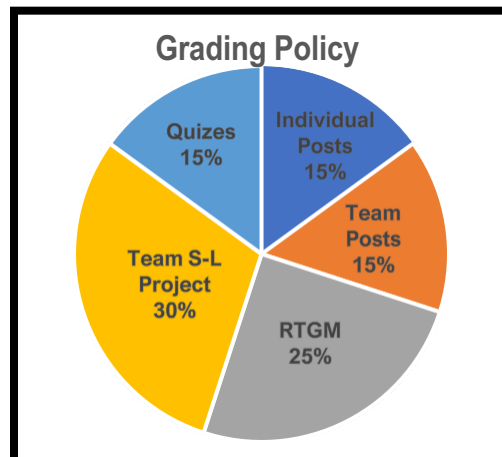
Course Requirements:

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	25%
Team Service-Learning 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.

<mark>**Note: All discussions, quizzes and the Team Service Learning Project are due at 11:59 pm on the due date.**</mark>

Real-Time Group Meetings (RTGMs) – Three 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.

Service-Learning Assignments – 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 to "give back" to the community while students gain valuable hands-on experiences. Additionally, students connect textbook learning to real-world experiences and have opportunities to network in their community. For this course, you will be asked to complete a team project that benefits the East Texas community. You can complete these SL hours at home and problem-solve within your RTGMs.

Groups will be assigned a service-learning online assignment from their instructor that benefits a nonprofit organization. Students will have a final report due **4/30/22**. (Total of 30% of course grade). In addition, students may wish to create a group SL poster for extra credit that will be displayed at the annual SL celebration event in the Alumni House.

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 pass the quiz. 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.

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: Tyler Writing Center, (903) 565-5995, email: writingcenter@uttyler.edu

Important Dates:
Census Date = **January 24, 2022**
Last Day to Withdraw from Classes = **March 28, 2022**

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

HRD 3306 Team Building Course Schedule and Outline
Spring 2022

Dates	Content	Reading	Assignment Due
Module 1 – Course Introduction 1/23/22			
1/10/22-1/23/22	• Course overview • Academic Honesty • Intro to team building • Terms and concepts related to team building	Class Introductions Syllabus Dyer & Dyer – Introduction and Chapter 1	• Discussion post: Class introductions • **Quiz 1**
1/17/22	*Martin Luther King, Jr. Holiday*		
Module 2 – 5 Cs of Team Building - *Part 1* 2/6/22			
1/24/22-2/06/22	• What is Service-Learning? • Context • Composition	Assigned Articles Dyer & Dyer - Chapter 2 & 3	• Discussion post • *Team* Discussion post: Availability • **Quiz 2** • *RTGM #1* Service – Learning Project
Module 3 – 5 Cs of Team Building - *Part* 2 2/20/22			
2/07/22-2/20/22	• Competency • Change • Collaborative	Dyer & Dyer- Chapters 4-6 Assigned Articles	• *RTGM #2* Decide who does what • Discussion Posts • **Quiz 3**
Module 4 – Design Team Building 3/06/22			
2/21/22-3/06/22	• Designing effective team-building programs	Dyer & Dyer - Chapter 7 Assigned Articles	• Discussion post • **Quiz 4**
Module 5 – Interventions 3/27/22			
3/14/22-3/27/22	• Interventions to address team problems	Dyer & Dyer - Chapter 8 Assigned Articles	• **Quiz 5** • Discussion post • *Team* Discussion post
Team Service-Learning Project			
3/28/22-4/10/22	• **Work on Project Report**		• Discussion post • *Team* Discussion post
Module 6 – Virtual Teams 4/23/22			
4/11/22-4/23/22	• Virtual Teams • Alliance Teams • Family Teams	Dyer & Dyer - Chapters 9 & 10 Virtual HRD Readings	• **Quiz 6** • Team project draft • Discussion post • *Team* Discussion post
Team Service-Learning Project Due Date 4/30/22			
4/25/22-4/30/22	**Exam Week (Tues-Sat)**		• *RTGM #3* – Reflection on S-L experiences • **Quiz 7 (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.