UTTyler

SOULES
COLLEGE OF BUSINESS

Course Syllabus for HRD 3306: Team Building
Spring 2025

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Office Hours (in-person or *online)   Office: Soules COB #315.15
Mondays: 8:00-11am *Email for appointment   Class time: MW(F) 11:15-12:10pm

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:

PRINT VERSION OF TEXTBOOK: Mackin, D. (2007). *The Team Building Toolkit. 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: CLICK HERE

Other learning materials such as relevant business articles will be provided by instructor in Canvas.

WEBCAM – this course will involve 3 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 screenshots from your RTGMs for verifying your online attendance—you will attach the photos at the end of the RTGM report form that will be uploaded in Canvas by **one** teammate.

Course Learning Objectives:

Student Learning Outcomes. 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. Comprehend and apply the techniques and principles of conflict resolution to make teams more effective.
5. Use effective evaluation techniques to assure good team function.
6. Apply team-building activities to a service-learning or instructor-approved 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 team discussions, and team deliverables/project.

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

5. <u>Ethical Issues in Decision Making and Behavior</u> — The student will gain an appreciationof 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 classdiscussions.

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

Grading Scale Breakdown

A=90-100%   C=70-79.9%   F=BELOW 60%
B=80-89.9%   D=60-69.9%

Grading:

Individual and Team Discussion Posts	15%
Earning Professional Certificate	15%
Service-Learning Assignment	15%
Real-Time Group Meetings (RTGMs)	15%
Quizzes	20%
Final Exam	20%

Discussion Posts:

Individual Discussion Posts – Several weekly modules will contain discussion exercises that will becompleted individually. The post will cover reflections over the assigned readings and/or activities.

Team Discussion Posts – Several weekly modules of the course will have team discussion exercises thatwill be completed by the team. The assignments will build components of the group project. These discussions will be conducted on the team discussion page. At the conclusion of the assignment, <u>one team member</u> will post the final product on the course discussion board.

Real-Time Group Meetings (RTGMs) – Five required online meetings will be held for teamwork that is 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 course when RTGMs are assigned. If needed, students can opt to hold additional meetings beyond the 5 required; but will not be graded.

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 records, i.e., FamilySearch & the Smithsonian Transcription Center), but each group can propose another 501(c)3 nonprofit organization that benefits people for Dr. McWhorter's consideration and can be an in-person assignment such as a food bank or thrift shop. Note: A final group report about the service-learning experiences is due in the last module. In addition, students may wish to create a SL poster for extra credit.

Quizzes – Most modules will have a quiz to check for student comprehension and will be open book/open notes. Students should study the material ahead of time so they can complete the quiz within the time limit.

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

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

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. Also, email for special cases (such as militaryduty/training, health or family emergencies; Dr. McWhorter will ask for documentation for these special circumstances).

Writing Expectations – This course has numerous written assignments and should be free of spelling and grammatical errors, include sufficient organization, demonstrate critical thinking, and proper citing of sources and references according to **APA 7 guidelines**. If you seek assistance from the UT Tyler Writing Center, plan well in advance for them to look over your paper and offer advice. You can plan for at least two hour-long tutorials per assignment. <u>Contact info</u>: UTTyler Writing Center, phone: **(903) 565-5995**, email: writingcenter@uttyler.edu or website: https://www.uttyler.edu/academics/success-services/writing-center/contact/

> Important Dates:
> Census Date = **January 27, 2025**
> Last Day to Withdraw from Classes = **March 31, 2025**

<u>Use of Artificial Intelligence</u> –

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

For this course, AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required.

<u>Note</u>: Your group has permission to utilize an AI tool for your "Team Service-Learning Project" due in the last module. [<u>We will discuss specifics in our class meeting on January 13, 2025</u>]

See the UT Tyler Syllabus Module in the Canvas Course for University Policies and Information and Student Resources

Tentative Course Outline*

Class Dates	Hybrid Fridays	Topics	Assignments	Due Date
1/13/25		Intro to Course; Form Teams; & Read & Discuss Business Article #1	Introduce Yourself + Team conversation (article)	1/14/25
1/15/25		Read "Getting Started" pp. 1-35 & Discuss Industry Certificate	**1.2 Quiz #1** over Week 1 readings (10-items)	1/18/25
	1/17/25	*Work on Professional Certificate*	1.3 Certificate Progress	1/18/25
1/22/25		Read Ch 1 pp. 36-38 & 40-41 post in whole class discussion	2.1 Discussions	1/23/25
	1/24/25	*Work on Professional Certificate*	2.2 Certificate Progress	1/25/25
1/27/25		Read: 2 business articles	3.1 Discussion Posting	1/28/25
1/29/25		Review for Quiz #2	**3.2 Quiz #2** (10-items)	2/1/25
	1/31/25	***Team Service-Learning Project***	3.3 Project Update	2/1/25
2/3/25		Read Business Article & Textbook: pp. 43-46	4.1 Discussion Posting	2/4/25
2/5/25		Textbook: pp. 47-57	4.2 Team Discussions	2/8/25
	2/7/25	*RTGM #1 (meet 2/7 or 2/8)*	**4.3 RTGM #1 Report** submitted by ONE person	2/8/25
2/10/25		Business Article #2 Textbook pp. 58 – top of p. 64	5.1 Discussion Posting	2/11/25
2/12/25		Textbook pp. 64-72	5.2 Discussion Posting	2/15/25
	2/14/25	***Team Service-Learning Project***	5.3 Project Update	2/15/25
2/17/25		Team Behavior: Textbook pp. 74-89	6.1 Discussion Posting	2/18/25
2/19/25		Review for Quiz #3	**6.2 Quiz #3 (10-items)**	2/22/25
	2/21/25	***Team Service-Learning Project***	6.3 Project Update	2/22/25
2/24/25		Business Article #3	7.1 Discussion Posting	2/25/25
2/26/25		Read pp. 90-102	7.2 Team Discussions	3/1/25
	2/28/25	*RTGM #2 (meet 2/28 or 3/1)*	**7.3 RTGM #2 Report**	3/1/25
3/3/25		Team Accountability (pp.103-114)	8.1 Discussion Posting	3/4/25
3/5/25		Team Accountability (pp. 115-124)	8.2 Discussion Posting	3/7/25
	3/7/25	*Work on Professional Certificate*	8.3 Certificate Progress	3/7/25
3/10/25		Problem-Solving Process & Tools	9.1 Discussion Posting	3/11/25
3/12/25		RTGM #3 (meet 3/12 or 3/13)	**9.2 RTGM #3 Report**	3/15/25
	3/14/25	*Work on Professional Certificate*	9.3 Certificate Progress	3/15/25
SPRING BREAK (March 17-22)				
3/24/25		Team P-S Process & Tools (pp. 125-134)	10.1 Discussion Posting	3/25/25
3/26/25		Team P-S Process & Tools (pp. 135-150)	10.2 Quiz #4 (10-items)	3/29/25
	3/28/25	***Team Service-Learning Project***	10.3 Project Update	3/29/25
3/31/25		The Teaming Road Map (pp. 179-195)	11.1 Team Discussion	4/1/25
4/2/25		The Teaming Road Map (pp. 195-197)	11.2 Discussion Posting	4/3/25
	4/4/25	*Work on Professional Certificate*	11.3 Certificate Progress	4/5/25
4/7/25		Virtual Teams	12.1 Team Discussion	4/8/25
4/9/25		Virtual HRD	12.2 Discussion Posting	4/10/25
	4/11/25	*Work on Professional Certificate*	12.3 Certificate Progress	4/12/25
4/14/25		Work on Team Presentation	**13.1 RTGM #4**	4/15/25
4/16/25		Work on Team Presentation	**13.2 RTGM #5**	4/17/25
	4/18/25	*Work on Professional Certificate*	13.4 Certificate Progress	4/19/25
4/21/25		Team Presentations (Team 1)	**14.1 Team Presentations**	
4/23/25		Team Presentations (Team 2)		
	4/25/25	Study for Final Exam	-No Assignment-	
FINAL EXAM-Monday, April 28th 10:15-12:15				

If Dr. McWhorter adjusts a due date or assignment, she will post a Canvas Announcement