

**Course Syllabus for HRD 3306: Team Building
Spring 2025**

Ginger Vaughn

gvaughn@patriots.uttyler.edu

Office Hours (online). Email for appointment.

Course Overview:

This course offers an in-depth exploration of the role and use of teams in business and industry. Key topics include the purpose and structure of teams, the team-building process, conflict resolution, talent management, and team-building activities. Students will also examine why teams are essential, how they are formed and developed, and strategies for effective management and evaluation.

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 will be provided by instructor in Canvas.

WEBCAM: This course will include 3 online Real-Time Group Meetings (RTGMs) over a technology platform (i.e., Zoom). Be sure your computer has a built-in or external webcam so you can see your teammates. Also, I will require several screenshots from your RTGMs to verify your online attendance (you will attach photos to 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 value of team building.
2. Identify when teams are essential and when they are not.
3. Explain how teams are formed, structured, and operate effectively.
4. Define and apply the 5 “C”s of Team Building.
5. Learn and implement conflict resolution techniques to enhance team effectiveness.
6. Utilize effective evaluation methods to ensure strong team performance.
7. Apply team-building activities to a service-learning project or an instructor-approved initiative.

Course Competencies

1. **Computer-Based Skills** – Students will complete written assignments using a word processor and submit periodic Canvas assignments. They will also engage asynchronously on platforms for course activities.
2. **Communication Skills** – Students will demonstrate proficiency in written communication through assigned projects, as well as participate in synchronous and asynchronous communication with classmates.
3. **Interpersonal Skills** – Students will actively engage in class discussions to clarify team-building concepts and collaborate with others on team discussions and deliverables/projects.
4. **Problem Solving (Critical Thinking)** – Students will apply conceptual thinking to analyze and make decisions for the group project.
5. **Ethical Issues in Decision Making and Behavior** – Students will develop an understanding of ethical considerations in team building and learn the basics of APA, 7th Edition, for proper citation and referencing in assignments.
6. **Personal Accountability for Achievement** – Students will complete projects and activities on time as designated by the instructor or their team and actively participate in class discussions.
7. **Competence in Technology Principles** – Students will demonstrate technology competencies and understand their application and benefits in team-building contexts.

Course Requirements

Grading Scale	Grading Policy for HRD 3306:
A: 90–100 B: 80–89 C: 70–79 D: 60–69 F: Below 59	◆ Team Discussion Posts: 15% ◆ Real-Time Group Meetings (RTGMs): 25% ◆ Team Service-Learning Project: 30% ◆ Quizzes and Final Exam: 15% ◆ Individual Discussion Posts: 15% Total: 100%

Discussion Posts:

Individual Discussion Posts – Several modules will contain discussion exercises that will be completed individually. The post will cover reflections over the assigned readings and/or 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 project. These discussions will be conducted on the team discussion page. At the conclusion of the assignment, one team member will post the final product on the course discussion board.

Real-Time Group Meetings (RTGMs) –Three (3) required online meetings will be conducted for teamwork completed “in real-time,” meaning your group will hold a Zoom meeting with all team members present. Documentation of each meeting is required and should be submitted using the RTGM Report form, which is available in the Canvas Module when RTGMs are assigned. While students may choose to hold more meetings beyond the three required, these will not be graded.

Service-Learning Assignment – Many non-profit organizations depend heavily on volunteer contributions, and many companies prioritize social responsibility initiatives. This assignment allows UT Tyler students to “give back” while gaining valuable, hands-on experience. It also bridges the gap between textbook learning and real-world volunteerism.

For this course, you will work on a team service-learning project that supports a nonprofit organization. The instructor will provide a list of pre-approved nonprofits, including options for remote assistance, such as typing records for FamilySearch or the Smithsonian Transcription Center. However, your group may propose an alternative 501(c)3 nonprofit organization that benefits people, subject to instructor approval.

Important Notes:

- ◆ A final group report summarizing your service-learning experience is due in the last module.
- ◆ Students may also choose to create a service-learning 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.

Make-Up Work and Late Work – Make-up work is permitted with a valid medical or official university business excuse, provided proper documentation is submitted. Without documentation, late work will incur a penalty of 50% per calendar day (including weekends) unless pre-approved. For special circumstances such as military training, health issues, or emergencies, please email the instructor and provide supporting documentation as applicable.

Writing Expectations – This course includes several written assignments that must be well-organized, free of spelling and grammatical errors, demonstrate critical thinking, and follow APA 7 guidelines for citations. If you need help, contact the UT Tyler Writing Center at (903) 565-5995, writingcenter@uttyler.edu, or visit their [website](#). Plan ahead for at least two hour-long tutorials per assignment.

Assignment Submission Policy

- ◆ All assignments, team projects, quizzes, and the final exam are due by **11:59 pm** on the specified due date.
- ◆ Late submissions will be subject to the course's late work policy.

Use of Artificial Intelligence –

Learning to use AI is an essential emerging skill, and I encourage you to think critically about how and when you use it. For class discussion posts, you may leverage AI tools to support your learning, explore their applications, and better understand their benefits and limitations. I will always specify when and where AI tools are appropriate or allowed for this course. However, AI should not replace your own thinking and is strictly prohibited for use in the Mid-Term or Final Exams.

All uses of AI must be acknowledged to uphold UT Tyler's Honor Code and our commitment to integrity. Faculty and students must avoid using protected information, data, or copyrighted materials with any AI tool. Additionally, be aware that AI-generated content, while it may appear accurate, can sometimes be incomplete, incorrect, uncredited, or biased. Therefore, AI tools should not replace traditional research methods, and you are ultimately responsible for the quality and accuracy of the information you submit. Misuse of AI that violates course guidelines will be considered a breach of academic integrity and subject to disciplinary actions outlined in UT Tyler's Academic Integrity Policy. For this course, AI is allowed only for specific assignments or situations, and appropriate acknowledgment is required.

Note: Your group has permission to use an AI tool for the "Team Service-Learning Project," due in the final module.

**HRD 3306 Team Building Course Schedule and Outline
Spring 2025**

Dates	Content	Reading	Assignments
Module 1 – Course Introduction			
1/13/25- 1/19/25	<ul style="list-style-type: none"> • Course overview • Academic Honesty • Getting Started 	<ul style="list-style-type: none"> • Syllabus and this tentative outline • Course Materials (Read Chapter 1 in textbook) 	<ul style="list-style-type: none"> • Discussion post: Class Introductions • Quiz 1 over Module 1 materials
Module 2 – 5 Cs of Team Building - Part 1			
1/20/25- 1/26/25	<ul style="list-style-type: none"> • What is Service-Learning? • Context • Composition 	Assigned Articles Dyer & Dyer - Chapter 2 & 3	<ul style="list-style-type: none"> • Discussion post • Team Discussion post: Availability • Quiz 2 • RTGM #1 Service – Learning Project Decision
Module 3 – 5 Cs of Team Building - Part 2			
1/27/25- 2/02/25	<ul style="list-style-type: none"> • Competency • Change • Collaborative 	Dyer & Dyer- Chapters 4-6 Assigned Articles	<ul style="list-style-type: none"> • RTGM #2 Decide who does what and begin working • Quiz 3
Module 4 – Design Team Building			
2/3/25- 2/9/25	<ul style="list-style-type: none"> • Designing effective team-building programs 	Dyer & Dyer - Chapter 7 Assigned Articles	<ul style="list-style-type: none"> • Discussion post over readings • Quiz 4
Module 5 – Types of Teams			
2/10/25- 2/16/25	<ul style="list-style-type: none"> • Interventions to address team problems 	Dyer & Dyer - Chapter 8 Assigned Articles	<ul style="list-style-type: none"> • Quiz 5 • Team Discussion post
Module 6 – Virtual Teams + Team Service-Learning Project			
2/17/25- 2/23/25	<ul style="list-style-type: none"> • Work on Project Report 	<ul style="list-style-type: none"> • Virtual Teams • Alliance Teams • Family Teams 	<ul style="list-style-type: none"> • RTGM #3 – Team works on the Service-Learning Project • Team Discussion post
	Dyer & Dyer – Ch. 9 &10 Virtual HRD Readings		<ul style="list-style-type: none"> • Quiz 6 • Team project draft due • Discussion post
Team Service-Learning Project Due Date and Final Exam			
2/24/25- 3/3/25	Exam Week (Monday-Friday)		<ul style="list-style-type: none"> • Team SL Project Due • Final Exam (5-paragraph reflective essay)

*This course outline is tentative and subject to change at the instructor's discretion to enhance learning. Any adjustments to the schedule will be communicated to students via an Announcement in the Canvas course.