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**Course Syllabus for HRD 3306: Team Building  
Spring 2024**

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Soules COB 315.15

**Office Hours:** Wednesdays, 10:15am-1:15pm

\*Email instructor for appointment in-person, phone, or Zoom

In-Person Class Meetings: Mondays & Wednesdays 9:05-10am; Fridays are Hybrid days

**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:**

1. **PRINT VERSION OF TEXTBOOK:** Mackin, D. (2007). *The Team Building Toolkit: Tips and Tactics for Effective Workplace Teams*, 2<sup>nd</sup> 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*, 2<sup>nd</sup> Edition. Kindle Edition. **[Available free through the library PDF textbook program as available]** or: [CTRL + CLICK HERE](#)

2. 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)
3. Various Readings and Videos provided by Instructor

**Course Learning Objectives:**

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 techniques and principles of conflict resolution making teams more effective.
6. Use effective evaluation techniques to assure good team functioning.
7. Apply team-building activities to a service-learning project or instructor-approved team project.
8. Earn an industry-related certificate

<b>Grading:</b>					
A	90-100	B	80-89	C	70-79
D	60-69	F	< - 59		

<b>Grading Policy for HRD 3306:</b>	
Individual Discussion Posts	10%
Team Discussion Postings	10%
Earning an Industry-Level Certificate	10%
Quizzes & Final Exam	15%
RTGM Group Meetings and Deliverables	25%
Team Service-Learning Project	30%

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

### **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.

### **Quizzes & Final Exam**

- **Quizzes** – Most modules will have a quiz to check for student comprehension which and will be open book/open notes. Students should study the material ahead of time. Students will be able to check their score and get feedback in Canvas as soon as quiz is submitted.
- **Final Exam** – The final exam will be a 5-paragraph essay covering the major learning aspects of the course.

**\*\*Real-Time Group Meetings (RTGMs)** – Four online meetings will be held for teamwork that are 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 Modules when each RTGM is assigned. (\*\*[Hybrid Days](#)).

**\*\*Team Service-Learning Project and Report** – 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 2 pre-approved nonprofits (including organizations that you can help from home from your computer (i.e., [FamilySearch](#) & the [Smithsonian Transcription Center](#)), but each group can propose another 501(c)3 nonprofit organization that directly benefits people for instructor’s consideration. Note: Students will have a final group report about their SL experiences due **in the last module**. In addition, students may wish to create a group SL poster for extra credit. A group poster may be displayed on campus by instructor (\*\*[Hybrid Days](#)).

**\*\*Earning a Industry-Level Certificate** – Students will work individually on several hybrid days to earn an industry-related certificate free of charge from the UT System. As a student you will have access to free microcredentials (i.e., certificates, digital badges, etc.). Once earned, credential(s) will be listed on your resume to validate industry-related knowledge. You can choose from several options of what skills you want to learn (\*\*Hybrid Days).

### **Make-Up Work and Late Work**

Make-Up work is allowed with a medical/official university business excuse with proper documentation. Otherwise, there will be a **50% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized. Student must email instructor ahead of time if they are unable to meet the deadline. Also, email for special cases (such as military duty, health or family emergencies; Dr. McWhorter will ask for documentation for these situations).

### **Writing Expectations**

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. [CLICK HERE](#) for the webpage for the Writing Center, phone: (903) 565-5995, email for an appointment or questions: [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)

### **Important Dates:**

Census Date = <b>January 29, 2024</b> Last Day to Withdraw from Classes = <b>March 25, 2024</b>
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**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 may appear on Quiz 1).

**\*Note: Tentative Course Outline is presented on next page**



**HRD 3306: Team Building Tentative Course Outline as of 1.5.24**

**Spring 2024**

Week	Dates (M/F)*	Readings/Topics	Deliverables	Due Date
1	1/16 – 1/20	a) Review Syllabus/Course Outline b) Getting Started (Ch. 1) Leadership Commitment, Types of Teams, The Basics of Team Functioning, Group Time c) Discuss Business article	Introduce Yourself to Your Group (& then add to Discussions)  Quiz #1 over Week's readings  *Explore available free Certificates	1/20/24
2	1/22 – 1/27	Remainder of Chapter 1: Assigning Team Roles, High-Performance Teams, Team Failure, Closing out a Team	Discussions postings over Remainder of Chapter 1	1/27/24
3	1/29 – 2/3	Discuss "Let's Meet" (Ch. 2) Discuss RTGMs	<b>RTGM #1</b> on Hybrid Friday	2/3/24
4	2/5 – 2/10	Discuss Business Articles	Discussions over readings	2/10/24
5	2/12 – 2/17	Discuss Chapter 3: Team Behavior	Team Discussions Posts	2/17/24
6	2/19 – 2/24	Discuss Business Articles	<b>RTGM #2</b> on Hybrid Friday	2/24/24
7	2/26 – 3/2	Discuss Chapter 4: Team Accountability	Discussions over readings	3/2/24
8	3/4 – 3/9	Discuss Business Articles	Quiz #2 over Ch 6-8 Readings	3/9/24
<b>Spring Break March 11 – March 15</b>				
9	3/18 – 3/23	Discuss Chapter 5: Team Problem Solving Process & Tools	Team Discussions over readings	3/23/24
10	3/25 – 3/30	Discuss Business Article(s) and prepare for RTGM #3	<b>RTGM #3</b> on Hybrid Friday	3/30/24
11	4/1 – 4/6	Discuss Chapter 6: Team Scoreboards & Performance Assessments	Quiz #3 10-item Quiz over Chapter 6	4/6/24
12	4/8 – 4/13	Discuss Chapter 7: The Teaming Road Map	<b>RTGM #4</b> on Hybrid Friday	4/13/24
13	4/15 – 4/20	Presentations over Team Project	Presentations over Team Project	4/20/24
14	4/22 – 4/27	Review for Final Exam & Presentations	Presentations over Team Project & Review for Final Exam	4/27/24
15	4/29	<b>FINAL EXAM - on Monday April 29<sup>th</sup> 8-10am</b>		

\*Hybrid Days on Fridays