Team Leadership
"We must all hang together, or assuredly, we shall all hang separately." - Benjamin Franklin

Effective Date:  Spring, 2017

Instructor:  Ms. Kelly L. Coke, M.S.
Office:  University Health Science Building at NTCC, Mt. Pleasant, Texas
Phone:  (903) 434-8357
E-mail:  For course correspondence, please contact me via Blackboard messages. Questions regarding assignments or lecture content will only be responded to in Blackboard messages and not the tamut.edu account. Emergency only:  kcoke@tamut.edu

Office Hours:
NTCC Campus: Monday & Tuesday: 2:00 p.m. to 5:00 p.m.
Please schedule an appointment for main campus in Texarkana visit with sreynolds@tamut.edu  Phone appointments may be scheduled as well.

I.  Course Number: 450

II.  Course Title:  Team Leadership

III.  Semester Credit Hours:  3

IV.  Course Description:  This course examines the design, management, and leadership of teams in organizational and community settings. The focus is on the interpersonal processes and structural characteristics that influence the effectiveness of teams. The purpose of this course is to understand the theory and processes of group and team behavior so groups can be more effective, efficient, and enjoyable.
V. **Course Delivery Method:** Web-based or Web-enhanced

VI. **Required Textbooks/Resources:**

Articles from Harvard Business Publishing (http://hbsp.harvard.edu/)
(Articles will be provide in Blackboard.)

Required: Yes

VII. **Student Learning Outcomes:**

1. Students will assess team leadership skills as conflict management, motivation, effective problem solving skills and evaluation through a team project and team analysis papers.
2. Students will develop an understanding of the fundamental ways leadership is practiced in team oriented environment through the Team Analysis Paper.
3. Students will compare and contrast team problem solving, team creativity, and team conflict through an intensive writing activity to demonstrate effective writing skills.

VIII. **Course Outline:** All assignment dates are located in the Save the Due Dates document.

**Notes:** WIT- Working in Teams

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Readings &amp; Assignments</th>
<th>Group Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Teams</td>
<td>WIT Chapter 1 and &quot;Building the Emotional Intelligence of Groups&quot; Case1; Introduction;</td>
<td>Select Groups; students are responsible for finding their own</td>
</tr>
<tr>
<td>Topic</td>
<td>Syllabus/Project</td>
<td>Notes</td>
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<tr>
<td>-------------------------------</td>
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<td>--------------------------------------------</td>
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<tr>
<td>Syllabus Pop Quiz</td>
<td>groups. See Discussion Board.</td>
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</tr>
<tr>
<td>Team Design</td>
<td>WIT Chapter 2 and Case 2: &quot;Teamwork Turmoil&quot;</td>
<td>Choose project</td>
</tr>
<tr>
<td>* Infomercial Simulation *</td>
<td>&quot;Why Teams Don’t Work&quot;</td>
<td>Project launch</td>
</tr>
<tr>
<td>Project Management</td>
<td>WIT Chapter 9 and &quot;The Discipline of Teams&quot;</td>
<td>Project planning</td>
</tr>
<tr>
<td>Interpersonal Dynamics</td>
<td>WIT Chapter 3 and Case 3: &quot;The Army Crew Team&quot;</td>
<td>Project planning</td>
</tr>
<tr>
<td>Leadership</td>
<td>WIT Chapter 4 and &quot;Leading Teams&quot;</td>
<td>Project planning</td>
</tr>
<tr>
<td>Communication</td>
<td>WIT Chapter 5 and &quot;Eight Ways to Build Collaborative Teams&quot;</td>
<td>Project planning</td>
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<tr>
<td>* Midterm Exam *</td>
<td></td>
<td>360 degree assessment, Group assessment</td>
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<tr>
<td><strong>Break</strong></td>
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<tr>
<td>Decision Making</td>
<td>WIT Chapter 6 and Case 4: &quot;The Satera Team at Imatron Systems&quot;</td>
<td>Project planning</td>
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<tr>
<td>Creativity and Innovation</td>
<td>WIT Chapter 7 and &quot;Creativity &amp; Creative Groups: Two Keys to Innovation&quot;</td>
<td>Project planning</td>
</tr>
<tr>
<td>Diversity</td>
<td>WIT Chapter 8 and Case 5: &quot;Aston-Blair&quot;</td>
<td>Project planning</td>
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<tr>
<td>* Project Presentations *</td>
<td>* Project Presentations *</td>
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</tbody>
</table>
WIT chapters come from Working in Teams: Moving from High Potential to High Performance. The articles and case studies in quotations come from Harvard Business Publications:

- Building the Emotional Intelligence of Groups
- Teamwork Turmoil
- Why Teams Don't Work
- Discipline of Teams
- Leading Teams
- Army Crew Team
- Eight Ways to Build Collaborative Teams
- Satera Team at Imatron Systems
- Aston-Blair, Inc.
- Creativity and Creative Groups: Two Keys to Innovation

**Methods of Evaluation**

**Course Evaluation:**

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>5 points</td>
</tr>
<tr>
<td>Syllabus Pop Quiz</td>
<td>5 points</td>
</tr>
<tr>
<td>Discussion Board Questions (Four @ 5 points each)</td>
<td>20 points</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Case Studies</td>
<td>35 points</td>
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<tr>
<td>Team Analysis Paper</td>
<td>35 points</td>
</tr>
<tr>
<td>Team Project</td>
<td>100 points</td>
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**Total Points: 400**

A: 400-360  B: 359-320  C: 319-278  D: 277-240  F: 239 or below

**IX. Grading Scale:**

A = 90-100%  B = 80-89%  C = 70-79%  D = 60-69%  F = 0-59%

A: 400-360  B: 359-320  C: 319-278  D: 277-240  F: 239 or below
XI. **Library/Media Resources Assessment:** The student is required to use the University library for additional research for assignments.

Student Participation:

- **Participation Policy:** Online participation is required for this course. The student’s interpretation of the reading material assigned and feedback to other students in small group discussions are an important part of the learning process. Please contact the instructor with any problems with online activities.

- **Course Etiquette:** In this course students are to conduct professional, correct grammar, and respectful dialogue. Passionate discussion is encouraged as done so respectfully. E-mail the instructor as if you were turning in an assignment. Do not e-mail the instructor as if you sending a text message to your friends or in all CAPS. Please review [http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html) from the book *Netiquette*, by Virginia Shea.

XII: **Assignments and Assessments**

All assignments and exams will be submitted via Blackboard. E-mail assignments will not be accepted. Assignments submitted passed the due date will not be accepted-unless, the instructor is contacted 48 hours before the assignment is due. Only university excused absences will be accepted for the tardiness of assignments. **Documentation may be required.** Grading rubrics will be provided in Blackboard for evaluation of all assignments. The instructor reserves the right to change the assignment due date as needed. Only word documents will be accepted. All due dates are posted in Blackboard under “Save the Due Dates” tab. A Questions and Answers document has been created for the course and the portfolio assignment. The student should read the syllabus, Q&A documents, and the save the due dates document three times to make sure they fully understand
the course expectations and deadlines clearly. The student is encouraged to contact the instructor with any questions regarding assignments or about the course.

**Syllabus Pop Quiz (5 points):**
A pop quiz will be assessed the first week of class over the course syllabus. There will be 5 questions including multiple choice and true and false. The pop quiz will allow students to become familiar with assessment mechanism of Blackboard. The student will have 10 minutes to complete the quiz and must complete the quiz once they begin. The purpose of the quiz is the student will also ensure each student understands the course expectations and policies. The instructor will use this assignment to verify course participation and will be dropped from the course if not completed. This syllabus pop quiz will be located in the Exam folder tab of Blackboard.

**5 points**

**Student Introductions (5 points):**
Each student will submit an introduction response in the discussion board portal of Blackboard. Instructions will be provided on the introduction discussion board question. The instructor will use this assignment to verify course participation and will be dropped from the course if not complete.

**5 points**

**Four Discussion Board Questions (20pts.):** There are four discussion questions valued at 5 points each. The student will participate in an ongoing discussion using the Discussion Board tool in Blackboard. Since our meeting time is online, discussion board questions and responses will be submitted. Posting and responses are by the due date. No credit will be given for past due responses. Posting will receive full credit for coherent, correct grammar, and good philosophical content.

**20 points**

**Case Study (35 points):**
The student will submit 5 case studies from the selected readings. The case study is designed to help the student how to become a better leader. After each case study, thought provoking questions are provided to help the student analyze the
case using ideas presenting in each chapter. Students will also be required to research in the university library or online to find scholarly articles referring to team leadership. Each case study will be submitted in Blackboard. There will be a total of five case studies. The case studies will be submitted in a word document, 1 inch margin, times roman font or Arial, and have appropriate header.

35 points

**Team Analysis Paper (35 points):**
The objective of the paper is to gain experience in accurately describing, analyzing and assessing group dynamics and individual behavior (including your own). Students will also include their evaluation of the team project. The paper should be a minimum of 6 pages (including cover and reference page) should, APA format (12 point Times Roman or Arial font, 1 inch margins, page numbers, headings, reference page and a title page). Each student will submit an individual paper. The following phases should be included in the content. The student should copy and paste the attached questionnaire at the end of the paper with their results.

35 points

**Team Project (100 points):**
Each team will analyze and solve a real problem on main campus or A&M-Texarkana site at the NTCC campus. Groups will be required to make a video presentation about your project (each team member is not required to be in video, but must have a role in the final presentation). The project will demonstrate the team’s ability to effectively solve problems as a team. A two page paper will be submitted as well in APA format on the overview of the campus problem and include action plan to solve this issue. The grade will be given to the whole team and shared equally by each member unless the team decides to reward or penalize certain members. Thus, team members will be given the opportunity assess each other to determine if everyone should get an equal share of the group grade. Please include all team members name in paper and video. The video needs be uploaded to YouTube and listed as unlisted or listed. The link will be submitted via Blackboard Team Project tab in the comment.
section and the paper will be attached. The project manager should submit the assignment. Each group will submit one video link and paper only. All names should be included in video and paper. 100 points

100 points

Assessments (200 points):

The course will have a midterm and a final exam. The midterm exams will include 50 multiple choice questions worth 2 points each. The final exam will include 50 multiple choice questions. Multiple choice questions will come from lectures, readings and discussions. Exams will not be comprehensive, but cover the assigned chapters. Exams will be available in the Blackboard program at designated times and will have time limit.

200 points

Disability Accommodations: Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

Academic Integrity: Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of ‘F’ in the course and/or disciplinary actions. For additional information, see the university catalog.

A&M-Texarkana Email Address: Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

Drop Policy: To drop this course after the census date, a student must complete a Drop/Withdrawal Request Form, located on the University Registrar’s webpage or obtained in the Registrar’s Office. The student must submit the signed and
completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an “approval” to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar’s office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar’s Office for processing. It is the student’s responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

**Class Participation:** Students are responsible for beginning their participation on the FIRST CLASS DAY by logging on and completing assignments according to the COURSE CALENDAR. Failure to submit online assignments between the first day of classes and the University census date (according to the University schedule) will result in an ADMINISTRATIVE DROP from the course.

**Students with federal loans and/or grants:**
Students who have federal loans and grants must be aware that participation is monitored in online courses. In the event a student withdraws from a course the student will be required to refund all federal funds prorated from the last date of participation. A student’s last access to Blackboard would not suffice as participation. The required weekly activity could include a comment to a blog, a discussion board posting, a journal entry, a quiz or exam, a submitted assignment, or other measurable and tracked activity.

**Student Technical Assistance:**
Solutions to common problems and FAQ’s for your web-enhanced and online courses are found on the Online Student Training page on our website.

If you cannot find your resolution there, you can submit a support request by contacting the IT Service Desk:

Email: isite@tamut.edu

Phone: 903-334-6603
Submit a Support Request

Additional student help for Blackboard can be found here:
Blackboard Help for Students

Technical Requirements:
The following are the minimum computer requirements for online learning:

A computer capable of handling streaming video. A mid-range multi-core CPU should be adequate.

A sound card.

A high speed internet connection preferably directly connected to the computer via a hard-wired Ethernet connection rather than wirelessly connected.

Virus and adware protection software.

Microsoft Word, minimum version 2007 or above.

Mozilla Firefox browser available free.

The most recent versions of Java, Flash, QuickTime, Adobe Reader, and Shockwave. You can check this in the Firefox browser by visiting:
Firefox Plugin Check Tool

Please note: some instructors may require the use of a headset with microphone and/or a webcam. If so, the cost of these items is not included in your course fees and will need to be acquired at your own expense.

Blackboard Mobile for iOS and Android Devices

Android and iOS devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below:
The Blackboard Mobile App provides limited access to courses, including the ability to read and contribute to discussions, check grades and announcements, access content, read and comment on blogs, reflect in journals, link to your personal Dropbox, and receive push notifications when courses are updated. Limited course features may also be available via your mobile device's browser; however, your mobile device does not replace your personal computer and should not be used as a substitute for one. High stakes assignments, tests, etc. should be completed on your personal computer, and not on your mobile device.