



MGMT 2215-Team Project COURSE SYLLABUS Online Summer Semester 2016

Semester: 2016 Summer
Course Title: Team Project
Course Number: MGMT 2215
Credit Hours/ Minutes: 3 / 2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 9 weeks
CRN: 60035

Instructor: Vicki Spivey
Office Hours: 10:00—11:30 and 2:00—4:00 Monday-Thursday
Office Location: Office 831 Med-Tech Building in Vidalia
Email Address: vspivey@southeasterntech.edu (Preferred communication from students)
Phone: 912-538-3175
Fax Number: 912-538-3106

REQUIRED TEXT: Making the Team: A Guide for Managers by Leigh L. Thompson, 5th ed., 2014, Pearson Prentice Hall

REQUIRED SUPPLIES & SOFTWARE: Black, blue or red ink pens, no. 2 lead pencils, erasers, thumb drive, jump drive, USB, etc. and 3-subject notebook. Browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION: This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program.

MAJOR COURSE COMPETENCIES: The Team Process, The Manager's Job, Employee behavior, motivation, and morale, Selection and training of employees, Health and safety, Effective communication, Performance appraisals, Problem identification, resolution & decision making, Organizational ethics and politics, Union and protected groups, Career development, Productivity

PREREQUISITES: Program Admission

COURSE OUTLINE:

1. The Team Process
2. The Manager's Job
3. Employee behavior, motivation, and morale
4. Selection and training of employees
5. Health and safety
6. Effective communication
7. Performance appraisals
8. Problem identification, resolution & decision making
9. Organizational ethics and politics
10. Union and protected groups
11. Career development
12. Productivity

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information

STUDENT REQUIREMENTS: Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days.

Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they have read and understand the *STC Catalog* within the first three days of class. **Online students are responsible for checking e-mails and Blackboard announcements DAILY Monday-Thursday**. Books are required on the **first day** of the semester.

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and homework assignments are due before 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS: *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT(S) (Online): In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event per online course. The proctored event may be a major exam, assignment, or presentation, etc. that will count a **minimum of 20% of the course grade**. Online students will be required to take the Proctored Event on the instructor's home campus; the event will be monitored by the instructor or another STC employee. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from

campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on the same day(s) it is originally scheduled. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored exam for this class is July 13, Wednesday, at 8:30 am at the Medical Technology Building (Gillis Building) in Vidalia in Lab 833 or July 14, Thursday, at the Swainsboro campus in Building 8, Lab 8141, at 2:30 pm. Please come to office 831 to sign in on the Vidalia campus and the lab on the Swainsboro Campus to sign in. Chapters 9-10 will be covered on the computerized proctored exam. You must attend on one of the two days listed or you will receive an F in the course. There are no makeup proctored exams for any reason.

EXIT EXAM: All students must pass the Exit Exam in their last semester.

MAKEUP GUIDELINES: No make-up exams are allowed and there are no exceptions. If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions in Blackboard. Homework Assignments and Discussion Boards **will not be graded after the due date (Monday at 11:59 pm) resulting in a zero (0).**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of

suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

<p><u>GRADING POLICY</u></p> <table border="0"> <tr><td>Individual Assignments</td><td>10%</td></tr> <tr><td>Group Assignments</td><td>20%</td></tr> <tr><td>Exams</td><td>25%</td></tr> <tr><td>Team Project</td><td>15%</td></tr> <tr><td>Proctored Exam</td><td>20%</td></tr> <tr><td>Discussion</td><td>10%</td></tr> <tr><td>Total</td><td>100%</td></tr> </table>	Individual Assignments	10%	Group Assignments	20%	Exams	25%	Team Project	15%	Proctored Exam	20%	Discussion	10%	Total	100%	<p><u>GRADING SCALE</u></p> <p>A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59</p>	<p><u>TCSG GUARANTEE/WARRANTY STATEMENT:</u></p> <p><i>The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i></p>
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DISCUSSION BOARD GRADING RUBRIC

<u>No. of Posts</u>	<u>No. of Replies</u>	<u>Initial Grade</u>	<u>Errors</u>	<u>Point Reduction</u>
1 or more	1 or more	100	Spelling	-5 each
1 or more	0	50	Grammatical	-5 each
0	1	0	Length (4-5 min over 7 words each)	-20 per sentence
0	0	0	Thoughtful Content	-20 per sentence

**Lesson Plan MGMT 2215 – Team Project
 Summer Semester**

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
May 18		First day of class/Introduction to Course—Syllabi, Outline, Rules, Regulations, Announcements, Course Information, Course Documents, Staff Information, Discussion Board, and Course Orientation	Completion of Pledge and Student Introduction	
19		Chapter 1 Teams in Organizational: Facts and Myths What is a Team? Why Should Organizations Have Teams? Types of Teams in Organizations Some Observations About Teams and Teamwork What Leaders Tell Us about Their Teams Developing Your Team-Building Skills A Warning	1) Know Terms and Phrases 2) Read the Exhibits 3) Read the Conclusions Work on Chapter 1 Homework Work on Ch 1 Discussion	1, 2, 3, 8, 12, a,
		<i>Find partners for your Group Assignments for the semester and post names</i>		
		<i>Find a partner and post names for the Final Team Project that is due 7/25 and begin working throughout the semester</i>		
23		Chapter 2 Performance and Productivity: Team Performance Criteria and Threats to Productivity An Integrated Model of Successful Team Performance The Team Equation	1) Know Terms and Phrases 2) Read the Exhibits 3) Read the Conclusions Work on Chapter 2 Homework Work on Ch 2 Discussion	1, 5, 7, a
24			Chapter 1 Homework Due Ch 1 Discussion due	
25				
26				
30		Chapter 3 Rewarding Teamwork: Compensation and Performance Appraisals Types of Team Pay Teams and Pay For Performance Team Performance Appraisal Rater Bias Ratee Bias Guiding Principles	Chapter 2 Homework Due Ch 2 Discussion due 1) Know Terms and Phrases 2) Read the Exhibits 3) Read the Conclusions Work on Chapter 3 Homework Work on Ch 3 Discussion	

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Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
		Chapter 4 Designing the Team: Tasks, People, and Processes Building the Team The People: Who Is Ideally Suited to Do the Work? Processes: How to Work Together	Work on Chapter 4 Homework Work on Ch 4 Discussion Chapter 1-2 Exam will be posted 05/30—06/06	
31				1, 5, 7, a
June 1				
2		Partner names must be posted in Blackboard Continue Working on Team Project	5 points deducted if not posted on time	
6		Chapter 5 Team Identity, Emotion, and Development Are We a Team? Group Potency and Collective Efficacy Group Mood and Emotion Group Cohesion Trust Team Development and Socialization Time in Teams Role Negotiation Chapter 6 Sharpening the Team Mind: Communication and Collective Intelligence Team Communication Absorptive Capacity The Information Dependence Problem Collective Intelligence Team Learning	Chapter 3 Homework Due Ch 3 Discussion due Chapter 4 Homework Due Ch 4 Discussion due 1) Know Terms and Phrases 2) Read the Exhibits 3) Read the Conclusions Work on Chapter 5 Homework Work on Ch 5 Discussion Work on Chapter 6 Homework Chapter 3-4 Exam will be posted 06/06—06/13	1, 2, 3, 5, 8, a
7				
8				
9		Thorough explanation of topic required to be sent to me for approval by email Continue Working on Team Project	5 points deducted if not sent on time	
13		Chapter 7 Team Decision Making: Pitfalls and Solutions Decision Making in Teams Individual Decision-Making Biases Individual Versus Group Decision Making in Demonstrable Tasks	Chapter 5 Homework Due Ch 5 Discussion due Chapter 6 Homework Due 1) Know Terms and Phrases	3, 4, 7, 8, 10, 11, a

Lesson Plan MGMT 2215 – Team Project Summer Semester

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
		Decision-Making Pitfall 1: Groupthink Decision-Making Pitfall 2: Escalation of Commitment Decision-Making Pitfall 3: The Abilene Paradox Decision-Making Pitfall 4: Group Polarization Decision-Making Pitfall 5: Unethical Decision Making Chapter 8 Conflict in Teams: Leveraging Differences to Create Opportunity Types of Conflicts Best Practices for Managing Conflict in Teams Real Conflict Versus Symbolic Conflict Conflict Management Approaches Wageman and Donnenfelds' Conflict Intervention Model Norms of Fairness Minority and Majority Conflict in Groups Cross-Functional Teams and Conflict	2) Read the Exhibits 3) Read the Conclusions Work on Chapter 7 Homework Work on Chapter 8 Homework Chapter 5-6 Exam will be posted 06/13—06/20	
14				
15				
16		Continue Working on Team Project		
20		Chapter 9 Creativity: Mastering Strategies for High Performance Creative Realism Measuring Creativity Creative People or Creative Teams? Threats to Team Creativity Enhancing Team Creativity Electronic Brainstorming Chapter 10 Networking, Social Capital, and Integrating Across Teams Team Boundaries External Roles of Team Members Networking: A Key to Successful Teamwork Increasing Your Social Capital Types of Ties in Teams Knowledge Valuation	Chapter 7 Homework Due Chapter 8 Homework Due 1) Know Terms and Phrases 2) Read the Exhibits 3) Read the Conclusions Work on Chapter 9 Homework Work on Chapter 10 Homework Chapter 7-8 Exam will be posted 06/20—06/27	1, 9, 10, a

**Lesson Plan MGMT 2215 – Team Project
Summer Semester**

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
21				
22				
23		Continue Working on Team Project		
27		<p>Chapter 11 Leadership: Managing the Paradox The Leadership Paradox Leadership and Management Leaders and the Nature-Nurture Debate Leadership Styles Leader-Member Exchange Team Coaching Leadership and Power Decision Analysis Model: How Participative Do You Want To Be? Encouraging Participative Management</p> <p>Chapter 12 Read Only Interteam Relations: Competition and Cooperation Personal and Team Identity Interteam Relationships When and Why Conflict is Good Biases Associated with Intergroup Conflict Strategies for Reducing Negative</p>	<p>Chapter 9 Homework Due Chapter 10 Homework Due</p> <p>1) Know Terms and Phrases 2) Read the Exhibits 3) Read the Conclusions</p> <p>Chapter 11 Homework</p>	1, 2, 4, 10, a
28		Continue Working on Team Project		
29				
30				
11		<p>Chapter 11 Leadership: Managing the Paradox The Leadership Paradox Leadership and Management Leaders and the Nature-Nurture Debate Leadership Styles Leader-Member Exchange Team Coaching Leadership and Power</p>	<p>1) Know Terms and Phrases 2) Read the Exhibits 3) Read the Conclusions</p>	9, 10, a

**Lesson Plan MGMT 2215 – Team Project
Summer Semester**

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
		Decision Analysis Model: How Participative Do You Want To Be? Encouraging Participative Management Chapter 12 Read Only Interteam Relations: Competition and Cooperation Personal and Team Identity Interteam Relationships When and Why Conflict is Good Biases Associated with Intergroup Conflict Strategies for Reducing Negative		
12				
13		Proctored Exam: 8:30 am (see syllabus for details) or	Chapters 9-10	
14		Proctored Exam: 2:30 pm (see syllabus for details)	Chapters 9-10	
18	Ch 13 Read Only	Continue Working on Team Project Chapter 13 Teamwork via Information Technology: Teaming Across Distance and Culture Place-Time Model of Social Interaction Enhancing Local Teamwork: Redesigning the Workplace Virtual Teams Cross-Cultural Teamwork Read Appendix 1-4	Chapter 11 Homework Due	9, 10, a
19				
20				
21				
25			Team Project Due	1-12, a, c
26				
27		SEMESTER ENDS		

* Competency Areas:

**Lesson Plan MGMT 2215 – Team Project
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Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
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1. The Team Process
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****General Core Competencies:**

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information