



OS 101 Team Dynamics and Individual Skills
7.5 Weeks Online - 3 Credits

Semester:

Day(s): Online

Time(s): Online

Classroom: Online

Instructor:

Office Hours: By Appointment

Office Location: 3 Pent Road

Phone Number:

Email:

Prerequisites: None



Course Description

This course focuses on the organizational structure as it relates to individual and team contributions. The role of teams and their functions are explored to develop team based skill sets for contemporary organizations. This course looks at team processes, development, diversity and conflict management within the team. Students will learn and practice techniques for setting group goals, creating safe environments, managing groups effectively and encouraging the formation of group identity.



Course Goal

Students will be able to implement techniques for setting up group goals, creating a safe environment, defining participant roles and responsibilities, and ultimately forming group identity.



Required Text

Nahavandi, Afsaneh (2009). The art and science of leadership (5th ed.). Upper Saddle, NJ: Prentice-Hall. ISBN: 0-13-6044-085.

Bell, A. and Smith, D. (2011). Learning team skills (2nd ed.). New York: Prentice Hall. ISBN 0-137-15259-0.

2. Define the role and responsibilities of the individual on the team.
3. Assess your experience with leadership and teams in reflection and assessment assignments.
4. Experience the dynamics of leadership and team functioning through group activity.
5. Describe the process of creating successful partnerships within a team.
6. Explore the diversities and similarities of leadership styles and generational differences and their impact on teams.
7. Identify characteristics of dysfunctional teams.
8. Describe strategies for handling team conflicts and problem-solving.
9. Describe the role of power on individual leadership and team leadership.
10. Apply the principles of motivation to teams and individuals.
11. Identify the critical elements for creating a balanced and high performance team.
12. Demonstrate an ability to apply leadership and group concepts learned in this course to a real life case.
13. Describe how your personal leadership dimensions affect your participation in a team environment.

Student Learning Outcomes

1. Describe the types of teams found in organizations and their basic functions and the role that teams play.

**"Courage is what it takes to stand up
and speak and courage is what it takes
to sit down and listen."**

Winston Churchill



Grading Policy

Your performance in this course is assessed using multiple, varied methods in the areas listed below and based on the expectations as described in the syllabus and outlined in assessment scoring guides or rubrics. If you do not understand the expectations, it is your responsibility to ask the instructor questions.

Discussion Board Posts and Participation	30%
Weekly Assignments and Homework	25%
Quizzes	15%
Final Project	15%
Final Exam	15%
Total:	100%

Grading Key

93-100 = A	80-82 = B-	67-69 = D+
90-92 = A-	77-79 = C+	63-66 = D
87-89 = B+	73-76 = C	60-62 = D-
83-86 = B	70-72 = C-	Below 60 = F



Assessment Methods

This section of the syllabus contains a listing with brief descriptions of the assessment methods for this course. They are designed to align with the student learning outcomes and provide you with varied ways to demonstrate mastery of the course content. Additional instructions and related scoring guides or rubrics are posted to Blackboard.

Blackboard



Discussion Board Posts (30%):

Students are expected to complete the assigned reading before participating in the Discussion Board. Students are required to answer the weekly Discussion Board question(s) in a 200 -300 word post, and respond to at least 3 fellow classmates with insightful comments and/or questions. The initial post must be made by Friday at 11:59 EST of each week. Points will be deducted each day a student does not post. Because the week runs from Tuesday to the following Monday, discussion requirements cannot be

made up.

The Discussion Board functions as an online conversation and differences of opinion are to be expected. Students are expected to disagree respectfully. Disruptive or rude comments will not be tolerated and may result in a loss of discussion points. Students are expected to use formal language and correct grammar, punctuation, and spelling in all posts and assignments. Repeated grammatical mistakes may result in a loss of discussion points.



Weekly Assignments/ Homework (25%):

The purpose of these writing assignments are to assess the student's comprehension of the weekly lectures and course materials. Students will answer questions and prepare their responses in APA format, using a one-inch margin on all sides, and a 12-point font. Assessment of written assignments will include use of APA format, writing, grammar, quotations, and references.



Quizzes (15%):

Quizzes will be given through Blackboard. Quizzes can include multiple choice, fill in, short answer, and essay



Final Project

Final Project (15%)

The group project is a presentation due during the final class of the semester. During week 2, you will be divided up into assigned groups. You will be working in these groups throughout the semester on various in-class activities as well as assigned (out of class time) where you will collaborate on the final project. The final project will address key points of what you have learned in the class and on the topic of team dynamics and individual skills. (Rubric will be provided in the Week 7 folder). You and your group must present in a 10 minute presentation based on the key points addressed in the rubric. Each group member **MUST** present during the presentation (online video). All key points in the rubric must be addressed. PowerPoint is required.

Final Exam (15%)

There will be a Final Exam for this course. Both exams will be available in Week 7. The exams will become available at the beginning of the week and will become unavailable when the week concludes. The exams are NOT timed. They are to be completed in the BlackBoard shell. They can be accessed only ONE time. You **cannot** stop the exam and come back to it. Make sure you budget enough time to complete the exam in ONE sitting.

Course Outline / Class Schedule*

"The beautiful thing about learning is that no one can take it away from you." - B.B. King

Week	Topic(s) Covered	Weekly Readings to be Completed	Assessment Method
1	Teams in the modern workplace	Reading: Nahavandi Ch.4 Reading: Avery pp. 1-22 Reading Bell: pp. 1-10	Discussion board; activity
2	Assessing Team Experience & Insights	Read Avery: pp. 22-53 Read Bell pp. 11-18 Read Clemmer articles	Discussion board; Nahavandi self-assessment; activity
3	Building Balance Teams	Read Bell pp. 19-42 Read Avery pp. 55-110	Team Dimension profile; Discussion board; activity
4	Observing Team & Leader	Read Avery pp. 111-123 Read Bell 43-59	Self-directed team assessment; discussion boards; activity
5	Resolving Team Problems & fostering motivation	Read Avery pp. 123-138 Read Bell pp. 60-89	Discussion board; Trust on Teams; Team activity; resume
6	Collaborative Projects & intercultural- teams	Read Bell pp. 90-111 Read Avery pp. 139-173	Discussion boards; Exam on Nahavandi ch 4; team activity;
7	Team Building & Team Challenge	Read Avery pp. 175-183	Discussion board; Assignment; activity, Exam, Final team assessment project demonstration

****This syllabus is subject to change. Changes, if any, will be announced on Blackboard.
Be sure to check Blackboard and your Goodwin email regularly!***



Class Policies



Late Assignments: All assignments must be submitted on the day they are due. Five points will be deducted per each week a speech or assignment is late. Speeches and assignments more than two weeks late may not be made up without documentation. In the event of an emergency or other extenuating circumstance, students are to contact the instructor immediately.



Blackboard: Blackboard contains class materials such as PowerPoints, articles, media, and links for submitting assignments. Be sure to **check Blackboard often** to stay up to date on announcements, new course materials, and other important information. **All assignments must be submitted on Blackboard.**



Communication and Email: Students are expected to communicate in a professional manner (i.e. verbal, written, and electronic). Course updates and announcements will be sent through Blackboard so please **check your Goodwin email account regularly.**



APA Style: This course follows APA style format for all written assignments. All written assignments must be produced using software that is compatible with Blackboard. Assessment of written assignments will include use of APA format, writing, grammar, quotations, and references. APA Style Central is also available at <http://apastylecentral.apa.org/>, the course Blackboard shell, and through the Hoffman Family Library at <http://goodwin.libguides.com/APAStyleCentral>

Expectations for Written Work:

The following are basic expectations for all written work:

1. One-inch margin for all sides of the page (i.e. top, bottom, left, and right side of the page).
2. The font is 12 point.
3. The paper is double spaced.
4. The first page of the paper includes:
 - ✓ Your full name
 - ✓ The date of submission



Course Decorum: We will create a positive environment in the online classroom. There is an expectation of respect and professionalism (i.e. demonstrate respect for instructors, peers, and self, participate in online activities, and follow course and college policies). You are encouraged to discuss any aspect of this course with your instructor at any time.

Goodwin College Policies and Services

This course adheres to all policies outlined in the Goodwin College catalog.

General academic policies of Goodwin College may be found on the college web site at and in the college catalog at <http://www.goodwin.edu/academics/catalogs.asp>.

Student services information may be found on the Goodwin College website at <http://www.goodwin.edu/student-services/> and <http://www.goodwin.edu/library/>.