

Oakland University
HRD 3210 Group/Team Development and Leadership
Winter 2018
Tuesday 8:30am – 11:50am
Pawley Hall, Room 309

Instructor	Chrissie Jostock, MA, LLPC, NCC
Office Hours	After class or by appointment Call or text: 248.251.2020 or E-mail: cmaciejewski@oakland.edu
Required Text	Levi, Daniel. Group Dynamics for Teams (5 th Edition), Thousand Oaks, CA: Sage Publications. ISBN 978-14833-7834-3
Supporting Information	Other handouts and online links will be provided as required to supplement the textbook either in class or through MOODLE.
Course Description	This course studies the use of small group and team-based structures to enhance quality in the workplace. Topics include team development, leadership, group norms and goals, resolving group conflicts, group problem solving, and decision-making models, and group assessments.
Course Structure	Course combines theory with experiential learning: <ul style="list-style-type: none">• Lectures• Problem Solving exercises• Small and Large Group discussion• Role Playing• Personal Reflection assignments• Quizzes• Audiovisual materials
Attendance	Attendance is mandatory. Absence from class will negatively affect your grade according to the following schedule: <ol style="list-style-type: none">1. An Attendance sheet will be available at the beginning of each class. It is the Student's responsibility to sign in. Your attendance will factor into your class participation grade.2. If a class is missed on an assignment due date, the assignment will still be due at the time noted in the syllabus.3. Each student is responsible for obtaining notes and handouts for the missed class.
Expectations	<ol style="list-style-type: none">1. Come to class prepared. In my own preparation, <i>I assume that you have at minimum completed the assigned readings each week.</i>2. Do your fair share and help others participate and learn.

3. Think critically and provide constructive feedback.
4. A broad understanding of organizational group and team Dynamics are critical in the HRD field. Also critical in HRD is the ability to communicate and interact. I expect a knowledgeable, communicative and interactive environment in our classroom.

Plagiarism

n 1: a piece of writing that has been copied from someone else and is presented as being your own work 2: the act of plagiarizing; taking someone’s words or ideas as if they were your own.

*If you are uncertain about how to give credit to another source, or are unsure whether or not your writing constitutes plagiarism, please see your instructor.

Plagiarism is prohibited and could result in severe penalties up to and including expulsion from the university.

Participation

Active involvement in all aspects of class is expected. Enter into the discussion enthusiastically, share your experiences, provide constructive feedback and receive it openly.

Competition

Your classmates are not the competition. In the classroom and on project work, they are a resource and together you have an opportunity to further your learning. Grading will therefore be on a straight scale (not on a curve) based on consistent standards.

Class Preparation

You are expected to have read the assigned readings and completed any other assignments prior to coming to class.

Success Tips

I want you to be successful, and I make the assumption that you come to this class wanting to be successful. Attending class, working with classmates to learn together and to support one another with information and insights, as well as completing assignments, will help you expand your learning.

Assignments – 400 Points Possible

***Points possible and relative weight of assignments are subject to change**

****Team members will formally evaluate the relative contributions of their teammates which will factor into individual grades.**

Assignment	Points Possible
In Class Participation and Attendance (5 pts per class)	60
In Class Assignments/Reflections (5 pts each)	40
Quizzes (5 Total = 20 pts per quiz)	100
Individual Reflection Paper	75
Team-Directed Service Learning Project	125
Total Points Possible:	400

You will be evaluated based upon individual and team performance, the quality of your work and class participation.

Class Participation & Attendance (60 points)

Class participation will be graded on the basis of your attendance sign-in and active involvement in the class. Missing the first half of class or leaving after a break will be considered a full absence. Points for attendance will be reduced for each class missed. If you are absent, it is your responsibility for obtaining information, notes, handouts, and assignments.

Class Assignments/Reflections (40 points)

These will be in-class assignments to review the chapter material. These may be in the form of questions, case reviews, or reflections. The expectation is that short summaries be used as a knowledge check for the material that has been covered.

In Class Quizzes (100 points)

There will be 5 in class quizzes as outlined in the schedule. Each quiz will contain a value of 20 points per quiz.

Team Directed Service Learning Project (125 Points)

This assignment provides an opportunity for students to demonstrate their ability to identify and apply course-related material in real-world situations. Partnering with a Service Organization, and engaging with those within their sphere of influence. Teams will develop a significant, relevant, and useful project that invests in the community. The service project, interactive presentation, and team paper must highlight and connect your team/group/leadership principles, issues, and skill development from your learnings.

The class will be divided into six teams. Each team will be given fourteen weeks to serve the community.

Team Requirements

1. A 45 minute to (1) hour presentation (powerpoint, slides, and/or video) including a celebration of 5 to 10 minutes
2. Team Outline
3. Individual Paper*
4. Team Member Evaluation*

Team Presentation

Brainstorm innovative ways to deliver your material to the class

Have fun and be creative in identifying strategies an/or best practices while engaging the class in the learning project

Should be participatory, use powerpoint/slides/photos and or video.....

-A short ice breaker exercise

-Brief analysis of issues, concerns, challenges

-Describe the organization and services provided by the community

- Describe in detail how your team functioned, what went well, how you addressed conflict, connect course content to the project
- Visuals of the team at work
- Team Celebration (5 to 10 minutes of presentation), highlight important milestones
 - Team Formation
 - Critical Qualities of Teamwork
 - Honoring contributions of individual team members

The Outline *Due January 30th & Revised Version on Presentation Day*

As a team, hand in a typed presentation outline with a timeline that briefly highlights and summarizes your service project. Include the following:

1. Name of all Team Members and Team Name: define and describe the roles of your team members will play in the presentation
2. Organization your team choice: what the organization does, and who are the contacts within the organization – include a business card or information on letterhead. Attach organization brochure or website if available.
3. Describe your Service Project: your overall project goals and main goals for the presentation. Detail what you want to accomplish, developmentally as a learning experience over the course of the project.

Team Evaluations Forms *Due by Mid-Night the day of presentation*

Completed team evaluation form - each student must provide confidential ratings for each team member, based on each individual's contribution to the team's Service Project. Team Member Evaluation forms must be completed and submitted by midnight the day of your presentation.

Individual Reflection Paper (75 points) *Due April 10th*

Write a 3-5 page paper that includes your observations related to the learning of team basics, learning related to completing the project and connecting the dots to the course material. All individual reflection papers are due on April 10th, regardless of your presentation date.

Be creative, organized, and thorough, include the following:

- Show how team was formed
- Detail the conflict management techniques used for storming (reference as needed).
- Describe the team norms
- Describe the team performance
- Describe the success of the project
- Describe the service-learning experience
- Describe the team experience
- Connection between the course and the service Project (reference as needed)
- Why is there a need to serve the population that you served?
- What did you learn from those you served and your team members?
- How is the experience different than what you expected to encounter?
- 3 References Required and Required to Reference

<i>Wk</i>	<i>Date</i>	Class Activity	Assignment Due
#1	1/9/18	<ul style="list-style-type: none"> • Introductions • Course Overview • Chapter 1: Understanding Teams 	
#2	1/16/18	<ul style="list-style-type: none"> • Chapter 2: Defining Team Success • Chapter 3: Team Beginnings 	<ul style="list-style-type: none"> • In Class Assignment #1
#3	1/23/18	<ul style="list-style-type: none"> • Chapter 4: Understanding Basic Team Processes • Chapter 5: Cooperation and Competition 	<ul style="list-style-type: none"> • In Class Assignment #2 • Quiz (Chapters 1-3)
#4	1/30/18	<ul style="list-style-type: none"> • Chapter 6: Communication • Chapter 7: Managing Conflict 	<ul style="list-style-type: none"> • In Class Assignment #3 • Team Outline Due
#5	2/6/18	<ul style="list-style-type: none"> • Chapter 8: Power and Social Influence • Chapter 9: Decision Making Theory 	<ul style="list-style-type: none"> • In Class Assignment #4 • Quiz (Chapters 4-7)
#6	2/13/18	<ul style="list-style-type: none"> • Chapter 10: Leadership 	<ul style="list-style-type: none"> • In Class Assignment #5
#7	2/27/18	<ul style="list-style-type: none"> • Chapter 11: Problem Solving • Chapter 12: Creativity 	<ul style="list-style-type: none"> • In Class Assignment #6 • Quiz (Chapters 8-10)
#8	3/6/18	<ul style="list-style-type: none"> • NO CLASS • Dedicated to completing service learning project 	
#9	3/13/18	<ul style="list-style-type: none"> • Chapter 13: Diversity • Chapter 14: Team, Organizational, and International Culture 	<ul style="list-style-type: none"> • In Class Assignment #7
#10	3/20/18	<ul style="list-style-type: none"> • NO CLASS • Dedicated to completing service learning project 	
#11	3/27/18	<ul style="list-style-type: none"> • Chapter 15: Virtual Teamwork • Chapter 16: Evaluating and Rewarding Teams 	<ul style="list-style-type: none"> • In Class Assignment #8 • Quiz (Chapters 11-14)
#12	4/3/18	<ul style="list-style-type: none"> • Team 1: Presentation and Team Celebration • Team 2: Presentation and Team Celebration 	
#13	4/10/18	<ul style="list-style-type: none"> • Chapter 17: Team Building and Training • Team 3: Presentation and Team Celebration • Team 4: Presentation and Team Celebration 	<ul style="list-style-type: none"> • INDIVIDUAL PAPERS DUE
#14	4/17/18	<ul style="list-style-type: none"> • Team 5: Presentation and Team Celebration • Team 6: Presentation and Team Celebration 	<ul style="list-style-type: none"> • Quiz (Chapters 15-17)

*No Class on February 20, 2018 (Winter Break)

NO MID-TERM AND NO FINAL EXAM

While every effort will be made to maintain the schedule as outlined, class schedule, class outlines, etc. Are subject to change throughout the semester.

Again, participation is a key measurement of this class.