Course Title:
Team Building

Course Number:
HR 5113-228

Course Description:
There is good and bad news about teams. The good news is that teams in all sorts of venues have proven wildly successful. Unfortunately, more often than not, teams fail to achieve intended results. Success is not a given; it takes know how. The team building course is devoted to team success. It focuses upon three major areas for teamwork: a) basic team concepts, b) internal team dynamics, and c) external team dynamics. After reading about concepts in our textbook, you will ponder thought-provoking questions, participate in the class exercises, present and discuss the textbook, write a case study involving a team experience, and write a critique of a journal article from a peer-reviewed journal (scientific). The last two writing requirements are individual assignments.

Class Dates, Location and Hours:
- Dates: February 17-22, 2015
- Location: Rota, Spain. Please contact the Site Director for classroom location.
- Hours: Tue-Fri 6:00-9:30 pm; Sat-Sun 8:30 a.m.-4:30 p.m.
- Last day to enroll or drop without penalty: January 19, 2015

Site Director:
Angel Lopez. Phone: 34-956822799; Fax: 34-956822994; E-mail: aprota@ou.edu

Professor Contact Information:
- Course Professor: Jorge Mendoza, Professor and Chair, Psychology
- Mailing Address: The University of Oklahoma
  Psychology Department
  Dale Hall Tower
  Norman, OK 73019
- Telephone Number: (405) 325 4511
- Fax Number: (405) 325-4737
- E-mail Address: jmendoza@ou.edu
- Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at www.oklahoma.bkstr.com is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.


4. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at [http://learn.ou.edu](http://learn.ou.edu); enter your OU NetID (4+4) and password, and select course to access material. Please contact your local Site Director if you require assistance.

Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.

**Course Objectives:**

As a participant in this course, expect to learn:

- facts and myths about teams in organizations;
- team performance criteria and threats to productivity;
- how to sharpen the “team mind” through communication and collective intelligence;
- pitfalls and solutions to team decision making;
- how to manage internal team conflict;
- strategies for enhancing team creativity;
- leadership and optimal inter-team relations; and
- challenges and opportunities via information technology.

**Course Outline:**

I. The Basics of Teamwork
   a. Facts and Myths
   b. Performance and Productivity
   c. Rewarding Teamwork

II. Internal Dynamics
   a. Building the Team
   b. Sharpening the Team Mind
   c. Team Decision Making
   d. Creativity
   e. Planning and coordinating

III. External Dynamics
   a. Leadership
   b. Inter-team Relations
   c. Challenges and Opportunities via Information Technology

**Assignments, Grading and Due Dates:**

Read all of the books assigned to the class. Read, summarize and critique a research article dealing with teamwork or teams. The paper should be 2-4 single-spaced pages excluding title page and references. You also will need to write a brief case study involving a team problem/issue preferably at work. There is more information on these two assignments below.
Guidelines for Writing the Case Study:

Write a case study about a previous team experience. You can write about a successful or unsuccessful team. The case study should describe as well as analyze the team problems and issues. The case study should be about 2-3 single space pages long. The following points may help you organize the case study.

1. Provide a title.
2. Open with a brief hook (a quote, anecdote, statistic, question or surprising statement) to arouse reader interest.
3. State your purpose in the first or second paragraph; to wit, "The purpose of this case study is"
4. List (right after your purpose) the major topics you will cover to fulfill your purpose.
5. Link two key things: one or more of the Team concepts you believe to be important to the episodes from your prior team experiences. Include what people said (brief quotes) and did (actions) in your episode(s) if you recall them.
6. Use boldtype to easily identify major topics in the body of your journal, which should read the same as major topics you promised in an early paragraph.
7. Be clear.
8. Use Standard English spelling, grammar and punctuation.
9. Include a "Lessons Learned" tell us what you have learned from your team experiences.
10. Finish with a "Summary" which briefly reiterates your purpose and major topics you discussed.

Research Paper Critique:

Type a research report on "Team work or Team Building" (12-point font; single-spaced lines; 2-4 pages long, plus a cover and a reference page). This report should be based on an empirical journal article. Use the electronic search engines in the OU library to find an article on teamwork or teams. The article should have appeared in a professional journal. Your job is to summarize and criticize the article. Focus on strengths, weaknesses and what you have learned from the article.

Grading:

This is a letter-graded course: A, B, C, D, or F.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Study</td>
<td>Last day of class</td>
<td>25%</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>All class sessions</td>
<td>5%</td>
</tr>
<tr>
<td>Research Critique</td>
<td>First day of class</td>
<td>20%</td>
</tr>
<tr>
<td>Final Examination-Take home</td>
<td>One week after the last day of class, March 1, 2015</td>
<td>50%</td>
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</tbody>
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Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc…; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA

Jorge L. Mendoza, Ph.D.

Education

- 1970 BS in Psychology, University of Illinois
- 1970-1974 MS and Ph.D. in Psychology, University of Oklahoma, Norman, Oklahoma

Current Positions

- Advanced Programs Professor since 1996
- Professor of Psychology and Director of the Industrial Psychology Program, University of Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5113 Organizational Behavior in Human Relations
- HR 5033 Leadership in Organizations
- HR 5023 Research in Human Relations: Major Areas of Teaching and Research Interest

Representative Publications and Presentations


Representative Honors and Awards Received

- Chair, American Psychological Association, Division 5 Membership Committee (1994)
- President (1991) - Educational Statistician. (Special Interest Group of the American Educational Research Association)
- President - Southern Society for Multivariate Experimental Psychology, 1977-1978
- NIMH Grant Proposal Reviewer (Committee on violence and sexual assault) 1981-1985
- APA Committee on Psychological Tests and Assessment 1985-1987
- Proposal Reviewer NIH (Small Business Grants) 1987-1988
- NIH Special Reviewer (Behavioral Medicine Study Section) 1992
Major Areas of Teaching and Research

- Psychological Measurements and Statistics (Validation, Structural Equations, Biodata, Selection Procedures)
- Organizational Behavior (Motivation, Leadership, Service Orientation)