The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Course Syllabus

Course Title:  
Team Building

Course Number:  
HR 5113-221

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: November 29-December 4, 2011  
Location: Ramstein, Germany. Classes held in Bldg. 2784, Room 301, Kapaun Air Station.  
Hours: Tue-Fri 6:00-9:30 p.m.; Sat-Sun 8:30 a.m.-4:30 p.m.  
Last day to enroll or drop without penalty: October 31, 2011

Site Director:  
Kendra Burnside. Assistant: Janee Lefrere. Phone: DSN 480-6807, Civilian 06371-476807; Fax: 06371-479839; E-mail: apramstein@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 Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-1557 (outside the U.S.).


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 …

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

**Course Outline:**

The Basics of Teamwork
- Facts and Myths
- Performance and Productivity
- Rewarding Teamwork

Internal Dynamics
- Building the Team
- Sharpening the Team Mind
- Team Decision Making
- Creativity
- Planning and coordinating

External Dynamics
- Leadership
- Inter-team Relations
- 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>% 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>First day of class</td>
<td>05%</td>
</tr>
<tr>
<td>Research Critique</td>
<td></td>
<td>20%</td>
</tr>
<tr>
<td>Final Examination-Take home</td>
<td>Due one week from the last day of class</td>
<td>50%</td>
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</tbody>
</table>

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. 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 Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your 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.

Copyright

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)