



School of Business

## **2. UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

## **3. COURSE NUMBER & NAME:**

MGMT 6313-VC01, Group and Team Processes

## **4. TERM:**

Fall II, 2020 (October 19 - December 19, 2020)

## **5. INSTRUCTOR:**

Jenny E. Dutton, PhD

## **6. CONTACT INFORMATION:**

WBU Email: [duttonj@wbu.edu](mailto:duttonj@wbu.edu) or [jenny.dutton@wayland.wbu.edu](mailto:jenny.dutton@wayland.wbu.edu)

Cell phone: (808) 383-0512 Include your name on any text messages sent.

## **7. OFFICE HOURS, BUILDING & LOCATION:**

Email for an appointment.

## **8. COURSE MEETING TIME & LOCATION:**

This is an online course.

## **9. CATALOG DESCRIPTION:**

Examination of interpersonal processes in organizations utilizing research from behavioral science and other areas with respect to how individuals interact with others to achieve personal and organizational goals.

## **10. PREREQUISITE:** Good standing with the Doctoral program

## **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

- Textbook: No textbook assigned to this class. We will learn through research and collaboration.
- Resource: Microsoft Office 365 (free download available with your WBU Email) with access to audio-enabled PC or tablet for creating an audio PowerPoint.
- Resource: Publication Manual of the American Psychological Association, Seventh Edition (2020). Purchase from your favorite retail for books if you haven't already.

**12. OPTIONAL MATERIALS:** None

**13. COURSE OUTCOMES AND COMPETENCIES:**

- Examine and evaluate group and team process theories
- Critique and synthesize group and team process theories
- Propose research projects that extend or combine research in group or team processes
- Apply group and team process theories to current group and team management issues

**14. ATTENDANCE REQUIREMENTS:**

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.

**15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:**

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**16. DISABILITY STATEMENT:**

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**17. COURSE REQUIREMENTS and GRADING CRITERIA:**

**Requirements:**

**Grading Topic Points (Total 100%)**

- Discussion Board/Attendance 45%
- Essays (3) 35%
- Presentation 20%

**Grading Scale:**

100-90	A	W	Withdrawal
89-80	B	WP	Withdrawal Passing
79-70	C	WF	Withdrawal Failing
69-60	D	I	Incomplete
Below 60	F		

**Late Policy:**

Unless there are special circumstances as noted below, all work (including Discussion Board assignments and any other graded assignment) must be submitted by the due date.

- Assignments submitted within one week after the due date will receive a 10% deduction.
- Assignments submitted more than one week and less than 2 weeks late will receive a 20% deduction.
- Assignments submitted two weeks late or after the final date of the course will not be accepted.

**17.1 Grade Appeal Statement:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**18. TENTATIVE SCHEDULE**

Session	Theoretical Research	Assignments
<b>Week 1</b> <b>Oct 19</b>	Creating and Leading Teams	Discussion Board Live Virtual Meeting
<b>Week 2</b> <b>Oct 26</b>	Communication and Emotional Intelligence (EQ)	Discussion Board <i>Essay 1</i>
<b>Week 3</b> <b>Nov 2</b>	Creativity, Innovation and Performance Outcomes	Discussion Board

Session	Theoretical Research	Assignments
<b>Week 4</b> <b>Nov 9</b>	Motivation, Rewards vs. Punishment	Discussion Board <i>Essay 2</i>
<b>Week 5</b> <b>Nov 16</b>	Conflict and Power and Social Influence	Discussion Board
<b>No</b> <b>Class</b>	THANKSGIVING BREAK	NO WORK DUE
<b>Week 6</b> <b>Nov 30</b>	Virtual Teams	Discussion Board <i>Essay 3</i>
<b>Week 7</b> <b>Dec 7</b>	Cultural Intelligence (CQ)	Discussion Board <i>Presentations</i>
<b>Week 8</b> <b>Dec 14</b>	Team-Building, Cohesion and Trust <b>Note: No work accepted after Saturday, December 19<sup>th</sup> the last day of the session.</b>	Discussion Board

## 19. ADDITIONAL INFORMATION

**Discussion board:** The discussion board is where you “attend” class and share ideas based on theoretical research with your colleagues. In general, your initial post is due on Fridays and your response to colleagues are due on Sundays, Midnight, your local time zone. If you miss the week, the discussion board is automatically graded as a zero (0) without the opportunity to be completed at a later time as the discussion is essentially “over”. Following late policy procedures, making up a discussion board may be considered on a case-by-case basis and only for emergency situations.

**Essays:** Complete three (3) essays. Five to six pages each. APA 7<sup>th</sup> Edition formatting. See Blackboard for topics, template and rubric.

**Audio-Enabled Presentation:** Create an audio-enabled PowerPoint presentation for one of the theoretical approaches to Managing Groups and Teams covered in this course. Presentations are part of the Week 7 discussion board and must be posted by Sunday, Midnight at the end of Week 6. See blackboard for more information, template, and rubric.

**Live Virtual Meeting:** Scheduled in the first week so we can meet each other, review course expectations, and have any questions answered. See Blackboard for more information.