Wayland 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.

Contact Information

Course: MGMT 6313 VC01 – Group and Team Processes

Campus: WBUonline

Term/Session: Summer 2022

Instructor: Jenny E. Dutton, PhD

Office Phone Number/Cell #: (423) 410-0440

WBU Email Address: duttonj@wbu.edu

Office Hours, Building, and Location: Email or text for an appointment. Office hours are typically

Monday, Wednesday, Friday, 9:00AM – 4:00PM CST. Tuesday and Thursday 4:00PM – 8:00PM CST.

Class Meeting Time and Location: Online, Blackboard

Textbook Information

Required Textbook(s) and/or Required Materials:
No Textbook

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

   Optional Materials:

- APA 7th Ed. Manual
- [Grammarly.com](#)©
- [Recite](#)© Reference Checker (Free version available)

Course Information

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.

Prerequisite:

Course Outcome 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
- Develop strategies for leading teams with global and cultural perspectives
- Integrate course concepts relative to the Christian Worldview

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. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. 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. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. 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. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

University Policies

Statement on Plagiarism and 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.

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 Director of Counseling, Career and Disability Services serves as

the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

Student Grade Appeals: 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 <u>final</u> 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 to the 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.

WBU Catalog

Course Requirements and Grading Criteria

<u>Requirements:</u>
Grading Topic Points (Total 100%)
- Discussion Board/Attendance 45%
- Essays (2) 35%
- Team Paper (1) 20%

<u>Grading Scale:</u>

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		

<u>Late Policy:</u>
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. **This does not apply to Discussion Board work. Discussion Board assignments must be completed by the stated due date.**
- Assignments submitted more than one week and less than 2 weeks late will receive a 20% deduction. **This does not apply to Discussion Board work. Discussion Board assignments must be completed by the stated due date.**
- Assignments submitted two weeks late or after the final date of the course will not be accepted.

The University has a standard grade scale:
A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

Session	Theoretical Research	Assignments
Week 1	Creating and Leading Teams	Discussion Board
Week 2	Communication and Emotional Intelligence (EQ)	Discussion Board *Essay 1*
Week 3	Creativity, Innovation and Performance Outcomes	Discussion Board
Week 4	Motivation, Rewards vs. Punishment	Discussion Board *Essay 2*
Week 5	Conflict and Power and Social Influence	Discussion Board
Week 6	Virtual Teams	Discussion Board
Week 7	Cultural Intelligence (CQ) Perspectives	Discussion Board *Team Papers Posted in Bb*
Week 8	Team-Building, Cohesion and Trust	Discussion Board *Team Paper Q&A Session* *Course Reflections*

Additional Information

Week 1 Attendance Participation Requirement: By Wednesday, Midnight, your local time zone, go to the Week 1 Discussion Board and complete the acknowledgement statement to avoid being dropped from this class.

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 two (2) essays. Five to six pages each. APA 7th Edition formatting. See Blackboard for topics, template and rubric.

Team Paper: Colleagues work together in groups of two or three and complete an eight to ten-page exploration paper on a theoretical approach along with a Biblical perspective to managing groups and teams. Sign up for a topic (see list below) in Blackboard. Do your best to choose a topic that has not been selected yet. Note: Topics may be reduced or added depending on class size. The goal is to work in groups of two colleagues per topic.

   Topics:
   1. Leadership in Group Dynamics and Social/Task Cohesion
   2. Leading Groups through Emotional Turmoil
   3. Managing Virtual Teams in the Midst of Crisis
   4. The Complexities of Leading Global Teams
   5. Investing in Team Building/Working Constructs: What is the True Cost?
   6. Organizational Creativity and Innovation: Finding a Balance

Course Reflections: Take a moment to reflect on what you learned this session, and what was most meaningful to you. This is a graded assignment and weighted in with your discussion board.