



TEXAS A&M UNIVERSITY
SAN ANTONIO

MGMT 3360.600 Teamwork

Spring 2025, CRN 24127

Department of Management & Marketing, College of Business

Course Syllabus

Class Meeting Time and Place:	Tuesdays 2:00 to 3:15 PM Online Synchronous – attendance required
Instructor:	Brenda Wingert, MBA, SHRM SCP, SPHR Office: None – by virtual/telephone appointment only Tel: 210-376-9686 personal cell phone Instructor does not respond to text messages! E-Mail: bwingert@tamusa.edu Student emails will receive a reply within two business days. (Monday – Friday 8-5 p.m.)
Class Modality:	Online Synchronous
Course Website:	https://tamusa.blackboard.com/
Office Hours:	By appointment only.

Catalog Course Description: This course is designed to prepare students to successfully collaborate with their peers in completing required course projects throughout their degree plan. Students will acquire vital skills in maximizing individual contribution, understanding team roles, overcoming conflict, negotiating solutions, evaluating outcomes, and thinking creatively. Students will be introduced and guided through the team building stages of *forming*, *storming*, *norming*, and *performing*. The result will be a productive team experience that yields high-performance results that can be replicated in team settings in both academic and workplace settings

Prerequisite: None

Course Objectives: Improve organizational performance and minimize organizational risk.

Student Learning Outcomes:

The subject matter addressed in this course represents the full range of functional competencies essential to collaborative work. Topics include:

1. Understanding team development.
2. Team Development Stage 1: Forming
3. Team Development Stage 2: Storming
4. Team Development Stage 3: Norming
5. Team Development Stage 4: Performing

AACSB Assessment:

The College of Business is in the process of applying for AACSB accreditation. As part of that process, students will be assessed on program level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program level outcomes, and hence students must follow the necessary rigor to ensure mastery of the above course outcomes.

Required Materials:

Textbook: Students will study course content provided through selected TAMU-SA ebook and Blackboard postings of supplemental material. These resources include:

Creating Effective Teams

Susan A. Wheelan

EDITION

7th

PUBLISHER

SAGE

ISBN-13 9781071922255

Blackboard: Connect to <http://tamusa.blackboard.com>. You will have lecture notes, solutions to problems, multimedia materials and other supplementary materials in Blackboard. All class communications will be through Blackboard and students should monitor this several times a day.

Software: You will be required to use Microsoft Office products (WORD; EXCEL; POWERPOINT). These products are available in the computer labs on campus. You will also be able to download the installation software from the Microsoft software center. You will receive your login name and password at your Jaguar email address. Additional software will be required, for example, Acrobat Reader, Flash Player and Windows Media Player. Instructions and website links or additional software will be available online.

Computer Hardware: You will need a computer with an internet connection.

Time: You are expected to spend 4-8 hours per week on the course. Based on the background, some students may require more time. Time spent may be longer when assignment/exams are due.

Other Recommended / Reading Materials: Additional reading materials are available on the course website as recommended by the instructor.

- **SHRM.org** the official website for HR professionals. The site features timely review of current national affairs impacting the workplace, in addition to discussion on best practices, policies, and procedures affecting the workplace.

- **HR Hero (BLR)** A&M-SA Library online database contains HR resources on topics such as compensation, discrimination, benefits & leave, health, and safety, and more. Also available are recent HR related news, reference guides, and other helpful tools.

Course Requirements every student must fulfill in order to succeed in course:

1. Students should check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
2. Students should keep current on class recordings, if not attending the live class (either in person or online).
3. Students should keep current with all course assignments, quizzes, and examinations.
4. If the course uses remote proctoring for exams, ensure that students schedule their exam early in the semester.
5. Students should ask questions and communicate with the instructor either online or off-line
6. Students should remember that hybrid and hyflex courses assume greater responsibility by the student for their own learning outcomes.
7. Students are not required to come to class, even for proctored examinations.
 - a. The instructor can require students to physically sit for an examination in a proctored environment at the facilities of university testing services – setup of exam is responsibility of the student.
 - b. The instructor can require students to take examinations using proctoring software (such as Examity – set up through Blackboard by the instructor, but at the student’s expense).
 - c. The instructor decides which type of examination works best for the class and the student must comply with their instructions – as long as they are not required to take an in-class examination or are required to take the examination at one specific time that applies to all students. In other words, the instructor will offer the student some flexibility on test location and the time to sit for the examination. Instructors should allow 72 hours for students to complete any examination.

Grading Policy: The final course grade will be based on your performance on the quizzes, exams, assignments and team project using the following weights:

<u>Assessments</u>	<u>Contribution to Final Grade</u>	<u>Maximum Point Value</u>
Assignments	10%	10
PPOP	10%	10
Tasks (1-4)	15%	15
Attendance/Participation in class	15%	15
Team Project	<u>50%</u>	<u>50</u>
	Total 100%	Total 100 Points

The final letter grades will be assigned as follows: Above 90% ⇒ A; 80 – 89% ⇒ B; 70 – 79% ⇒ C; 60 – 69% ⇒ D; Below 60% ⇒ F.

Student learning outcomes will be assessed through team development tasks and the completion of the assigned team project. All assignments will be posted on our course homepage. All student work is to be submitted through Bb via the respective assignment. Course completion requirements include:

Attendance via a Zoom Meeting is required in this course. Students must attend and participate in this class. Students who do not attend at least ¾'s of the Zoom class in session will be counted as absent. Attendance/Participation will contribute 15% to the student's final grade (equal to a maximum of 15 pts.)

Assignments – to give students a basic understanding of Teamwork and working with team members.

PPOP (Progress, Problem, Opportunity, Plan) Report: The team will prepare weekly PPOPs and distribute them:

- Email copy to project sponsor
- post to Team Virtual Workspace discussion board
- present PPOP in class

PPOPs scores will be scored as a team and posted. Scores will be averaged and contribute 10% of the student's final grade (equal to a maximum of 10 pts)

Team Development Tasks: Students will be assessed as a team through completed tasks following each team development stage activities:

- **Task #1: Forming -- Project Sponsors connection** (project scope – vision, mission, deliverables, and method & schedule of meetings with project sponsor).
- **Task #2: Storming -- Meet & Greet: Plan meeting agenda.** Introduce yourselves to each other; discuss strengths and experiences each of you can offer to complete your team project. Share any information relevant to your participation. Select a team leader. Identify member roles.
- **Task #3: Norming -- Schedule your initial meeting.** Create and follow meeting agenda. Discuss project and assign tasks to support project. Create a team charter.
- **Task #4: Performing -- Project planning:** Prepare an outline of your project. List objective, scope of work, materials & resources required; project steps; completion dates; and member assignments. Submit your plan & team project product for review.

Each Task will be scored as a team and posted. Task scores will be averaged and contribute 15% of the student's final grade (equal to a maximum of 15pts).

Team Project: Students will be assigned into small groups for a semester project. Students will apply development skills in the performance of their assigned project. Students will be evaluated as a team on their ability to apply team development skills to the project, and the quality and on-time delivery of their assigned project.

All work should be submitted through the respective Course content link. The Project will **contribute 50% of the student's final grade (equal to a maximum of 50 pts)**. Team project scores will be posted on MyGrades.

Student learning outcomes will be assessed through participation and completion of stage reflections, activities, and applications.

Make up and Late Assignment/exam/quiz policy: As a general rule, make-ups or late submissions will NOT be offered or accepted for any missed assignments/exams/quizzes. Late submissions or make-ups may be accepted/administered only in extra-ordinary circumstances such as an excused official university activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation either before or within a few days of the missed assignment/quiz/exam.

Class conduct and civility code: Everyone in class is expected to follow all rules in the student handbook, as well as common courtesy during classroom lectures and discussions in class and online, including the following:

1. Attendance may be taken at the beginning or the end of the class.
2. It is the students' responsibility to obtain and be able to use the required materials and software for this class.
3. Student must retain copies of all assignments and graded work for verification purposes. Keep copies of all computer files and e-mails.
4. Talking while the instructor is lecturing is extremely disruptive and discourteous to the instructor and other students.
5. Using computers or phones (except for a valid urgent need) during class for a purpose not related to class is disruptive. All cell phones and gadgets should be turned off and headphones removed.
6. For any questions about the exams and assignments, a student should contact the instructor, before the day they are due, so the instructor may have enough time to provide feedback.
7. All communications will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account. The instructor will reply to a student e-mail messages and voice messages within 24 hours during weekdays (Monday-Friday).
8. All assignment submissions must be uploaded to Blackboard by the due date.

Anyone violating these policies may be subject to disciplinary actions.

Class attendance and Participation: A vital part of every student's education is regular attendance of class meetings. Any absences tend to lower the quality of a student's work, and

frequent or persistent absences may result in a failing grade. Students are responsible for the materials covered in class. The course covers a lot of material and most students find at least some parts of it difficult. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. Students are strongly encouraged to ask questions and participate in class discussions and problem solving. Good attendance and participation will be rewarded when final grades are assigned. **Students must attend and participate in this class. Students who do not attend at least ¾'s of the Zoom class in session will be counted as absent.**

The course is intensive and challenging and you are expected to master the materials presented in class. The structure of the class makes your individual study and preparation outside of class extremely important. Reading the assigned chapter(s) and having some familiarity with them before class will be very useful for understanding lectures.

**Artificial Intelligence (AI) Policy:
No Use of Generative AI Permitted**

MGMT 3360.600 assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Academic Accommodations for Persons with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/index.html> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is

available to you through the Student Counseling Center (SCC). To schedule an appointment call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services.

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). For more information and self-help resources, please visit www.tamusa.edu/studentcounseling

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-operations-plan.pdf> and <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-action-plan.pdf>

Download the SafeZone App for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital

appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://bit.ly/WLDCCenter>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and

housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide reasonable accommodations to pregnant students that would be provided to a student with a temporary medical condition and that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, University Catalog and to comply with them, as well as federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide an environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notification.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated. Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#).

The complete academic calendar is available online:

<https://www.tamusa.edu/academics/academic-calendar/index.html> Important dates:

Spring 2025 Regular 16-Week Session		
January 21	Tuesday	First class day
January 28	Tuesday	Last day to register
February 5	Wednesday	Census Date
February 6	Thursday	Drop for non-payment
February 24-March 7	Monday-Friday	Midterm grading period
March 10-March 15	Monday-Saturday	Spring Break
April 18	Friday	Study day - No classes
May 5	Monday	Last day of scheduled classes for weekday classes
May 6	Tuesday	Study day - No classes
May 7-May 13	Wednesday-Tuesday	Final examinations
May 13	Tuesday	End of term
May 16	Friday	All grades due by noon
May 19	Monday	Grades available in JagWire
May 20	Tuesday	Commencement

MGMT 3360.600 Spring 2025 Class Schedule Synchronous Class Meets Tuesdays 2:00 – 3:15 pm.

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule.

	Dates	Chapter and Topic	Due 2:00 PM
1	01/21	Orientation: Overview of course, syllabus, deliverables, & Blackboard Introduction to Team Project Sponsors & Project Summaries by Maira Jorge – the Mays Center. Assignment #1 is due next week. – See Course Content	01/28
2	01/28	Assignment #1 Discussion - Each student should participate. Discuss Link List – Articles/videos	
3	02/04	PP Slides Discussion - Working on a Team – & More about Teamwork and the stages of Teamwork	
4	02/11	Team Fundamentals: Team members & project assignments, virtual team workspace & collaboration tools. Assignment #2 Chapter 5 Creative Effective Teams – See Assignment Course Content	02/18
5	02/18	Discussion of Chapter 5 and each students analysis for discussion Assignment #3 Chapter 6 Effective Team Leadership – See Assignment Course Content Assignment #4 Chapter 7 Navigating Stage 1 & Chapter 8 Surviving Stage 2 See Course Content	02/25 02/25
6	02/25	Discussion of Chapter 6 & Chapter 7 and each students gives their analysis in class.	
7	03/04	Task #1: Forming -- Project Sponsors connection (project overview, work schedule) sponsors give presentations. PPOP #1	03/18
8	03/11	Spring Break - March 10-15	

9	03/18	Team Development Stage 2 – Storming: Project planning Task #2: Storming -- Meet & Greet: Plan meeting agenda. Introduce yourselves to each other; discuss strengths and experiences each of you can offer to complete your team project. Share any information relevant to your participation	03/25
10	03/25	Task #3 Norming -- Initial project planning meeting. Create and follow the meeting agenda. Create a team charter. PPOP #2 Sponsors will be present to discuss project.	04/01 04/01
11	04/01	Team Fundamental : Project Planning -- preparing a project work plan. PPOP #3	04/08
12	04/08	Team Development Stage 4: Performing Task #4: Performing -- Project planning: Prepare an outline of your project. List objective, scope of work, materials & resources required; project steps; completion dates; and member assignments. Submit your plan & team project product for review. PPOP #4	04/15 04/15
13	04/15	Team Fundamental: Building High Performance Teams – Overview PPOP #5	04/22
14	04/22	Building High Performance Teams: Managing Conflict Building High Performance Teams: Improving team & member performance. Send a copy of your presentation via the Blackboard link – NOTE Monday 4/28 by end of day!	4/28 end of day
15	04/29	Team Presentations – Last Class Teams will present their completed project via a PP Presentation to the Sponsors.	
	05/06	Study Day – No classes	