



WACO, TEXAS

High Performance Work Teams

BMGT 1307

COURSE SYLLABUS

REVISED: 2009/2010

High Performance Work Teams

BMGT 1307

Course Description:

This introductory course presents the basic principles of building and sustaining teams in organizations including team dynamics and process improvement.

Prerequisites and/or Corequisites:

Prerequisite: BMGT 1327 or consent of faculty advisor. Semester Hours 3.

Required Text & Material:

Supplies: Paper and writing utensils every class. Because no book is required for this class, there will be occasional supplies or other expenses associated with the work in this class. Every student should be prepared to contribute approximately \$40.00 to \$60.00 to class funds (to be administered by the students of this class) as part of this course.

Course Objectives and/or Competencies:

Participate in a variety of roles within a self-directed functional work team;

Capture information in written, oral, and visual forms.

Systematically research a business management topic using text and electronic media.

Work with others to present research findings in a formal written form.

Evaluate the performance of team mates using objective behavior-based measures.

Create a team Charter in collaboration that documents team operational guidelines

Identify personal and group strengths and opportunities using the Myers Briggs Personality Inventory.

Course Outline:

- a. Resources—students will know how to allocate time, money, materials, space, and staff.

1. Students allocate in-class and out-of-class time to reach their goals within their teams.

2. Students allocate and manage funds for purchase of class refreshments within their teams.
 3. Students schedule out of class meetings.
 4. Students assign and manage workflow within their teams.
- b. Interpersonal skills—students work on teams, teach others, lead, negotiate, and work well with people from culturally diverse backgrounds.
1. Students in the class function as one team, as well as separate topic-based functional teams.
 2. Students work in cross functional teams to accomplish other duties within the course.
 3. Students negotiate among themselves on their functional teams, as well as between teams.
 4. Students assume leadership roles to direct and organize the different facets of their teams.
 5. Students teach one another about the information which is gathered in their topic-based functional team.
 6. Students are placed on different teams to represent the diversity of the class.
- c. Information—students acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information
1. Students search for relevant data on team building, via interviews, periodicals, and the Internet.
 2. Students evaluate current information of all facets of team building.
 3. Students interpret the current information as to its relevance of team building.
 4. Students organize relevant information in order to present and write.
 5. Students organize all class information to be included in a book.

- d. Systems—they understand social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems
 - 1. Students identify the stages of group formation.
 - 2. Students design a system of checks and balances for their teams.
 - 3. Students monitor and correct performance of team members.
 - 4. Students monitor team progress and improve its workings and systems as needed.

- e. Basic Skills—reading, writing, arithmetic and mathematics, speaking
 - 1. Students listen to team members' input and understand there are many ways to problem solve.
 - 2. Students discuss their topics, plans and problems with one another and the management team.
 - 3. Students write information to present to the class.
 - 4. Students orally present their topics to the class.
 - 5. Students research and write term papers.

- f. Thinking Skills—ability to learn, to reason, and to think creatively, to make decisions, and to solve problems.
 - 1. Students make decisions both individually and as team members to solve problems as they arise.
 - 2. Students think creatively to complete their team project and operate in a realm unfamiliar to most of them.
 - 3. Students select which information to include in their topics as to its relevance and importance to leadership and team building.

- g. Personal Qualities—individual responsibility, self esteem and self management, sociability and integrity

1. Students are held responsible for all readings and assignments throughout class; they are made aware of the rules

and their responsibilities.

2 .Students are responsible to one another within their teams and are responsible for dealing with problems within

the team.

3. Students discuss characteristics of being an effective team player and exhibit those characteristics while working

in their teams.

4 .Students discuss and solve the problems.

5. Students hold each other responsible for accomplishing work.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu.

Course Competencies	Workplace Competencies															Foundation Skills																																		
	Resources				Interpersonal						Information				Systems			Technology			Basic Skills					Thinking Skills						Personal Skills																		
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E																	
<i>Know how to allocate time, money, materials, space, and staff.</i>		X											X						X												X																			
<i>Work on teams, teach others, lead, negotiate, and work well with people from culturally diverse backgrounds.</i>				X	X				X							X							X										X							X										X