

Summer Quad 2 2023

Meeting days: Monday - Sunday	Instructor title and name: Dr. Judy Holmes
Meeting times: Asynchronous	Phone: 785-819-3309
Meeting location: Online	E-mail: jholmes1@pointloma.edu
Final Exam: NA	Office location and hours: Remote / Mon – Sat 9AM-4PM
Additional info:	Additional info:

PLNU Mission 

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Fermanian School of Business Mission 

Character – Professionalism – Excellence – Relationships – Commitment - Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

COURSE DESCRIPTION 

This course focuses on the formation and development of teams in diverse organizations through effective leadership and the utilization of team building to achieve organizational effectiveness. Topics include team communication styles, stages of team development, functions of groups, trust and cohesion, team dynamics, and creativity and innovation. In addition, virtual teams and the impact of technology on leading teams is considered.

COURSE LEARNING OUTCOMES

1. Interpret the stages of team development.
2. Appraise the benefits of team diversity and inclusiveness.
3. Apply effective teamwork and communications practices through cooperative and competitive interactions.
4. Assess effective team leadership and collaboration.
5. Justify team decisions based on data analysis.
6. Formulate action plans as a team using collaboration and problem-solving skills.
7. Evaluate team performance including trust, creativity, communication and innovation as part of team dynamics.

COURSE CREDIT HOUR INFORMATION (required for online and hybrid delivery ONLY)

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3-unit class delivered over 8 weeks. Specific details about how the class meets the credit hour requirement can be provided upon request.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

1. Levi, D., & Askay, D. A. (2020). *Group dynamics for teams* (6th ed.). SAGE Publications, Inc. (US).
2. <https://bookshelf.vitalsource.com/books/9781544309682>

ASSESSMENT AND GRADING

Assignment distribution by percentage:	Grade scale:	
<ul style="list-style-type: none">• Weekly Discussion Questions (190 pts) 19%• Weekly Team Assignments (460 pts) 46%• Final Group Presentation (250 pts) 25%• Team member Evaluation (50 pts) 5%• Final Reflection (50 pts) 5%	A= (930-1,000 pts) 93-100%	C= (730-769 pts) 73-76%
	A-= (900-929 pts) 90-92%	C-= (700-729 pts) 70-72%
	B+= (870-899 pts) 87-89%	D+= (670-699 pts) 67-69%
	B= (830-869 pts) 83-86%	D= (630-669 pts) 63-66%
	B-= (800-829 pts) 80-82%	D-= (600-629 pts) 60-62%
	C+= (770-799 pts) 77-79%	F= (0-599 pts) 0-59%

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned under extremely unusual circumstances.

SPIRITUAL CARE

PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our graduate students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain, Rev. Gordon Wong, who is available during class break times across the week. If you have questions for, desire to meet or share a prayer request with Rev. Wong you can contact him directly at mvchaplain@pointloma.edu or gordonwong@pointloma.edu. Rev. Wong's cell number is 808-429-1129 if you need a more immediate response.

In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

STATE AUTHORIZATION (★) FOR FULLY ONLINE COURSES ONLY

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

PLNU COPYRIGHT POLICY (★)

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY (★)

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See the [Academic Honesty Policy](#) in the Graduate and Professional Studies Catalog for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY (★)

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

COURSE MODALITY DEFINITIONS

- 1. In-Person:** Course meetings are face-to-face with no more than 25% online delivery.
- 2. Online:** Coursework is completed 100% online and asynchronously.
- 3. Online Synchronous:** Coursework is completed 100% online with required weekly online class meetings.
- 4. Hybrid:** Courses that meet face-to-face with required online components.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Asynchronous Attendance/Participation Definition: A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor.

USE OF TECHNOLOGY (FOR ONLINE OR HYBRID COURSES ONLY)

In order to be successful in your course, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use for any online or hybrid classes. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

COURSE SCHEDULE AND ASSIGNMENTS

Date Presented	Assignment	CLASS CONTENT OR ASSIGNMENT	Points	ASSIGNMENT DUE DATE
July 3, 2023	Week 1 Introduction	Introduce yourself to the class	10	July 7, 2023
July 3, 2023	Week 1 Canvas Studio DQs & Responses	Review the Canvas Studio lecture and respond to the two questions at the end of the recording.	20	July 7, 2023
July 3, 2023	Week 1 Team SF Grid	Prepare with your team the StrengthFinders Grid	20	July 9, 2023
July 10, 2023	Week 2 Canvas Studio DQs & Responses	Review the Canvas Studio lecture and respond to the two questions at the end of the recording.	20	July 11, 2023
July 10, 2023	Week 2 Discussion Question & responses	Explain what team cohesiveness means to you and how a team can work to improve cohesiveness and trust among its members.	20	July 11, 2023
July 10, 2023	Week 2 Team Charter	Prepare with your team a Team Charter	50	July 16, 2023
July 17, 2023	Week 3 Canvas Studio DQs & Responses	Review the Canvas Studio lecture and respond to the two questions at the end of the recording.	20	July 18, 2023
July 17, 2023	Week 3 Team Meeting Recording	Record at least one team meeting to demonstrate your team's ability to communicate, assign tasks, and bring a cooperative and/or competitive spirit to the discussions.	100	July 23, 2023
July 24, 2023	Week 4 Canvas Studio DQs & Responses	Review the Canvas Studio lecture and respond to the two questions at the end of the recording.	20	July 25, 2023
July 24, 2023	Week 4 Team Meeting Recording	Record at least one team meeting to demonstrate your team's ability to communicate, make decisions, provide healthy conflict, and bring	100	July 30 2023

		a cooperative and/or competitive spirit to the discussions.		
July 31, 2023	Week 5 Canvas Studio DQs & Responses	Review the Canvas Studio lecture and respond to the two questions at the end of the recording.	20	August 1, 2023
July 31, 2023	Week 5 - Team's Menu	Prepare a menu, including prices to demonstrate your team's ability to make decisions and work cohesively.	20	August 6, 2023
July 31, 2023	Week 5 - Team's Action Plan	Prepare an action plan to launch the food truck. Teams will be evaluated on their ability to communicate, use effective decision-making, evidence of team trust, conflicts are resolved, and individuals bring a cooperative and/or competitive spirit to the discussions.	50	August 6, 2023
August 7, 2023	Week 6 Canvas Studio DQs & Responses	Review the Canvas Studio lecture and respond to the two questions at the end of the recording.	20	August 8, 2023
August 7, 2023	Week 6 - Team's P&L	Prepare the business' profit and loss statement or budget for the first year. Teams will be evaluated on collaboration and innovation.	20	August 13, 2023
August 7, 2023	Week 6 - Team's Advertisement	Prepare an advertisement for your business. Teams will be evaluated on creativeness and innovation.	50	August 13, 2023
August 14, 2023	Week 7 Canvas Studio DQs & Responses	Review the Canvas Studio lecture and respond to the two questions at the end of the recording.	20	August 15, 2023
August 14, 2023	Week 7 - Team's Presentation	<p>Communicate, collaborate, and develop the presentation for your team's Food Truck launch.</p> <p>The presentation should give an overview of what the team decided on for the Food Truck name, location, menu items, prices, customer target market, advertising, and the justification for these decisions. Also, the presentation should discuss the following:</p> <ul style="list-style-type: none"> The team's process through the stages of development (did they move through the stages in order or go back and 	250	August 20, 2023

		<p>forth, was any stage more difficult than the rest),</p> <ul style="list-style-type: none"> • what forms of communication were used since you were a virtual team and was this effective, • what decision models were used in your team's decision-making process, • what conflict(s) arose in your team and how were the conflicts resolved, and • did the diversity of the team help to support the team's tasks and effectiveness? 		
August 21, 2023	Week 8 Canvas Studio DQs & Responses	Review the Canvas Studio lecture and respond to the two questions at the end of the recording.	20	August 22, 2023
August 21, 2023	Week 8 - Team's Recording for team member recognition	Meet in your teams and record the meeting in Zoom. Each member of the team should discuss what strengths each team member brought to the team project. Post the team meeting.	50	August 27, 2023
August 21, 2023	Week 8 - 360 Evaluation	Complete the Team Member 360 Evaluations	50	August 27, 2023
August 21, 2023	Week 8 - Reflection of Team Performance	<p>Reflect on the team project and what was learned in this class. Your submission should address the following questions:</p> <ol style="list-style-type: none"> 1. What lessons were learned in this class? 2. What worked well in your teams, and what was a challenge? 3. What could be changed in the team project for future virtual teams? 	50	August 27, 2023
		Total	1,000	