Course Title: Working in Teams

Course Number: CSK-102

Instructor Name: Nicholas J. Scalzo, Ed.D.

Instructor Contact Information: nicholas.scalzo@stonybrook.edu
516-241-3801
by appointment

Course Bulletin Description:

Working in Teams. This course recognizes that considerable work is accomplished in groups (committees, boards, design and development teams, task forces, project management teams, quality improvement teams, coalitions, and community groups) with members representing diverse perspectives and disciplines. Students consider how to form and lead groups that have members with the requisite talent, time, and task understanding. Participating in group exercises, students learn ways to promote cooperation and collaboration, value diverse perspectives and cultures, and facilitate group process.

Course Objectives:

Upon completion of the course, the student will:

● Understand how teams are formed and the stages of team development;
● Understand the characteristics of effective and high performing work teams;
● Learn how to promote cooperation and collaboration among team members;
● Learn how to value diverse perspectives and cultures;
● Learn how to take a lead role in small groups.
● Be able to analyze group needs and facilitate group decision processes.

Mode of Offering:

This 1-credit course will be offered as an intensive workshop offered within a relatively short time period. For example, the course may be offered as four 3-1/4 hour seminar/workshop-style sessions (13 contact hours). This format is necessary to engage students in practical training components.
Readings:

Text: there is no specific text book for this course – readings will be provided by the instructor and placed into the BlackBoard course site.

Supplemental Readings:

Grading Assessment:

Grades will be weighed according to Stony Brook University policy. Please refer to the Stony Brook University Bulletin for the Grading System. Grades for this course will be: A, A-, B+, B, B-, C+, C, C-, D+, D, or F

Your final grade in the course will be determined as follows:

Classroom Discussion and Participation: 30% (asking and responding to questions, giving opinions, raising issues, cooperation with classmates)

Team Project and presentation: 30%

Skill Practice Performance: 10% (Performance in group skill practice or team exercise)

Research Papers: 30% (One short (5 page) paper)

Assignments:

In this course -- Working in Teams -- students will:

● Participate in discussions based on the course content and readings as well as questions posed by the instructor;
● Work on a team project with at least one other classmate and prepare a presentation to the class on the teams results. The topics for the project will be one of the following: team decision making, team problem solving, virtual teams, quality improvement teams, or leading teams informally.
● Participate in live skill practices in the class demonstrating select team member and team leader skills;
● Conduct research and submit one short paper exploring aspects of teams or groups. Suggested topics are: Generational differences among team members, Virtual teams, Group dynamics of teams, etc.

Note: All written assignments must be submitted when due. Late papers will be penalized one letter grade. Always cite your references. When citing sources, encyclopedias, dictionaries, and websites
like Wikipedia are NOT acceptable. Points will be deducted on work that cites these unacceptable sources.

All written research assignments should follow an accepted writing style. Two popular styles are the Modern Language Association Style (MLA Style) and the American Psychological Association Style (APA Style). APA Style tends to be more popular amongst higher education professionals. APA Style or Manuscript is the style used when you submit work for publication in a professional journal.
Weekly Schedule:

This course runs for four weeks, from January 27 until February 17, 2012, from 8:30 AM until 11:30 AM in Room N3085 in the Library building. This weekly schedule may be subject to change based on class discussions and activities.

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<tr>
<th>Class #</th>
<th>Topic</th>
<th>Readings/Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>Defining teams and groups Group Dynamics Characteristics of team members and leaders</td>
<td>Readings to be assigned</td>
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<td></td>
<td>Friday, Jan 27</td>
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<td>2</td>
<td>Stages of team development Virtual teams Workteams video &amp; Discussion The challenge of trust, shared vision, purpose, and values</td>
<td>Readings to be assigned</td>
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<td>Friday, Feb 3</td>
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<td>3</td>
<td>Team fitness questionnaire and model Creating a team charter Generational differences of team members</td>
<td>Readings to be assigned</td>
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<td>Friday, Feb 10</td>
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<tr>
<td>4</td>
<td>Team negotiation Team exercises and skill practices Team Presentations</td>
<td>Readings to be assigned Research Paper due</td>
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<td>Friday, Feb 17</td>
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University Policies:

I - Academic Honesty

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person’s work as your own is always wrong. Academic dishonesty can range from simple breach of class or University guidelines, such as using a cell phone in an exam, to very serious cases which may result in expulsion. The Academic Judiciary Committee for the College of Arts and Sciences (which also includes classes taught by the College of Business, the School of Marine and Atmospheric Sciences, and the School of Journalism) and the Committee on Academic Standing and Appeals of the College of Engineering and Applied Sciences are responsible for enforcing the guidelines for academic integrity in each college, and for the consideration of individual cases. Any suspected instance of academic dishonesty will be reported to the appropriate committee. The judiciary committee of each college has jurisdiction over all courses offered in that college. Either committee may inform pre-professional committees about any findings of academic dishonesty which, in its judgment, are of sufficient seriousness. It is the responsibility of all students to make themselves familiar with the University’s policies and procedures regarding academic integrity as well as any additional guidelines issued by instructors for specific classes. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary Web site at http://www.stonybrook.edu/uaa/academicjudiciary/index.shtml

All students found guilty of academic dishonesty are required to take the University's course on academic integrity (the “Q Course”) and additional penalties including suspension or expulsion may also be levied. Information about the procedures for hearings and other functions of these committees dealing with academic integrity is available on the Web site referenced above, as well as in the Office of Undergraduate Academic Affairs and in the Engineering and Applied Sciences Undergraduate Student Office

II - Stony Brook University Disability Support Services Statement

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact Disability Support Services (631) 632-6748 or dss@notes.cc.sunysb.edu or visit their website at http://studentaffairs.stonybrook.edu/dss/. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.

On Campus Support

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information go to the following website: http://www.sunysb.edu/facilities/ehs/fire/disabilities.shtml

III - Critical Incident Management:

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures.

Resources Needed: Basically for this course you will need a reliable computer with Word software and internet access.

Important Links:
Blackboard or online help: email: spd_online@notes.cc.sunysb.edu


APA Style: http://apastyle.apa.org/

MLA Style: http://www.mla.org/style_faq1

Handbook Information on Academic Honesty and Grievance Procedures. (http://www.stonybrook.edu/spd/assets/pdf/f05handbook.pdf)

Categories of Academic Honesty: http://naples.cc.stonybrook.edu/CAS/ajc.nsf/pages/samples

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