



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**TEAM BUILDING**

**BMGT 1307.01**

**M. BOYCE WILSON**

**NOTE: This is a 16-week course.**

## TEAM BUILDING

BMGT 1307.01

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### **Course Description:**

Presents the basic principles of building and sustaining teams in organizations including team dynamics and process improvement.

Semester Hours:        3 (3 lecture)

### **Class Meeting Information**

Mondays/Wednesdays                      11:10 AM-12:30 PM                      MAC 243

### **Prerequisites and/or Co-requisites:**

BMGT 1303 or consent of faculty advisor.

### **Course Notes and Instructor Recommendations:**

This course is primarily student-led and instructor-assisted in order to maximize the effect of the teams functioning within the course. Each student in the course will be divided into a functional and a cross-functional team. Every team must work cohesively to ensure its own success and the success of other teams in the course. In this dynamic, team-driven environment, students will learn more about themselves, cooperation, conflict negotiation, and management while learning to address the unique challenges of the team environment.

Every student should be prepared to contribute to the class approximately **\$40-\$60** (to be administered by the students of this class) as part of this course at the beginning of the semester.

Please understand that you CANNOT pass this class without working effectively within your assigned teams. We will work hard, we will be committed throughout the semester, but we will have a lot of fun and learn a lot in the process!

### **Instructor Information:**

Instructor Name:                      Michael "Boyce" Wilson  
MCC E-mail:                              [mwilson@mclennan.edu](mailto:mwilson@mclennan.edu)  
Office Phone Number:                      (254) 299-8688  
Office Location:                              MAC 216  
Office/Teacher Conference Hours:      Monday              4:00 PM-6:00 PM  
    Tuesday              2:30 PM-5:30 PM  
    Wednesday        4:00 PM-6:30 PM

Zoom Web conference Information: Meeting ID: 254-299-8688

*Must be scheduled in advance with instructor*

## TEAM BUILDING

### BMGT 1307.01

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If you choose to contact me by email, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with BMGT 1307.01 (the class' email will be sorted into a specific file).
3. Use your MCC student email address – external email addresses are often caught by the spam filter.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (I cannot edit PDF files). Avoid sharing documents with me through OneDrive, Google Drive, or Dropbox unless absolutely necessary. I do not accept work by email unless I specifically state for you to send me your work by email.
5. Failure to do any of the above will result in my not seeing or reading your email.

#### **Other Instruction Information:**

E-mail: I read my e-mail at least twice a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 Dell help lines. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

When you send an e-mail, ALWAYS begin the subject line with BMGT 1307.01. I sort my e-mails into folders, and if you do not put those exact words in your subject line, I might not see your e-mail. If you respond to my e-mail, hit reply, and make sure BMGT 1307.01 is present in the subject line.

I do not answer e-mails asking when something is due. You have a schedule which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

Assistance: Often, your success in the course can be maintained through discussion with your professor. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation. However, an emergency on your part does not constitute an emergency on mine or anyone else's in the course. Plan ahead, focus on your course work, and communicate issues as early as possible. There is absolutely nothing I can do to prevent failure if I find out about the issue too late.

## TEAM BUILDING

BMGT 1307.01

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### **Required Text & Materials:**

There is no textbook required for this course. Paper and writing utensils will be needed for every class period and for all team meetings whether during or outside of class. Because there is no textbook for this class, there will be occasional supplies or other expenses associated with the work in the course.

*Students will be required to contribute \$40-\$60 to be administered by students of the class for specific purposes.*

Software:      Microsoft Office (specifically Word, Excel, and PowerPoint)  
                     Mozilla Firefox or Google Chrome with Java  
                     Zoom Web conferencing (if you desire a meeting via Zoom)

\*The links where you can download all of these are located on MCC's Tech Support webpage.

I do not recommend you using an alternative to Microsoft Office, as the features and functions are NOT the same! Microsoft Office is available to students for FREE at MCC. Using an alternative software solution will result in you facing recurring challenges with meeting formatting requirements in this course. You may encounter issues with formatting using an iPad or Office360. It is a best practice to use the actual software on a PC or Mac.

If you email me a document to look at, it must be in a recognized Microsoft Office format (.docx, .xlsx, .pptx, etc). If you email me something I cannot open, I can't help you. If you send me a Google Document, make sure you have given me permission to open it. I will accept Adobe PDF files, but I cannot edit them and will only provide text-based feedback on PDF attachments.

Assignments will be submitted and testing completed in Brightspace. Assignments will not be accepted by e-mail unless I specifically agree to allow you to email an assignment to me.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

## TEAM BUILDING

### BMGT 1307.01

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College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

- **MCC Library** – Located in the Learning Technology Center (LTC) on the 3<sup>rd</sup> floor.
  - Check the Library website for their hours, but there is usually an employee there to assist students with homework and computer issues.
- **MCC Website** – <http://www.mclennan.edu>
  - The MCC website contains links to student services, activities, information, faculty, class schedules, the MCC course catalog, and more. These can be found under the “Student” link on the main page or by clicking on the MCC seal.
- **MCC's Student Services** – (254) 299-8431
  - MCC's Student Services offer a range of student support to include tutors and special aids as required by the students.
- **MCC's Success Coaches** – (254) 299-8226
  - Our Success Coaches offer support and counseling to all MCC students. If you or someone you know is in need of their services, please do not hesitate to contact them.
- **MCC's Network Services** – (254) 299-8077
  - MCC's Network Services offer 24 hour support for Brightspace and other MCC-utilized technologies.

#### **Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers. Students will also find MCC's library (particularly its online resources) helpful during this course.

Students should have a firm understanding of Microsoft Word, including the formatting and insertion tools within MS Word. Students should also be able to perform basic data entry into Microsoft Excel.

Students should be familiar with the use of email, including attaching documents, forwarding emails, replying to emails, and using distribution lists or group email capabilities.

## TEAM BUILDING

### BMGT 1307.01

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Students should be familiar with virtual team-based tools, such as Zoom, Google Docs, Google Drive, Dropbox, or other platforms. The tools to be used will be dependent upon the decisions made by each functional and cross-functional team.

#### **Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Even if technology systems are down on campus, you will still have access to Brightspace so that you can submit work and communicate with the instructor and other students. Should Brightspace become unavailable to all students temporarily, your instructor will determine whether any extensions need to be granted in order to ensure your successful completion of the course. DO NOT consider an extension a certainty, as they are only granted in extreme circumstances.

Should Brightspace become unavailable for an extended period of time, I will notify each student and we will transition to all coursework being submitted in printed format at the beginning of each class session. Students will be expected to monitor their student email accounts for access information. Should MCC email be unavailable to students for an extended period of time, the instructor will use the alternate email address on file with the college. Should no alternate email address exist on file, students will be contacted by telephone.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)  
([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

#### **Methods of Teaching and Learning:**

1. This course is based on in-class team activities, out-of-class team activities, management experiments, role-playing, research papers, oral reports, community activity, and lecture.
2. Often, your success in the course can be maintained through discussion with me. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation!

#### **Course Objectives and/or Competencies:**

##### **Course Objectives:**

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## TEAM BUILDING

BMGT 1307.01

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By the end of the semester, the student should be able to:

- Participate in self-directed functional work teams;
- Capture information in written, oral, and visual forms as a reference base on team process and leadership; and,
- Acquire knowledge of and experience in order to adapt to ongoing team-oriented environments and/or provide leadership in the establishment of team oriented work sites with an emphasis on research methodology.

### **Specific Competencies:**

During the course of the semester, students will:

- Analyze the process of team building;
- Integrate interpersonal skills and group dynamics;
- Assume leadership roles to direct and organize;
- Participate in a team to apply tools and techniques of the problem solving process;
- Allocate time, money, materials, space, and staff;
- Work on teams, teach others, serve customers, lead, negotiate, and work well with people from culturally diverse backgrounds;
- Work in cross-functional teams to accomplish other duties within the course;
- Negotiate among themselves on their functional and cross-functional teams;
- Teach one another;
- Acquire and evaluate data, organize and maintain files, interpret and communicate information, and use computers to process information;
- Search for relevant data on team building via interviews, periodicals, and the Internet;
- Interpret the current information as to its relevance of team building;
- Organize relevant information in order to present and write;
- Organize all class information to be included in a final research project;
- Monitor and correct peer performance;
- Create a team operating agreement;
- Design a system of checks and balances for their teams;
- Identify the stages of group formation;
- Monitor and correct performance of team members
- Monitor team progress and improve its workings and systems as needed;
- Read, write, compute, and speak in public settings;
- Listen to team members' input and understand that there are many ways to solve problems;
- Discuss topics, plans, and problems with one another and the management team;

## TEAM BUILDING

BMGT 1307.01

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- Write information to present to the class;
  - Orally present topics to the class;
  - Improve their ability to learn, reason, and think creatively in order to make decisions and solve problems;
  - Make decisions both individually and as team members to solve problems as they arise;
  - Think creatively to complete their team project and operate in a realm unfamiliar to most;
  - Select which information to include in their topics as to its relevance and importance to leadership and team building;
  - Develop individual responsibility, self-esteem, self-management, sociability, and integrity;
  - Be held responsible for all readings and assignments throughout the class – students are made aware of the rules and their responsibilities;
  - Be responsible and accountable to one another within their teams and are responsible for dealing with problems within the team; and,
  - Discuss characteristics of being an effective team player and exhibit those characteristics while working within their teams.

### **Course Outline or Schedule:**

A tentative course schedule is provided on the final page of this syllabus. Daily activities are dependent upon the processes and work flows of the functional and cross-functional teams developed within the course.

### **Course Grading Information:**

This class consists of a variety of instructional activities designed to evaluate your mastery of the material. Grades will be weighted as follows:

Management on Team (MOT)	x	30%	=	_____
Management on Individual (MOI)	x	30%	=	_____
Team on Individual (TOI)	x	30%	=	_____
Team on Team (TOT)	x	10%	=	_____
<b>Total</b>		<b>100%</b>	=	_____

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F



## TEAM BUILDING

BMGT 1307.01

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Each of the above categories of evaluation will have a variety of assignments. Some of these assignments may be weighted to reflect their relative importance to the mastery of course content. Many of these assignments will be in class; in-class activities may be added depending on the timeframe of class.

Assignments will fall under your Functional Team, Cross-Functional Team, and Individual Work:

### **Individual**

Diversity Summary  
Group Dynamics Summary  
Personality Profile  
Reflective Final

### **Functional Team**

Team Operating Agreement  
Mid-term Evaluation  
End-of-Semester Evaluation  
Minutes  
Turnover Binder

### **Cross-Functional Team**

Team Operating Agreement  
Activities  
Research Paper  
Facilitated Lecture  
Service Project  
Minutes  
Turnover Binder  
Meal Provision

### **Student Behavioral Expectations or Conduct Policy:**

The following course policies outline my expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

### **Team-Oriented**

Each functional and cross-functional team will write individual team operating agreements. All members of the team will be expected to adhere to your team's TOA, which you will help create. Failure to adhere to your team's agreement can result in you being removed from the team. Typically, students who are removed from a team are unable to find placement in another team and therefore cannot pass the class.

### **Civility**

Students are expected to ALWAYS be civil and patient with one another. Someone WILL break one of the team guidelines, and he/she WILL HAVE TO abide by the guidelines and consequences. The team members administering to a broken guideline WILL HAVE TO treat the offending team member with dignity and respect. Everyone is expected to act like an adult, be respectful of yourself and others, and act in a professional manner throughout the semester.

## TEAM BUILDING

### BMGT 1307.01

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#### **Timeliness**

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that “life happens,” but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when “life happens,” you will be caught off-guard and may not be able to submit work on time. Manage your time wisely and be intentional in how you utilize your schedule.

#### **Responsibility**

Whether you are a high school student, 100 years old or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don’t understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the instructor. Failure to follow instructions will result in a loss of points on your assignments and course activities.

All course assignments will be submitted in Brightspace. If you are unfamiliar with Brightspace, please refer to the Virtual Learning Commons or contact me immediately. Due to the vast amount of computers we have available on campus, as well as the availability of computers in community areas, I do not allow late work due to personal computer issues. It is your responsibility to ensure that work is completed on time and from a reliable source.

#### **Accountability**

Just as in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work submitted late, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

#### **Effective Communication**

You will be expected to communicate with your instructor just as you would communicate with senior management at a company and with your classmates as if they were your coworkers in a professional environment. You should be respectful of the instructor and your fellow classmates

## TEAM BUILDING

### BMGT 1307.01

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at all times. You are expected to maintain a professional tone in your communication with all persons associated with this class or college. You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your instructor. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your instructor late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructor or classmates, be sure to include the course number in your email's subject line or within the first several sentences of your message. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

#### **Professionalism**

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to class, an appointment with your instructor, participate in a Zoom webinar, or develop a video for the course wearing pajamas or anything that would be deemed inappropriate in the business world.

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, regular attendance/participation, and an attitude that seeks to take full advantage of the education opportunity.

#### **Integrity**

Integrity is defined by Merriam-Webster as a firm adherence to a code of especially moral value. A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait. We are each born with integrity. It cannot be taken away by anyone or anything unless we choose to sacrifice our integrity. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

## TEAM BUILDING

BMGT 1307.01

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Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning on the first offense and will receive a zero on the assignment. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment’s total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “F” for the course, without the option to drop the course for the grade of a “W”. For more information on plagiarism, I recommend visiting <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

**\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

**\* [Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies)**  
([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

Punctuality is a crucial business skill. Coming late, leaving early, and going in and out are all behaviors which disrupt the entire class and are disrespectful to students and the instructor alike. Attendance is taken at the beginning of class. Students arriving late more than three times will be marked absent for each subsequent late appearance. Since leaving early is especially disruptive, students will be marked absent if they leave early unless they make previous arrangements with the instructor. If a student has some special need which the instructor needs to take into consideration with regard to administering this policy, it is the student’s responsibility to communicate that to the instructor. In the case of a medical absence, a doctor’s excuse is required.

The census date for all 16-week courses in the Spring 2020 semester is January 29. If you drop a class or are dropped from a class after the census date and before the last day for student-initiated withdrawals, the class will appear on your transcript with a grade of “W” but will not affect your grade point average. However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes.

## TEAM BUILDING

### BMGT 1307.01

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You are allowed 25% absences in this course. This means that you can accumulate 8 total absences for any reason, then I am allowed to drop you from the course. If there is a personal/medical reason you are missing assignments, please contact us by phone/email/office visit as soon as possible. You will be required to submit appropriate documentation to support your absence. After two missed activities, you will be referred to a Success Coach in the Completion Center for a lack of participation. Upon referral, you will be assigned a Success Coach and they will contact you to see if they can be of any assistance for you in completing your course and the semester. They are here to help you with non-academic issues, and will assist you with anything that may be hindering you from being successful in this course. Referral to a Success Coach is not a disciplinary action – rather, it is a method of ensuring that you have access to the resources that you need to successfully complete the course.

After the census date, you will not be dropped for participation. Instead, you will receive the grade earned. If you choose to stop participating in the course, your final grade will reflect this choice. Students may drop the course on their own for a grade of a “W”. **It is the student’s responsibility to contact the instructors if he/she wants to drop the course for any reason.** If you want to drop the course, you will need to email the instructors stating that you would like to drop the class and why you want to drop the course (the “why” is required for drop processing with MCC). In the email, please include your full name and your student ID number along with the course number and section code. Students may drop the course without instructor assistance, but this may require a trip to the MCC campus. If you do not contact me to drop you from the course, or you do not personally process the drop request, you will NOT be dropped from the course and your final grade will reflect your lack of participation.

If you miss more than a pre-agreed upon number of absences in your team (as documented in your team’s operating agreement), you may be asked to leave your team. You cannot complete the course if you are not in a team!

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. Do not participate in class when the mood strikes you; you are expected to be fully engaged throughout the semester. If extenuating circumstances arise that will impact your performance in class, contact your instructor. Everyone gets sick at some time; but it should not be a continuing problem. Hopefully, no one will have to miss class because of a death or serious illness of an immediate family member. If work begins to interfere with school, please discuss the problem with your boss. If your boss will not accommodate your school schedule, you need to realize that a lack of participation WILL adversely affect the grade you make in this course.

## TEAM BUILDING

BMGT 1307.01

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\* [Click Here for more information about MCC myAlert](#)

([www.mclennan.edu/myalert](http://www.mclennan.edu/myalert))

MCC myAlert is McLennan Community College's emergency notification system. It allows the college to keep you aware of any health- or safety-related situations on campus – including campus closing for inclement weather – through text message or e-mail.

To learn more and sign up for MCC myAlert, use the link above. Registration on myAlert must be renewed each year. If you have signed up before, please check and make sure it is still working for you. When you sign up for MCC myAlert, the only messages you will receive will be emergency notifications; your personal information will not be shared with any other party.

MCC does conduct emergency fire drills and/or lockdown drills. Please follow your instructor's or other faculty member's instructions during these drills and in the case of a real emergency when you are on campus.

### **Accommodations/ADA Statement**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Read Aloud by 2<sup>nd</sup> Class Meeting**

***“If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements.”***

## TEAM BUILDING

BMGT 1307.01

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### **\* Click Here for more information about Title IX**

([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

### **Additional Title IX Considerations from Your Professor**

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If, during the course of our discussions, an issue arises in which I feel warrants a referral for Title IX, CARE Team, or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success while ensuring your safety and well-being.

### **Other Information**

At the end of the semester, grades will not fall like manna from the sky! You EARN your grade. The time to be concerned with your grade is all during the semester, not the day grades are posted. The time to visit with me to express interest in the course, to ask for assistance, or to discuss your grade is WELL BEFORE THE END OF THE SEMESTER. Please ask questions; please let me know how I can help you.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

### TENTATIVE COURSE SCHEDULE

Due Date	In-Class Activity	Assignment Due
1/13	Course Overview [Professor]	
1/15	Low-Tech Social Network [Professor]	Personality Profile [Individual]
1/20	Assignment to Functional (F) Teams [Professor] Introduction to Team Operating Agreements [Professor]	
1/22	Assignment to Cross-Functional (CF) Teams [F Teams] Cross-Functional Team Meeting [CF Teams]	
1/27	Food Survey & Collection of Monies [Food CF Team]	Team Operating Agreement [F Team] Team Operating Agreement [CF Team]
1/29	Getting Started in Teams: Roles and Meetings [Professor]	Initial Food Budget [Food CF Team]
2/3	Meal Time [Food CF Team] 5 Dysfunctions of a Team [Professor]	10 Sources [Research Paper CF Team]
2/5	Team Building Activity: Build a Tower [Professor]	
2/10	Meal Time [Food CF Team] Planning & Communications [Lecture CF Team]	
2/12	Team Building Activity [Activities CF Team]	
2/17	Meal Time [Food CF Team] Individual & Team Evaluation [Professor]	
2/19	Team Building Activity [Activities CF Team]	Diversity Summary [Individual]
2/24	Meal Time [Food CF Team] Facilitating Participation [Lecture CF Team]	
2/26	Team Building Activity [Activities CF Team]	
3/2	Meal Time [Food CF Team] Virtual Teams [Lecture CF Team]	



## TEAM BUILDING

BMGT 1307.01

<b>3/4</b>	Team Building Activity [Activities CF Team]	Service Project Proposal [Service CF Team] Research Paper Outline [Research CF Team] Midterm Evaluation – F Team [Ind.] Midterm Evaluation – CF Team [Ind.]
<b>3/9</b>	NO CLASS – SPRING BREAK	
<b>3/11</b>	NO CLASS – SPRING BREAK	
<b>3/16</b>	Meal Time [Food CF Team] Ethics & Decision-Making [Lecture CF Team]	
<b>3/18</b>	Team Building Activity [Activities CF Team]	
<b>3/23</b>	Meal Time [Food CF Team] Resolving Conflict [Lecture CF Team]	
<b>3/25</b>	Team Building Activity [Activities CF Team]	
<b>3/30</b>	Meal Time [Food CF Team] Service Project Briefing [Service CF Team]	
<b>4/1</b>	Team Building Activity [Activities CF Team]	Research Paper Rough Draft [Research CF Team]
<b>4/6</b>	Meal Time [Food CF Team] Motivation & Rewards [Lecture CF Team]	
<b>4/8</b>	Team Building Activity [Activities CF Team]	
<b>4/13</b>	Meal Time [Food CF Team] Project Management [Professor]	
<b>4/15</b>	Team Building Activity [Activities CF Team]	Group Dynamics Summary [Individual]
<b>4/20</b>	Meal Time [Food CF Team]	
<b>4/22</b>	Team Building Activity [Activities CF Team]	End-of-Semester Evaluation – F Team [Ind.] End-of-Semester Evaluation – CF Team [Ind.]

## TEAM BUILDING

BMGT 1307.01

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<b>4/27</b>	End-of-Semester Celebration [Service CF Team]	Final Food Budget [Food CF Team] Final Research Paper [Research CF Team] Service Project Summary [Service CF Team]
<b>4/29</b>	End-of-Course Review	Turnover Binder [F Teams] Turnover Binder [CF Teams]
<b>5/4</b>		Reflective Final (due 11:59 PM)