Course: MLS 5340 Team Based Leadership

Online course

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*This syllabus is subject to change at our discretion to meet students’ instructional needs and/or to accommodate time constraints.

Required Text(s):


Course Objectives: By the end of the class you will be able to:

- Identify and analyze problems related to group decision making and team effectiveness
- Develop and propose solutions to problems related to group decision making communication and processes
- Understand conditions and requirements for the use of teams to solve difficult problems within organizations
- Use key theories in leadership to help you lead or participate in leadership teams effectively

Time frame:

3 weeks (from Monday September 11 to Sunday October 1st, 2017)
Course Expectations: To create and maintain a positive learning environment, you are expected to take responsibility for your learning and play an active role in developing your academic skills and your own leadership development. To this end, you are each expected to aspire to excellence.

- **Nature of the course:** Students will work individually and in teams. Each module will have a weekly work menu to guide students through the content and identify assignments, assessments, forum postings or blogs to be completed either individually or in teams.

- **Managing your online time:** The rule of thumb is to allot approximately 3 hours studying for every credit hour taken. Thus, you should plan on spending a minimum of 9 hours per week on this class beyond the time you spend on Blackboard. This is a standard recommendation used by American Universities.

As an online student, most of your classes and school activities can be done at the time of your choosing, but you’ll do yourself a favor if you stick to a fairly strict schedule. One way to stop yourself from procrastinating is to set aside specific hours for your online class every single day. "Check in" with your class DAILY as well to keep up with any Announcements and E-mails we may have sent.

- **For discussion board participation:** You must post at least two original responses plus two comments to your peers’s posts in reaction to the week’s discussion questions from the readings, the learning enhancement topics (TED talks), and/or team work. In short, you will post a minimum of two comments and respond to a minimum of four posts per week. Many of the discussion topics will be tied to the course readings/materials; as such, you will need to invest some time in these activities. Your posts can be of varying lengths. We encourage you to write at least 150 words or more in your typical discussion postings. Overall, we would like to see some lengthy, some average, and some short responses. Short means a few sentences. Simply posting terms such as “Yep” or “I agree” will not suffice as short replies. Also, there are some posts that we may designate as “REQUIRED.” In such cases, you will need to include that or those posts as part of your weekly minimum.

- **Deadline**
  - The deadline for original discussion posts is 11:59 p.m. MST every Tuesday.
  - Replies to team group or colleagues are due by 11:59 p.m. MST every Sunday.
  - Written assignments will have specific due dates and times and will be specified on the Course Calendar.
Leadership Café: Students must actively participate in online discussions and may visit a section established exclusively for them to share ideas. The Leadership Café (students only forum) is an online space where you can discuss ideas, ask questions, and share concerns with your peers. We are also here to help but also respect students’ rights to also work with peers without instructor input. If there is a topic that surfaces in the café and that needs to be addressed by us, please feel free to email either or both of the instructors.

Instructor's Online Presence: Like you, we are committed to this class and will be online DAILY. We check my UTEP email several times a day, so if you need to reach us and neither of us is online, please email us at: achaconsilva@utep.edu or setelless@utep.edu we are also available via telephone. If you want to reach either instructor on their personal phone, feel free to do so. However, student phone calls will only be accepted between the hours of 11:00 a.m. to 5:00 p.m. El Paso time. Finally, we will try to post replies to several folks each time we are online. Whether or not there is a reply, EVERY POST/COMMENT IS READ.

Plagiarism: Plagiarism means using someone else's work without giving that person direct credit. This includes using written text from any source or another's ideas. Academic dishonesty is an affront to the pursuit of knowledge and a student's integrity. Acts of plagiarism/academic dishonesty are serious and will be dealt with according to UTEP policy. Graduate students are expected to be cognizant of and adhere to university policies. If you have questions about what constitutes academic dishonesty, speak to me or refer to the UTEP Graduate Catalog or the APA Manual.

Assignments: It is expected that out-of-class written assignments will be typed (word processed – 12" font) using APA (6th ed.) format (Sample paper available at: https://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf), free of mechanical errors, and adhere to standards of professional writing. EVERY WRITTEN ASSIGNMENT WILL HAVE AN APA FORMATTED COVER PAGE WHICH INCLUDES THE AUTHOR(S) NAME(S). You should keep a copy of every assignment. Keep all returned assignments until your final grade is posted. Read assignment directions carefully, budget your time, and start early on each assignment so you are finished and have time to proofread and edit before due dates. This will allow you enough time to take your assignments through multiple drafts and to devote rigorous thought to them.

An assignment that does not adhere to the directions will not receive a passing grade. If you have any questions or if you do not know what any of the grading criteria please ask. We are available by e-mail almost anytime between 10:00 a.m. and about 5:00 p.m. and will respond as quickly as possible. We can and will respond much more quickly to e-mail inquiries than to telephone messages.
Special Help: Because this is a graduate-level class, you should possess those communication skills (reading, writing, listening, speaking, thinking, viewing, and visually representing) and computer skills that are necessary for you to express your thoughts in effective language and also complete and submit those assignments.

Disabled Student(s): If you have or believe you have a disability which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the Disabled Student Services Director. You may call 915.747.5148 visit them online at: www.utep.edu/dsso. Students who have been designated as disabled must reactivate their standing with the DSSO on a yearly basis.

Performance Assessments: To be eligible for a course grade, the student must complete all the requirements listed below.

- Read the textbooks and other assigned readings. Participate positively in all group and individual on-line activities.

- Grading Scale: A = 90-100% (excellent), B = 80–90% (superior), C = 70-79% (competent), D = 60-69% (below competent), F = 0-59% (failing).

Grades will be arrived by summing points earned on the following assignments:

<table>
<thead>
<tr>
<th>Activity or Assignment</th>
<th>Points available</th>
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<tbody>
<tr>
<td>Self-introduction</td>
<td>5</td>
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<tr>
<td>Online Quizzes (4) –worth 5 points each</td>
<td>20</td>
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<tr>
<td>Weekly Online discussion questions (5 points per week)</td>
<td>15</td>
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<tr>
<td>Learning enhancement activities</td>
<td>10</td>
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<td>Assignments (4):</td>
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<td>A1- Individually write a 1-2 page paper describing an experience you have had working in a Team Leadership position</td>
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<td>A2- 3-5 page Team-written paper based on the Children’s Boston Hospital case</td>
<td>10</td>
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<td>A3a- Write an individual Plan of Action for Coach P (The Army Crew team case)</td>
<td>5</td>
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<td>A3b- 2 page team written paper with a conclusion (The Army Crew team case)</td>
<td>5</td>
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<tr>
<td>A4 - 12 page final paper on team leadership written in teams, based on Gen Rebecca S. Halstead case</td>
<td>20</td>
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Total possible points 100
*All assignments will be assessed in relation to the depth and thoughtfulness of your work, the quality of your attendance, participation, preparation, and completion of all activities, and the quality and clarity of your writing. Unless otherwise stated, all assignments are due by midnight of the date indicated on the course calendar and should be submitted through Blackboard unless otherwise stated. A grade of “Incomplete” (I) will not be given unless documented evidence of inability to complete the course work is provided.

Wishing you the best,

areli chacón and steve telless