Building Effective Teams
Course Syllabus

Course Number and Name:	MGMT 510: Building Effective Teams
Course Instructor:	Professor Gregory Bigley, MBA, PhD
Quarter:	Autumn 2020
Grading:	Credit / No Credit

COURSE STRUCTURE AND CONTENT

The Canvas Website for this course contains the course structure and content information.

COURSE REQUIREMENTS

Class Participation
Participation points are gained according to the quality of your contributions to the class and your team. Completing the assigned work according to the course schedule (see Canvas) is essential. Some of the criteria used to assess the quality of your participation include:
- Have you completed the assignments?
- Do your contributions show evidence of appropriate, insightful analysis of the case or issue?
- Are your comments relevant to the class discussion?
- Do you listen well? Can you play off of the comments of others?
- Are you willing to test new ideas? Or are all of your comments "safe"?
- Do you work well with teammates during team projects?

Team Projects
The course consists of the two main team projects listed below. Directions will be communicated via Canvas.

1. **"Who Are We?" Team Exercise**

2. **Team Charter Exercise**

GRADING INFORMATION

Information about Assignments
Descriptions and instructions, including rubrics and deadlines, for each assignment will be posted in Canvas.

Late or Missed Assignments
Notify the instructor BEFORE an assignment is due if an urgent situation arises and the assignment cannot be completed by the due date. Published assignment due dates (Pacific Standard Time—PST) are firm. Please follow the appropriate University policies to request an accommodation for religious observances.

Graded Activity Overview

Activity	Points
Participation Participation points are gained according to the quality of your contributions to the class and your team. The course provides a wide variety of participation opportunities, including (but not limited to) the ones listed below. Team or Random Group • Group Discussion: Technology Platform Lessons and Questions • **Team Answers to the Satera Team Case Questions** • Overall contribution to Zoom team and random group breakout activities Individual • Write-up About a Previous Group Experience • Individual Write-up: Technology Platform Lessons and Questions • Overall contribution to Zoom class activities	40
Projects • "Who Are We?" Team Exercise (20 pts) • Team Charter Exercise (40 pts)	60
Total	100

Students must earn 75 points to receive credit for the course.

Incompletes
An incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished sufficient proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

How does the Honor Code apply to my work in this course?
Unless otherwise indicated, the work you turn in should be your own. Besides working with teammates and classmates according to assignment directions, please do not seek or consider outside sources of information in preparing deliverables for the course. This includes students currently or formerly enrolled in the course as well as others outside Foster.

Zoom Class Attendance
Student participation in the Zoom class plays a vital role in the learning experience. Consequently, punctual and regular attendance are crucial. Undocumented absences are not acceptable.

GENERAL COURSE POLICIES

Academic Integrity and Student Conduct
This program employs the principles and procedures espoused by the [University of Washington Community Standards and Student Conduct guidelines](#) to maintain academic integrity in the course. The Code establishes the expectation that students will practice high standards of professional honesty and integrity.

In particular, implementation of the Code at the Foster School of Business prohibits cheating, attempted cheating, and plagiarism—including improper citations of source material—as it pertains to academic work. Suspected violations will be handled in compliance with the [University of Washington Student Conduct Code](#) as outlined in [Washington Administrative Code 478-121](#).

Copyright
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Access and Accommodations
If you have already established accommodations with Disability Resources for Students (DRS), please communicate your approved accommodations to the course instructor at your earliest convenience so that reasonable accommodations can be established.

DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s), and DRS. It is the University of Washington's policy and practice to create inclusive and accessible learning environments consistent with federal and state law.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DRS at:

    Website: http://depts.washington.edu/uwdrs/
    Guide: Getting Started / Accessing Resources
    Email: uwdrs@uw.edu
    Phone: 206-543-8924
    Fax: 206-616-8379

Course Evaluation
Course evaluations will be administered toward the end of the quarter during a predetermined period. Students will have 24 hours to complete their course evaluation, which is delivered digitally from the UW Office of Educational Assessment.

All evaluations are anonymous and used to improve the course, and are included in a faculty member's annual review. It is vital to complete the evaluations and provide your honest assessment both in the quantitative and qualitative measures.

Network Use Policies
Please read the University of Washington's Student Use of UW Computing Resources Policy.

Syllabus Purpose and Disclaimer:

This syllabus serves as a guideline for what to expect in this class and an implicit agreement between the instructor and the student.

Every effort will be made to avoid changing the course schedule, but adjustments may be necessary to accommodate errors, omissions, or unforeseen events (such as weather events).

If changes must be made to the syllabus, students will be informed during class, on the course website, and via email. It is your responsibility to be aware of any changes. So please check your email and the course site often.