

## Syllabus for WORK 227 – Team Building

<b>Semester and Year</b>	Fall 2018	
<b>Course ID and Section #</b>	WORK 227 (E6776)	
<b>Instructor's Name</b>	Deva Richards	
<b>Day and Time</b>	T/Sat/Sun 6:30-9:30 p.m.	
<b>Location</b>	Humboldt County Correctional Facility, Eureka, CA	
<b>Number of Credits/Units</b>	This is a non-credit course.	
<b>Contact Information</b>	<i>Office Location</i>	N/A
	<i>Office Hours</i>	N/A
	<i>Phone Number</i>	N/A
	<i>Email Address</i>	deva-richards@redwoods.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	<i>The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making (5<sup>th</sup> edition)</i>
	<i>Author</i>	Susan M. Johnston
	<i>ISBN</i>	9780134051512
<b>Course Description</b>		
<p>An introduction to workplace teamwork and team building strategies. Students will learn to recognize various personality and how the strengths and weaknesses impact a team. Guided classroom activities will build skills in effective team work and team management.</p>		
<b>Student Learning Outcomes</b>		
<ol style="list-style-type: none"> <li>1. Analyze the influence of different personalities in the workplace.</li> <li>2. Define the characteristics of an effective team.</li> <li>3. Evaluate common team problems and discuss methods to solve them.</li> </ol>		
<b>Special Accommodations</b>		
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
<b>Academic Support</b>		
<p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more.</p>		
<b>Academic Honesty</b>		
<p>In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases,</p>		

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where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>, and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

### **Disruptive Classroom Behavior**

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500.

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### **Emergency Procedures for the Humboldt County Correctional Facility**

Roving officers will escort all visitors out of the building using the appropriate evacuation routes. The roving officers will verify the visitor's identification prior to letting them out of the facility. For more detailed information, please refer to the Emergency Procedures of the Humboldt County Correctional Facility.

### **Course Details**

This is a non-credit course. Assignments will be graded accordingly; a final grade of "satisfactory" may be awarded to students who attend class, participate, and complete the homework.

**Attendance:** Attendance will be taken at every class, and students will only be marked present for the portion of the class they attend.

**Participation:** To be successful, students must participate. Participation means showing up to class on time with all necessary materials, and staying until the end of class. Participation also means contributing to class discussions, engaging in class activities, and completing assignments by their stated deadlines.

**Homework:** One hour of homework is a required part of this course.

**Prerequisites/Corequisites:** None

**Canvas Information:** N/A

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### Course Calendar

**Day 1:** Introduction to the topic; establish learning goals; define and analyze characteristics of an effective team and barriers to effective teamwork; define and analyze personality types and their effects on a team; case studies and other practice exercises related to the day's topics.

**Day 2:** Student self-reflection on their own personality type and its effects on team work; brainstorm and discuss ways to overcome barriers to effective teamwork; analyze formal strategies for effective teamwork and troubleshooting techniques for teamwork breakdowns; case studies and other practice exercises related to the day's topics.

**Day 3:** Case studies and other practice activities related to the class topic; class review and wrap-up; summative assessment, including required assessment of SLO#1 – Analyze the influence of different personalities in the workplace.

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