



Team Management
BQM 310
Southwestern College Professional Studies

COURSE SYLLABUS

I. Course Catalog Description

This course examines teams and the impact of self-directed teams on continuous improvement. The focus will be on viewing the organization as a series of interactive teams with emphasis on the skills and knowledge essential to organizing teams, evaluating data, measuring progress, plotting accomplishments, and developing empowered teams.

II. Required and Supplementary Instructional Materials

Thompson, L. L. (2014). *Making the team: A guide for managers* (5th ed.). Upper Saddle River, NJ: Pearson Education.

Clemons, D., & Kroth, M.S. (2011). *Managing the mobile workforce: Leading, building, and sustaining virtual teams*. New York: McGraw-Hill.

III. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each course and each [undergraduate](#) and [graduate](#) program of study, as well as [institution-wide outcomes](#) related to the mission and vision of the college. Outcomes can help learners and instructors focus on the big picture of the learning experience and can help inform potential employers about a graduate's knowledge and skills.

Upon successfully completing this course, the learner will be able to:

- Recognize and convey the basic concepts required for the management of effective teams.
- Describe and explain the underlying theoretical research and the basic body of knowledge related to team management.
- Evaluate and apply the principles of effective team management.
- Analyze team environments and contexts, and formulate strategies for effective team management.
- Design and develop strategic plans for team projects.
- Demonstrate critical thinking and ethical reasoning through consideration and application of appropriate and effective team management approaches under difference conditions and in varied environments.

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

IV. Course Policies

Students are expected to read and abide by the course policies found in the instructor-specific syllabus located in the Blackboard course.

V. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Discussion Board – 50 points each	6	300	30%
Topic Paper – 100 points each	5	500	50%
Final Project – 200	1	200	20%
Total Points		1,000	100

VI. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> Click the Start Here link, review the section, and become comfortable navigating the course Read <i>Thompson</i>, Chapters 1-2 and PPTs Read <i>Clemons & Kroth</i>, Chapters 1-2 Review lecture “Rumsfeld’s Rules for Picking People” Participate in the Collaborate session or review the recording 	<ul style="list-style-type: none"> Unit 1 Topic Assignment - Types and Performance Rating of Teams Unit 1 discussion
2	<ul style="list-style-type: none"> Read <i>Thompson</i>, Chapter 3 and appendices 1-4 and PPTs Read <i>Clemons & Kroth</i>, Chapters 3-4 Review lecture “Nurturing the Quiet” 	<ul style="list-style-type: none"> Unit 2 Topic Assignment - Managing Meetings and Rater Bias Unit 2 discussion
3	<ul style="list-style-type: none"> Read <i>Thompson</i>, Chapters 4-6 and PPTs Read <i>Clemons & Kroth</i>, Chapters 5-6 Listen to the lecture “Leadership by Design” Participate in the Collaborate session or review the recording 	<ul style="list-style-type: none"> Unit 3 Topic Assignment - Building and Designing a Team Unit 3 discussion
4	<ul style="list-style-type: none"> Read <i>Thompson</i>, Chapters 7-9 and PPTs Read <i>Clemons & Kroth</i>, Chapters 7-8 Review lecture “Beware Group-Think” 	<ul style="list-style-type: none"> Unit 4 Topic Assignment - Decision Making Pitfalls Unit 4 discussion
5	<ul style="list-style-type: none"> Read <i>Thompson</i>, Chapters 10-11 and PPTs Read <i>Clemons & Kroth</i>, Chapters 9-10 Review lecture “The POSLC Approach” 	<ul style="list-style-type: none"> Unit 5 Topic Assignment - Social Media and Networking Unit 5 discussion
6	<ul style="list-style-type: none"> Read <i>Thompson</i>, Chapters 12-13 and PPTs Read <i>Clemons & Kroth</i>, Chapter 11 Review Lecture – “Gorzynski on Strategic Thinking” Participate in the Collaborate session or review the recording 	<ul style="list-style-type: none"> Final Project – Planning, Creating, and Implementing a Mobile Team Unit 6 Discussion

VII. Other Policies and Requirements

Follow this link to the Southwestern College Professional Studies [Standard Syllabus](#) in Blackboard. You may be required to log in.