

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

MGT5620.E1 Teams & Technology
WINTER 2018

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT5620.E1 Teams & Technology
Level: Graduate
Beginning Date of Session: Saturday, December 2, 2017
Ending Date of Session: Thursday, February 22, 2018

Holiday Break: Tuesday, December 19, 2017 through Monday, January 1, 2018
Student access available to the Student Portal: Saturday, December 2, 2017.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

CAVEAT: No graduate credit will be awarded if MGT4620 has been successfully completed.

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Virtual Teams: Mastering Communication and Collaboration in the Digital Age
Author: Terri R. Kurtzberg
Publisher: Praeger
Year Published: 2014
Edition: 1st
ISBN: 10: 1440828377 or 13: 978-1440828379
Price: Available at <http://amberton.ecampus.com>

Title: The Virtual Manager Collection (3 Books)
Author: Harvard Business Review
Publisher: Harvard Business Review Press
Year Published: 2016
Edition: 1st
ISBN: 10: 163369237X or 13: 978-1633692374
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Understanding the history of teamwork and its value within organizations. **(Readings)**
- Understanding the role of virtual teams in organizations. **(Readings)**
- Defining the difference between traditional face-to-face teams versus virtual teams. **(Written Assignment)**
- Understanding how to form a virtual team. **(Team Project)**
- Understanding the challenges of managing a virtual team. **(Readings, Team Project)**
- Understanding how to conceptualize organizational needs in relation to virtual teams. **(Written Assignment)**
- Defining team trust. **(Discussion Board, Written Assignment)**
- Understanding how to manage and build team trust. **(Team Project)**
- Understanding how personality type affects team communication. **(Readings, Team Project)**
- Understanding the need to manage virtual team technology efficiently. **(Team Project)**
- Understanding the issues of privacy and respect. **(Readings, Written Assignment)**
- Understanding ethics within a virtual team. **(Discussion Board)**
- Understanding external and internal boundaries of a virtual team. **(Readings, Team Project)**
- Understanding the need for relationship building within virtual teams. **(Team Project)**
- Understanding the importance of effective communication within virtual teams. **(Written Assignment, Team Project)**
- Understanding individual team member skills and how they affect the team. **(Readings, Written Assignment, Team Project)**
- Exploring the future of virtual teams. **(Readings, Discussion Board)**

COURSE POLICIES:

- Read and complete all assignments by the scheduled due date. An assignment submitted after the due date will be assessed a penalty of 5% for each day it is late. Work submitted more than one week after the scheduled due date will NOT be accepted.
- All assignments are due at 10pm, Central Standard Time.
- Assignments may be submitted early, but no more than two (2) may be submitted in any one-week.
- When submitting an assignment, please include YOUR NAME, MGT5620.E1, and the assignment number on the first page of the assignment. All assignments must be submitted through the Moodle Portal/Assignment Drop Box.
- There are no extra credit assignments available in this course.
- Do not plagiarize. Please read the section on Academic Honesty/Plagiarism.

- The **last** day to submit assignments is **Sunday, February 18th, 2018**.

Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

COURSE OUTLINE AND CALENDAR:

Week	Topic(s)	Assignment	Readings	Competencies
1	An Introduction to Virtual Communication	Class Introductions	Chapters 1-4 in Virtual Teams, Mastering Communication and Collaboration in the Digital Age	1,2,3
2	An Introduction to Teamwork and Virtual Teams	Discussion #1 Orientation Quiz DUE Assignment #1 DUE	Chapter 5 in Virtual Teams, Mastering Communication and Collaboration in the Digital Age Pages 1-46 in Virtual Collaboration	4,5
3	Building a Successful Virtual Team	Discussion #2	Pages 1-70 in Leading Virtual Teams	6,15,17
4	Building Trust and Leading Virtual Teams	Assignment #2 DUE	Chapter 6 in Virtual Teams, Mastering Communication and Collaboration in the Digital Age	7,15,16,18
5	Leading a Successful Virtual Team	Discussion #3	Chapter 8 in Virtual Teams, Mastering Communication and Collaboration in the Digital Age Pages 71-104 In Leading Virtual Teams	8,9,10
6	Virtual Team Performance	Assignment #3 DUE Discussion #4	Chapter 7 in Virtual Teams, Mastering Communication and Collaboration in the Digital Age Pages 89-106 in Virtual Collaboration	1,6,11
7	Decision Making in Virtual Teams	Discussion #5	Chapter 9 in Virtual Teams, Mastering Communication in the Digital Age Pages 47-88 in Virtual Collaboration	4,6,14
8	Facilitating Virtual	Assignment #4 Case	Chapter 7 in Virtual Team	7,8

	Team Meetings	Study (Includes Online Collaboration)	Success Pages 1-96 in Running Virtual Meetings	
9	Cross-Cultural Complications in Virtual Teams, Ethics, Privacy	Discussion #6 Final Course Discussion	Chapter 10 in Virtual Teams, Mastering Communication and Collaboration in the Digital Age	9,10,11,13,14
10	Lessons for the Future	Assignment #5 Self- Assessment Exercise DUE * ALL CLASS DISCUSSIONS WILL CLOSE *	N/A	12,13

GRADING CRITERIA:

Orientation Quiz (5%)

This short orientation quiz covers the important components of the syllabus and is due by Saturday, December 9th, 2017.

Assignment 1, Written Assignment (15%)

The written assignment will be due by Sunday, December 10th, 2017.

Assignment 2, Virtual Team Assignment Part I (15%)

The written assignment will be due by Sunday, January 7th, 2018.

Assignment 3, Written Assignment (15%)

The written assignment will be due by Sunday, January 21st, 2018.

Assignment 4, Paper/Virtual Team Project Part II (Includes online collaboration) (30%)

This assignment will be due by Sunday, February 11th, 2018.

Assignment 5 (5%) Self-Reflection Assignment

This self-reflection exercise will be due on Sunday, February 18th, 2018.

Class Participation (15%) – Discussion Comments Please expect to see six separate discussion points this session. Your answers should be approximately 250-300 words in length. You are not required to comment on the other students' answers. You are only required to comment on the original question one time. However, if you want to chime in on what your fellow students have to say, it most certainly makes for a more interesting online discussion.

These discussion questions will be graded as follows:

6/6 comments = 100%

5/6 comments = 85%

4/6 comments = 65%

3/6 comments = 50 %

2/6 comments = 35%

1/6 comments = 15%

The deadline to submit your responses is Friday, February 16th, at midnight for all discussion threads.

GRADING CRITERIA:

Orientation 5%

Assignment 1 Written Assignment 15%

Assignment 2	Virtual Team Project Part I 15%
Assignment 3	Written Assignment 15%
Assignment 4	Paper/Virtual Team Project Part II (includes online collaboration) 30%
Assignment 5	Self-Assessment Assignment 5%
Class Participation	Discussion 15%

The following grading scale will be used for this course:

Graduate:

92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student’s address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An “I” (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an “I” be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An “I” which is not properly removed within 30 days following the session enrolled will become an “F” grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the “Schedule of Classes” (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton’s distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files

- Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

COURSE EVALUATION:

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:

Online research resources are available through "Research Tools Database", accessible through the Student Portal. (For additional assistance, students may access the "Research Tutorials" link located in the General Tools area on the Student Portal.) Access the Portal by clicking "Student Portal" from the University's website. You must know your Amberton ID to access the Portal.

Library Live Chat Feature

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html