AGRICULTURAL
EDUCATION AND
COMMUNICATION

Communication and Leadership in Groups and Teams
AEC 4434, Secs 4REC, UFO3, SPEC
Spring 2024- 3 credit hours, online

Instructor

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Teaching Assistant

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Class Times	Location
N/A, these sections are delivered online	Course facilitated via Canvas

Course Description

This course focuses on leadership and communication in groups and teams. Topics include: what makes effective groups and teams, processes of groups and teams, relationships of members, and improving group/team performance.

Course Objectives

Learners will be able to:

1. Describe effective leadership and membership in groups and teams.

2. Explain group communication strategies and techniques.

3. Determine group and team processes, including how they function, influences, and the stages of development.

4. Analyze problems associated with working in a group or team.

5. Evaluate group and team performance, examine effectiveness of a group or team, and identify ways to improve performance.

Requirements

Textbook:

There are no required textbooks for this course. The following texts are recommended as references. Lesson material is primarily drawn from the recommended texts.

Levi, D. (2014). *Group dynamics for teams (4th Ed).* Sage.

Griffith, B.A. and Dunham, E.B. (2015). *Working in teams: Moving from high potential to high performance.* Sage.

Franz, T. M. (2012). *Group dynamics and team interventions: Understanding and improving team performance.* Wiley-Blackwell.

Additional readings and materials may be provided on Canvas.

Technology:
To succeed in this course, you must have access to the following technology:
- Desktop Computer or Laptop
  - Audio Capabilities
  - Webcam and Microphone for synchronous sessions
- Microsoft Word - Microsoft 365 basics video training
- Adobe Reader - Acrobat tutorials
- Zoom - Zoom Privacy Policy
- Internet Connection with access to Canvas
  - Canvas is the course management system at the University of Florida in which students will find course content, links to video lectures, assignments, quizzes, discussions, and grades. The use of this system will vary by instructor, but the following videos describe the most common tools in Canvas. The full student guide is provided if you have additional questions.
  - View Canvas Privacy Policy
- **Web Browser - Chrome** is the preferred browser for Canvas. If you do not have Chrome, you can download it.
- University of Florida Email
  - Students are expected to check their my.ufl emails daily. View the Student Computing Requirements page for information on technology requirements and expectations.

Prerequisite Knowledge:
Learners may benefit from a general understanding of leadership concepts, but no previous knowledge is required.

Minimum Technical Skills:
Minimum technical skills required:
- Proficiency in utilizing Canvas and navigating the internet effectively.
- Competence in using email for communication purposes, including sending and receiving messages and managing attachments.
- Familiarity with commonly used word processing applications (such as Microsoft Word or Google Docs), including the ability to create, edit, and format documents.
- Basic computer skills, including understanding fundamental operations like file management, using menus and toolbars, and navigating between different applications.

o   Ability to perform online research using a variety of search engines and library databases.

Instructor Response & Feedback

The instructor and TA(s) are committed to responding to your Canvas messages **within 24 hours** when feasible during the work week, Monday through Friday, *except holidays*. Please be aware that messages sent after 4:30pm will be responded to the following workday. Dr. Greenhaw also holds office hours each week in person and via Zoom, as noted in the Contact section above. Our goal is that major assignments will be graded, with *meaningful feedback* provided, **within one week of their submission**.

Assignments

Assignment Points & Explanation:

Summary

Assignment Title	Points Available	Points Earned	Running Total
Team Project (250)			
• Team Launch & Social	20		
• Team Contract	25		
• Team development reports (2 * 25ea)	50		
• Project & Presentation	75		
• Team Evaluations	30		
• Peer Team Learning reflection	50		
Exam 1	50		
"Reel" life: Analysis of a Team in Film	100		
Learning Exercises	100		
Exam 2	50		
Total	550		

ALL ASSIGNMENTS DUE ONLINE BY 11:59PM unless noted otherwise.
As the title indicates, this is a class about TEAMs, so you will complete a team-based project over the course of the semester. Assessment of learning will be conducted through both team and individual assignments.

Please note ALL assignments have full descriptions and rubrics at their corresponding assignment links on Canvas with more information! Please refer to those specifications and grade expectations when completing assignments.

Team Launch and Social Activity (individual submission)
Your primary goal is to learn to communicate in and lead a team during the completion of this project. Teams develop many of their processes and norms early on, in the Forming stage. To facilitate this, your team will complete a launch activity and have a "team social." This event is intended to be an opportunity to break the ice, get to know one another on a

personal basis, talk about work habits, hobbies, interests, and goals, etc. Each team member will <u>submit their own paper</u> describing the team's interactions, personal expectations, and outcomes of the launch and social. **A photograph of the entire team should be included.**

Team Contract (team submission)
A template for the team contract will be provided on whiteboard. This living document formalizes team members' roles and responsibilities, clarifies team norms and ground rules, confirms shared expectations and goals, and serves as your checks and balances for team contribution. Each team member must provide a unique contribution to the project and agree to evaluation measures and a termination clause.

Team Progress Reports (team submission, with individual contribution)
Team progress reports are an opportunity for learners to evaluate how their team is developing and progressing on their project. Together, teammates will assess their progress toward their project goals and their interpersonal interactions and development as a team.

Team Project and Presentation (team submission)
Each team will complete a project, with tangible outcomes. At the conclusion of the semester, teams will deliver a presentation that highlights their outputs and describes how the team used teamwork to complete the project and applied concepts from class. Additionally, the team will provide a brief analysis of their work and recommendations based on their learning and experience. The presentation should be between 5-8 minutes. Be creative, capture attention, and communicate clearly.

Teammate Evaluations (individual submission)
Learners will complete three evaluations of themselves and their teammates. This provides a way to monitor and evaluate individual contribution to the development of the team and the project. It is also a way to provide feedback throughout the semester to improve motivation and performance. Each learner will receive the average score assigned to them by their teammates based on a rubric provided. Only the final evaluation will count toward learners' final grade.

Peer Team Learning Reflection (individual submission)
Learners will watch project presentation(s) of other teams and reflect on their overall learning, including similarities and differences between their team experience and others'.

"REEL" life team analysis (individual submission)
Learners will watch a film and analyze the team in the film, focusing on specific course concepts.

Learning Exercises (LE) (individual submission)
Most modules include learning exercises. Throughout the semester, these will be graded only as complete/incomplete. At the conclusion of the semester, learners who have completed at least 90% of the learning exercises will receive 100 points. Learners who have completed less than 90% of the exercises will receive the percent of points based on the percent of learning exercises they completed. For example, if a learner completed 70% of the learning exercises, they will receive 70/100 points. Partially completed learning exercises will be marked as "incomplete".

Exams (individual submission)
Two exams will allow students to demonstrate their understanding and application of course content.

Course Grading:
Please note final course grades are based on **points** not **percentages**.

Grading Scale

A: 511 - 550 pts	B+: 473 - 494 pts	C+: 418 - 439 pts	D+: 363 - 384 pts	E: 329 and Below
A-: 495 - 511 pts	B: 456 - 472 pts	C: 401 - 417 pts	D: 346 - 362 pts	
	B-: 440 - 455 pts	C-: 385 - 400 pts	D-: 330 - 345 pts	

Further information about UF grading policies can be found here:
https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Academic Integrity

UF's Academic Honesty Statement:
As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: ***"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."*** You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: ***"On my honor, I have neither given nor received unauthorized aid in doing this assignment."***
It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g., assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court. **It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code.** Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: UF Student Code of Conduct Webpage.

Plagiarism:
Plagiarism includes taking **verbatim phrases of *just a few words*** without permission or full attribution. It includes ***quoting too much*** from your sources, thereby substituting their expression for your own, or quoting too much from one source, effectively taking more than a *fair use* of their work. **Over quoting (direct quotes)** comprising more than 10% of any assignment will be considered plagiarism. Plagiarism includes ***unique expression***, which can be a phrase of a few words or a simple moniker. Our writing is mostly *our own expression*. When writing for science and business, we base our work on **facts** obtained from a variety of **credible sources.** We give credit where it is due. We **cite our sources** so others can access the information we present. When appropriate, we very carefully,

ethically, and lawfully use others' expression of that information. We obtain permission to use our sources' expression or give full credit for a *limited, fair use,* including direct quotes.

Attendance Policies

This section of the course is delivered asynchronously online, thus there are no attendance requirements. However, it is strongly encouraged for learners to meet synchronously with their teammates throughout the semester and with the instructor as necessary. Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: UF Attendance Policies..

Institutional Policies

Recording Statement

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another
student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code. UF IN-CLASS RECORDING

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate. UF ACCEPTABLE USE POLICY

Course Evaluations

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the

quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email, they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at: https://gatorevals.aa.ufl.edu/public-results/

Student Services

Health & Wellness

- U Matter, We Care
  - If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center
  - Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.
  - Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students.
- Student Health Care Center
  - Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.
- University Police Department
  - Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).
- GatorWell Health Promotion Services
  - For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

Academic Resources

- E-learning technical support
  - Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- Career Connections Center
  - Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- Library Support
  - Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center
  - Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- Writing Studio

- o 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- Student Complaints On-Campus
  - o Visit the Student Honor Code and Student Conduct Code webpage for more information.
- On-Line Students Complaints
  - o View the Distance Learning Student Complaint Process.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, UF Disability Resource Center.

Canvas Accessibility Standards

Zoom Accessibility Information

Course Schedule*:
*This is a <u>tentative</u> schedule subject to changes as necessary.

Week/ Module	Topic	Assignments (A) & Learning exercises (LE)
1. 1/8-1/12	Introduction to the course	Practice LE: Quiz Practice LE: Contact instructor
2. 1/16-1/19	Groups versus Teams & Team Success	LE: Discussion board on reading
3. 1/22-1/26	Team Development Models & Teamwork Competencies	LE: TeamUp Self-assessment LE: Student intro slide & flip video
4. 1/29-2/2	Team Design	LE: Select "ideal team"
5. 2/5-2/9	Team Launch & Team Beginnings	A: Team launch & social reflection (due 02/16)
6. 2/12-2/16	Team Processes & Team Project	A: Begin draft of team contract
7. 2/19-2/23	Exam 1	
8. 2/26-3/1	Team Communication	LE: Reflection on team communication A: Team contract (due 3/1)
9. 3/4-3/8	Team Actions	LE: Whiteboard Decision-making, "sinking ship" A: Team progress report 01 (due 3/8) A: Teammate Evaluation 01 (due 3/8)
3/11-3/15	SPRING BREAK	
10. 3/18-3/22	Team Interactions	LE: 1-pager on motivation theory A: REEL Life paper (due 3/22)
11. 3/25-3/29	Teamwork Challenges	LE: Conflict grid questionnaire LE: Small group discussion on conflict scenarios A: Teammate Evaluation 02 (due 3/29)
12. 4/1-4/5	Project Work Week	A: Team Progress report 02 (due 4/5)
13. 4/8-4/12	Team Learning & Adaptation	A: Project presentations (due 4/12)
14. 4/15-4/19	Project Presentations	A Peer team learning reflection (due 4/19) A. Teammate Evaluation 03 (due 4/19)
15. 4/22-4/24	Exam 2	