



## **AEC 4434 – Communication and Leadership in Groups and Teams**

### **Agricultural Education and Communication**

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#### **Course Time:**

Thursday 4 p.m.-5 p.m.

#### **Course Description:**

This course is designed to examine leadership as it relates to group and team behavior. Topics will focus on: components of a group and team, relationships of group and team members, effectiveness of groups and teams, communication in groups and teams and leadership of groups and teams. This course is designed for all students who are interested in positions of leadership and who want to learn more about making the groups and teams they work with and lead more effective.

Given their participation in this course, students should have a greater ability for influence, change management, and team dynamics within the contexts of transformational organizational practice.

#### **Course Objectives:**

The general objectives of this course are to:

1. Describe effective leadership and membership in groups and teams.
2. Examine group communication strategies and techniques.
3. Determine group and team processes, which include 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, which includes examining effectiveness of a group/team and ways to improve performance.

#### **Course Textbooks Required:**

Lencioni, P. M. (2002). *The five dysfunctions of a team: A leadership fable*. San Francisco, CA: Jossey-Bass. \*\*\*\**This will be supplied in PDF form, but if you would like to purchase a book, feel free.*

## **E-Learning:**

All students are expected to check Canvas (<http://lss.at.ufl.edu>) on a regular basis. Please ensure that you have access to this service. Additional handouts, readings and supplemental material will be housed on Canvas, this includes your grades.

## **Course Expectations:**

First and foremost, this class should be fun and enjoyable! With that, this is an interactive class with a high level of student engagement – you must participate. This course is pragmatic in its approach and it is one that you will find useful in your future contacts and work with people.

Attendance is mandatory and recorded. It is up to you to attend class and make the most of it. There will be no late assignments allowed that are unexcused. All assignments are due by the date listed in the syllabus and course outline. Following an excused absence students may turn in late work without penalty within 3 business days of the absence. For non-university excused absences, late work will be accepted up to 3 class days past the due date and will be penalized 10%/day. The instructor must be notified at least 2 weeks in advance for Examinations requiring rescheduling.

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.

As part of this course and a citizen of the UF Community, you will be requested to complete a course evaluation at the end of the semester. You will be provided in-class time to complete this evaluation, as it is that important to the functioning of a good strong curriculum.

## **Expectations for Writing:**

In all courses in the Department of Agricultural Education and Communication's Communication and Leadership Development (CLD) specialization, the following **writing standards** are expected to be followed, unless otherwise specified for a particular writing assignment. Not following these writing standards will result in substantially lower grades on writing assignments.

- Proper grammar and punctuation are mandatory.
- Proper sentence structure is required. This means...
  - Not using “tweet-talk” in your assignments.
  - Making sure that your sentences have a subject, verb, and (when needed) an object.
  - Not having sentence fragments.
  - And anything else that would pertain to “proper sentence structure.”
- No use of first person (I, me, my, mine, our) unless denoted within the assignment rubric.
- No use of contractions.
- Good thoughts/content throughout the writing assignment.
- For assignments that require citations, use American Psychological Association style. Proper APA citation and reference document is expected.
- For assignments that are more reporter-style articles (news stories, news releases, public relations writing), you are expected to follow Associated Press Style, as discussed in AEC 4031.

If you are afforded the opportunity to resubmit an assignment you may do so only after visiting the UF Writing Studio. You must provide documentation of the visit with your resubmitted assignment.

“Our appointment schedule is now online, and you can make your own appointments. Go to [tutortrac.clas.ufl.edu](http://tutortrac.clas.ufl.edu), and log on with your GatorLink username and UF ID. You can make a maximum of one appointment per day, and two per week. Remember to bring a PAPER COPY of your document when you come in for an appointment. If you need to speak to us, our office phone is (352) 846-1138.”

### **Academic Honesty**

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 academic misconduct to appropriate personnel. 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: <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

### **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.

### **Campus Helping Resources**

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. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,*  
[www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)  
Counseling Services  
Groups and Workshops  
Outreach and Consultation  
Self-Help Library  
Training Programs

Community Provider Database

- *Career Resource Center*, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)

**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, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

**Other Issues:**

Please see the University of Florida Student Guide (<http://www.dso.ufl.edu/studentguide>) for specific questions concerning your college experience.

**Grade Breakdown:** Please note grades are based on points not percentages. For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

A: 465 - 500 pts	B+: 435 - 449 pts	B-: 400 - 414 pts	C: 365 - 384 pts	D+: 335 - 349 pts	D-: 300 - 314 pts
A-: 450 - 464 pts	B: 415 - 434 pts	C+: 385 - 399 pts	C-: 350 - 364 pts	D: 315 - 334 pts	E: 299 and Below

**Grade Record:**

Assignment	Due Date	Points Available	Points Earned
Class Exercise and Reflection	Varies	100	
Exam 1	10/9	100	
Exam 2	11/28	100	
Critique 1	10/31	100	
Critique 2	11/7	100	

Progress Reports	Varies	50
Team Presentation	11/28	100
Team Member Evaluation	12/5	50
Attendance	N/A	50
<b>TOTAL POINTS</b>		<b>750</b>

**Assignment Descriptions:**

**Attendance/Participation: 50 points**

The course is designed to encourage active learning, therefore being present in class is extremely important. Students will receive points for showing up to class prepared to discuss the core concepts and theories presented, and providing examples that illustrate original and critical thought.

**Examinations: Both are worth 100 points**

There are two exams during the semester. Each is designed to measure the mastery of content between the beginning of class and each examination point (non-cumulative). You will be required to bring a number 2 pencil on test days. Make-up exams are only permitted with a University-excused absence, documented medical illness, or as pre-arranged with the instructor. **Notification for scheduled absences is required 2 weeks in advance.**

**Team Project (Total number of points for Progress Report, Team Presentation and Team Member Evaluation = 200 pts)**

Since this is a class on teams, there will be a “team” assignment. You will be assigned to a team of members of both this class and the *Groups and Teams class* in Plant City. The class project will be explained in much more detail in week 2 of class. However, for grading purposes here is what you will be graded on for the Team Project:

**Progress Reports**

Each individual will be required to turn in two progress reports during the semester to discuss how the project is going and how the team is working together. Criteria for these progress reports will be shared prior to the first due date. Each report is worth 50 points and should be two pages in length.

**Team Presentation**

This presentation offers each team the opportunity to share their accomplishments dealing with their project. The presentation should reflect professionalism and the efforts of the entire team. Areas of the presentation will be discussed during project overview in week 2.

Presentations should be 10 – 15 minutes in length and incorporate any audio-visual aids that support the presentation.

**Team Member Evaluation**

Part of your final grade for the team assignments will be assigned by your teammates. Because each individual is responsible to a team—it will be up to members of the team to determine how effective (or not) each member was in fulfilling their responsibilities to their team.

### Critiques

Class members will be responsible for writing two critiques on the leadership they observe in the teams. These critiques will be on the following:

Critique #1 – (**Not based on the team for this class**) Observe leadership in groups and teams in popular culture or in person. For this assignment, watch at least a one-hour television program (or movie) which features a group/team (e.g., Grey's Anatomy, Survivor, etc.). This critique should be two to three pages in length and should have a brief synopsis (a paragraph or two) of the show at the beginning. In the body of the critique you should write about what your observations on leadership, member behavior, problems within the group/team and the outcomes of the group/team. Using what you have learned in your readings, your experience and knowledge and diagnose the problems of the group/team.

This critique will be worth 40 points.

Critique #2 – Based on your team for this class, what are your observations on leadership, member behavior, problems within the group/team and the outcomes of the group/team. Using what you have learned in your readings, your experience and knowledge and diagnose the problems of the group/team.

This critique should be two to three pages in length and will be worth 40 points.

### **Class Exercise and Reflection (10 @ 10 total points each = 100 points)**

At designated times throughout the semester you will be placed in teams to engage in a team activity.

These will not be your overall team for the project but will be a consistent in class team. The activity will be worth 5 points and the reflection posted after the course will be worth 5 points.