

Communication and Leadership in Groups and Teams AEC 4434

Fall 2024, T/R Section 0054, Class Number 21569 - 3 Credits

Instructor

Dr. Laura Greenhaw
Assistant Professor, Agricultural Leadership
Email: laura.greenhaw@ufl.edu
Tuesday 2:00 – 4:00pm or by appointment.

Weekly office hours will be conducted in person AND via Zoom. You are welcome to come to my office or log on to the recurring Zoom meeting to talk with me!

Meeting URL: <https://ufl.zoom.us/j/9901580822>
Meeting ID: 990 158 0822
Passcode: greenhaw

Teaching Assistants

Rachel Biderman
Taylor McKinney

Class Times

Tuesday 12:50 pm – 1:40 pm (6 period)
Thursday 12:50 pm – 2:45 pm (6-7 period)

Location

Rolfs 0115

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

The general objectives of this course are 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.

Course Expectations

The best way to get the most out of class is to show up and engage! This course is designed to be interactive, participatory, fun, and pragmatic. So, the time you invest here should be enjoyable, but more importantly, useful in your future career and interactions with others. It might even help you in other classes as you navigate working with peers!

Please note that class sessions will NOT be recorded or made available virtually. In addition to consistently attending class sessions, all students are expected to check Canvas (<http://elearning.ufl.edu>) on a regular basis (I strongly recommend making this a daily routine). All course announcements and reminders will be sent through Canvas. Additionally, **all emails regarding class matters should be sent via Canvas.** This will help me keep track of which course and section you are enrolled in when communicating with you. Finally, additional handouts, readings and supplemental material will be housed on Canvas, as well as your grades. Please ensure that you have access to this service.

Requirements

Textbook:

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

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

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

Other Texts & Readings:

Lencioni, P. (2005). *The five dysfunctions of a team: A leadership fable*. San Francisco: Jossey-Bass.

Other readings as assigned will 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.

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

Assignments

Assignment Summary:

Assignment Title	Points Available	Points Earned	Running Total
Team Project (200)			
• Team Social	20		
• Team Contract	25		
• Progress Reports (2 *25pts)	50		
• Project Presentation	75		
• Teammate Evaluations	30		
Exam 1	50		
“Reel” life: Analysis of a Team in Film	100		
Leadership Labs (4 x 25)	100		
Exam 2	50		
Total	500		

Course Grading:

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>

Grade Breakdown on Points					
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

Reading & Assignment Schedule:

*This is a tentative schedule; changes to topics, assignment due dates, etc. may be made via class announcement or email.

Week	Date	Day	Topic	Assignments
1	Aug 26-28	M	Great expectations & setting the scene	
		W	Teams: What, Why, When Defining & setting teams up for success	
2	Sept 02-04	M	Labor Day- no classes	
		W	REEL life team analysis	
3	Sept 09-11	M	REEL life discussion day Stages of group development	
		W	Project introduction; Team formation and design	
4	Sept 16-18	M	LAB 1: Student introductions	DUE: Lab 1 (team design)
		W	Launching the team	
5	Sept 23-25	M	Team purpose and goals	
		W	Team member roles & norms	DUE: Team social
6	Sept 30 - Oct 02	M	Decision making & problem solving	
		W	LAB 2: Decision making lab	DUE: Team contract draft DUE: Lab 2 (decisions)
7	Oct 07-09	M	Individual performance evaluation & feedback	
		W	<i>Team project meetings</i>	DUE: Evaluation 1
8	Oct 14-16	M	<i>Project work day</i>	DUE: Team contract final
		W	Exam 1	
9	Oct 21-23	M	Team learning	DUE: Progress report 1
		W	LAB 3: Team learning	DUE: Lab 3
10	Oct 28-30	M	Communication	
		W	Power & social influence	DUE: REEL life analysis DUE: Evaluation 2
11	Nov 04-06	M	Conflict management	
		W	LAB 4: Conflict management	DUE: Lab 4
12	Nov 11-13	M	Diversity	
		W	<i>Check-in & Project work day</i>	DUE: Progress report 2
13	Nov 18-20	M	Motivation, cooperation, competition	
		W	LAB 5: Motivation, cooperation, competition	DUE: Lab 5 (if needed)

14	Nov 25-29	Thanksgiving Holiday- No class		
15	Dec 02-04	M	Exam 2	
		W	Team Presentations	DUE: Evaluation 3
FINAL		Final exam, per UF Schedule: FRIDAY, December 13, 7:30 -9:30am		

I reserve the right to reschedule exam 2 OR project presentations to the scheduled final exam date, if necessary.

Expectations for Writing

Courses in the Department of Agricultural Education and Communication's Communication and Leadership Development (CLD) specialization maintain high **writing** standards. The following guidance should be adhered to for all assignments, unless otherwise specified. Failing to adhere to these standards may result in substantially lower grades on written assignments.

- Proper grammar, spelling, and punctuation are mandatory.
- Proper sentence structure is required.
 - Sentences should have a subject, verb, and (when needed) an object.
 - Sentences should be complete, with no sentence fragments.
- Avoid contractions.
- Critical thought and appropriate content should appear throughout each writing assignment.
- American Psychological Association (APA) style should be used for all assignments requiring citations and references. The Purdue OWL (online writing lab) is a useful resource for assistance with APA format, https://owl.purdue.edu/owl/purdue_owl.html

Students are encouraged to utilize the University Writing Program's Writing Studio for assistance with improving their writing. You can schedule an appointment via their website, <https://writing.ufl.edu/writing-studio/>.

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 and Make-Up Work

Attendance is expected and recorded. Absences for "acceptable reasons" as defined in the University policy will result in an opportunity to make up missed work, if applicable. When possible, please notify me **prior** to missing a class session and arrange to complete any missed work. Late assignments and missed work resulting from "unexcused" absences will not be accepted. Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> .

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](#)
 - 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- Student Complaints On-Campus
 - Visit the [Student Honor Code and Student Conduct Code webpage](#) for more information.
- On-Line Students Complaints
 - 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. It is important for students to share their accommodation letter with me and discuss their access needs as early as possible in the semester. 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](#)