

# BUSA 2705 - Teamwork Skills

<b>School:</b>	School of Business
<b>Course Credits:</b>	3
<b>Minimum Passing Grade:</b>	50%
<b>Start Date:</b>	April 03, 2019
<b>End Date:</b>	June 19, 2019
<b>Total Hours:</b>	36
<b>Total Weeks:</b>	12
<b>Hours/Weeks:</b>	3
<b>Delivery Type:</b>	Other
<b>CRN:</b>	46003

## Instructor Details

Name: Laurie Grant  
Email: Instructor to provide  
Location: Whistler  
Office Hours: Instructor to provide

## Course description

Provides an in-depth review of the skills required for a high performing team. This hands-on course allows students to participate in each of the stages of team development. Specific application of teamwork skills includes decision-making and conflict resolution, with real life application to a variety of organizations for performance improvement.

## Course learning outcomes / competencies

Upon successful completion of this course, participants will be able to:

- Examine the impact of management of organizations on teamwork.
- Analyze the critical elements of a team environment.
- Define team mission and vision.
- Define and clarify roles and responsibilities of team members.
- Evaluate the effectiveness of teams and develop criteria for evaluation.
- Set performance goals based on team objectives and measure team effectiveness and cohesion.
- Prepare a strategy for building the task, process, and relationship aspects of the team.
- Examine methods of valuing contributions and interactions of team members.
- Determine the degree of interdependent behaviour beneficial to team performance.
- Identify the behavioral actions necessary for building teamwork.

## Evaluation criteria

Midterm	25%	
Final	25%	
Project	20%	Completion of project assignments/components of project.
Weekly Chapter Exercises (team summaries)	12%	Check D2L by week to see what is due.
Peer Evaluations based upon weekly input	10%	
Participation – Instructor evaluation of input	8%	
TOTAL	100%	

## Attendance requirements

### On-line class delivery

Regular presence and participation in on-line courses is seen as integral to student success and is, therefore, monitored. Unexcused non-participation via prescribed forms of electronic communication cannot exceed 10% of the time prescribed for the course. In case of illness or other unavoidable absence, students must communicate with me, or the appropriate Program Head, as soon as possible indicating the reason for the absence. Students who are seeking accommodation for a medical absence must have a BCIT-approved medical certificate. For other absences, students must

be prepared to provide appropriate supporting documentation. These requirements are set out in accordance with BCIT Policy 5101 "Student Regulations".

## Learning resources

Group Dynamics for Teams (any of the more recent versions are fine)

## BCIT policy

The following statements are in accordance with the BCIT Policies 5101, 5102, 5104, and 7507, and their accompanying procedures. To review these policies and procedures please click on the links below.

### Attendance/Illness:

In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with his/her instructor or Program Head or Chief Instructor, indicating the reason for the absence. Students who are seeking accommodation for a medical absence must have a BCIT approved medical certificate submitted to the department, substantiating the reason for absence. For other absences, the student should be prepared to provide appropriate supporting documentation. Unapproved absence in excess of the prescribed regulations within this outline may result in failure or forced withdrawal from the course or program. [Please see Policy 5101 - Student Regulations, and accompanying procedures.](#)

### Academic Integrity:

Violation of academic integrity, including plagiarism, dishonesty in assignments, examinations, or other academic performances are prohibited and will be handled in accordance with [Policy 5104 - Academic Integrity and Appeals, and accompanying procedures.](#)

### Accommodation:

Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT's Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT's Accessibility Services (SW1 2360, 604-451-6963) at the earliest possible time. Requests for accommodation must be made to Accessibility Services, and should not be made to a course instructor or Program area.

Any student who needs special assistance in the event of a medical emergency or building evacuation (either because of a disability or for any other reason) should promptly inform their course instructor(s) and Accessibility Services of their personal circumstances.

### Human Rights, Harassment and Discrimination:

The BCIT community is made up of individuals from every ability, background, experience and identity, each contributing uniquely to the richness and diversity of the BCIT community as a whole. In recognition of this, and the intrinsic value of our diversity, BCIT seeks to foster a climate of collaboration, understanding and mutual respect between all members of the community and ensure an inclusive accessible working and learning environment where everyone can succeed.

Campus Mediation Services is a supportive resource for both students and employees of BCIT, to foster a respectful learning and working environment. Any student who feels that they are experiencing discrimination or harassment (personal or human rights-related) can confidentially

access this resource for advice and support. Please see [Policy 7507 – Harassment and Discrimination and accompanying procedure.](#)

Students should make themselves aware of additional Education, Administration, Safety and other BCIT policies listed at <https://www.bcit.ca/about/administration/policies.shtml>

## Policy for School of Business

Attempts: Students must successfully complete a course within a maximum of three (3) attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts may not be eligible to graduate from their respective program.

## Approved

*I verify that the content of this course outline is current.* Laurie Grant, Faculty  
March 8, 2019

*I verify that this course outline has been reviewed.* Glenn Graham, Part Time Studies Academic Coordinator  
January 04, 2019

*I verify that this course outline has been reviewed.*  
March 4, 19

*I verify that this course outline has been reviewed and complies with BCIT policy.* Associate Dean  
March 4, 2019

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.