

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**MGT4620.E1 Managing Virtual Teams
Fall 2023**

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT4620.E1 Managing Virtual Teams
Level: Undergraduate
Beginning Date of Session: Saturday, September 9th, 2023
Ending Date of Session: Thursday, November 16th, 2023

Student access available to the Student Portal: Saturday, September 9th, 2023.

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

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: **Leading from Anywhere: The Essential Guide to Managing Remote Teams**
Author: David Burkus
Publisher: Houghton Mifflin Harcourt
Year Published: 2021
Edition: 1st Edition
ISBN: 10: 0358533279 or 13: 978-0358533276
Price: Available at <http://amberton.ecampus.com>

Title: **The Virtual Manager Collection**
Author: Harvard Business Review
Publisher: Harvard Business Review Press
Year Published: 2016
Edition: 1st Edition
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.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

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.

This course provides students the skills necessary to form and manage a virtual team. The course will explore the history of teamwork as well as the history of virtual teams. Students will investigate essential skills and activities associated with managing teams. Students will also explore the essential technologies associated with managing virtual teams. Topics include the history of teams, the advantages of a virtual team, trust in teams, networking, and technology, managing time in the virtual workplace, ethical considerations in virtual teams, thinking and learning in virtual teams, organizational culture limitations, and how to ensure virtual team success.

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

1. Understanding the role of virtual teams in organizations.
2. Defining the difference between traditional face-to-face teams versus virtual teams.
3. Understanding how to form a virtual team.
4. Discussing how to set up a virtual workspace.
5. Defining team trust.
6. Understanding how personality type affects team communication.
7. Understanding the need to manage virtual team technology efficiently.
8. Defining working together and working apart.
9. Understanding the issues of privacy and respect.
10. Understanding ethics within a virtual team.
11. Discussing tools for learning online.
12. Understanding external and internal boundaries of a virtual team.
13. Defining team member cooperation and authority.
14. Understanding the need for relationship building within virtual teams.
15. Understanding the importance of effective communication within virtual teams.
16. Understanding individual team member skills and how they affect the team.

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, MGT4620.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.
- Using ChatGPT or any other AI source to write your papers is academically dishonest and will be treated as plagiarism.
- Do not plagiarize. Please read the section on Academic Honesty/Plagiarism.
 - ❖ Any student that plagiarizes an assignment will be given a zero for that assignment and will not have an opportunity to make it up. Additionally, if a student plagiarizes, they will be subject to failing the course and will be reported to the Academic Dean.
- The last day to submit assignments is Sunday, November 12th, 2023.

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.

Attendance Policy:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach, helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE OUTLINE AND CALENDAR:

**** This class will have five Optional Zoom sessions at 6:00pm on the following dates:**

- Monday, September 18th – Optional Zoom
- Monday, October 2nd – Optional Zoom
- Monday, October 16th – Optional Zoom
- Monday, October 30th – Optional Zoom
- Monday, November 6th – Optional Zoom

Week	Topic	Readings	Competencies Covered	Assignments
1	An introduction to Going Remote	Leading from Anywhere Chapter 1 Leading Virtual Teams Pages 1-11	1, 2, 3	Class Introductions
2	An Introduction to Teamwork and Virtual Teams Building Culture Remotely	Leading from Anywhere Chapter 2 Virtual Collaboration Pages 47-63	4, 5	Discussion #1 Orientation Quiz DUE
3	Hiring Remote Teammates Building a Successful Virtual Team	Leading from Anywhere Chapter 3 Leading Virtual Teams Pages 11-27	6,15,17	Assignment #1 DUE
4	Building Trust and Bonds in Virtual Teams	Leading from Anywhere Chapter 4	7,15,16,18	Discussion #2
5	Communicating Virtually	Leading from Anywhere Chapter 5 Virtual Collaboration Pages 63-89	8, 9, 10	Assignment #2 DUE (Includes Online Collaboration)
6	Running Virtual Meetings	Leading from Anywhere Chapter 6 Running Virtual Meetings Pages 1-97	1,6,11	Discussion #3
7	Thinking Creatively Decision Making in Virtual Teams	Leading from Anywhere Chapter 7	4,6,14	Assignment #3 DUE Discussion #4
8	Managing Performance	Leading from Anywhere Chapter 8 Leading Virtual Teams Pages 85-103	7, 8	Discussion #5
9	Keeping Engaged and then Saying	Leading from Anywhere	9,10,11,13,14	Assignment #4 DUE (Includes

	Goodbye	Chapters 9 & 10		Online Collaboration) Discussion #6 Final Class Discussion * ALL CLASS DISCUSSIONS WILL CLOSE *
10	Technology Tips! Lessons for the Future/Course Review	Leading from Anywhere Conclusion Appendix A Appendix B Virtual Collaboration Pages 27-47	12, 13	Assignment #5 Self-Assessment Exercise DUE

GRADING CRITERIA:

Orientation Quiz (5%)

This short orientation quiz covers the important components of the syllabus and is due by Sunday, September 17th, 2023.

Assignment 1, Written Assignment (15%)

The written assignment will be due by Sunday, September 24th, 2023.

Assignment 2, Virtual Team Project/Part I (Includes online collaboration) (15%)

The written assignment will be due by Sunday, October 8th, 2023.

Assignment 3, Written Assignment (15%)

The written assignment will be due by Sunday, October 22nd, 2023.

Assignment 4, Virtual Team Project/Part II (Includes online collaboration) (25%)

This assignment will be due by Sunday, November 5th, 2023.

Assignment 5 (10%) Self-Assessment Assignment

This self-reflection exercise will be due on Sunday, November 12th, 2023.

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, November 10th**, 2023, at midnight for all discussion threads.

Orientation	Quiz 5%
Assignment 1	Written Assignment 15%
Assignment 2	Virtual Team Project Part I (includes online collaboration) 15%
Assignment 3	Written Assignment 15%

Assignment 4	Virtual Team Project Part II (includes online collaboration) 25%
Assignment 5	Self-Assessment Assignment 10%
Class Participation	Discussion 15%

The following grading scale will be used for this course:

Undergraduate

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	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 processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not 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, 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.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. 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. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

RESEARCH RESOURCES:

The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at Library@amberton.edu.

RESEARCH ACCESS:

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The library telephone is (972-279-6511 ext. 185. You can email questions to library@amberton.edu or visit the library in person on the Garland campus for assistance.