Instructor
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Semester Hours
1 hour credit

Delivery Modality
100% online via UTMB BlackBoard

Text
None to be purchased. Comprehensive PowerPoint notes are provided along with assigned readings that are linked to UTMB Moody Library.
Learning Objectives

Students who complete this course will be prepared:

- To diagnose team effectiveness and dynamics
- To understand the role of norms, roles, goals, and team procedures, and to apply techniques to develop such
- To specific team building techniques to facilitate communication, trust, and greater cohesion and respect
- To plan and facilitate both traditional and virtual meetings in a highly professional manner
- To apply facilitation tools and techniques to develop and lead teams
- To apply group decision making techniques for a variety of institutional and practice-related problems and opportunities
- To apply established models of teams and groups, and apply the latest practices (cross functional teams, new product teams) to translational team efforts

Course Structure/Format

CTPS 6115 is a completely online post-doctoral (and select graduate students) web course. The course is designed for those who wish to develop specific skills and knowledge in the management of scientific projects and translational science. This course is set up for a sixteen-week semester, and is structured as a completely asynchronous course to assist with the time management needs of those interested, but for whom a traditional delivery model would be difficult. Seven specific modules are developed along the lines of similar context. No textbook is required, but comprehensive PowerPoint slides are provided, and students are required to read and report on select journal articles using links to the Moody Library. Assignments range from brief quizzes to a semester-long Harvard Business Case Analysis, to a Personal Application Project to apply knowledge and skills. Depending upon size of the class, all assignments are based on individual effort and completion.

Course Requirements

- **Student Introduction**: Posting of biographic information and personal learning objectives on course discussion board thread
- **Pre and Post Course Survey**: Online survey of beliefs and confidence in subject mastery
- **Module Quizzes**: Four 10-item online multiple choice quizzes covering PowerPoint materials and assigned readings. Three attempts will be provided for each quiz. Students must achieve 80% after the third attempt.
- **Assigned Reading/Critiques**: Four 1 to 1½ page critiques of assigned journal articles. Journal articles will have embedded links to Moody Library or PDFs provided for relevant modules. A structured report format will be required for students to use for critiques. Critiques are individually submitted, and all are posted after submission to maximize student learning.
• Semester Case Analysis: A five to seven page written analysis of an assigned Harvard Business School case will be required. The case will be provided via direct link to the Harvard Business School Press website for download. Students will be responsible for individual development of written analysis (descriptive and prescriptive) for four to six questions provided by the instructor.
• Personal Application Plan: A four to ten page plan of implementation of course concepts and skill sets to student need or personal context. Students will be asked to develop an application plan in accordance with instructor-provided template.

Course Grade (Based on Satisfactory/Unsatisfactory)

• Student Introduction posting .................................................. 5%
• Four 10-item (Modules 2, 3, 4, 5) multiple choice online quizzes .................. 20%
• Semester Case Analysis ............................................................ 30%
• Four 1-1½ page critiques of assigned journal articles .......................... 20%
• Personal Application Plan ......................................................... 20%
• Pre and Post Course Surveys* .................................................. 5%
* Required for completion of course credit

Academic Integrity

University policy on academic dishonesty is clear: academic dishonesty in any form is strictly prohibited. Anyone found to be cheating or helping someone else cheat will be referred directly to the Dean of Students for disciplinary action. Penalties are severe and may include dismissal for the University. The risks associated with cheating far outweigh the perceived benefits. Academic dishonesty includes citing someone else’s work as your own – if you are unsure whether your planned action constitutes academic dishonesty, seek clarification from your instructor.

Course Evaluation

As part of the overall course grade, students also are required to complete an evaluation form at the end of each term. If the evaluation form is not received, an “I” or incomplete grade will be reported to the Office of Enrollment Services. The Evaluation is designed to monitor the effectiveness of the lectures and other course activities. The results will be used to make any needed modifications for the following year of the course. This information also will be relayed to a separate committee that oversees the course. ALL STUDENTS are required to complete the evaluation forms. Anonymity will be preserved with this online survey.
Disability/Special Accommodations Statement

It is the policy of the University of Texas Medical Branch (UTMB) at Galveston to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB-Galveston solely on the basis of the disability.

The University of Texas Medical Branch is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the “Student with Disabilities: Guidelines for Compliance” may be obtained from the Office of Equal Opportunity and Diversity.

UTMB Honor Pledge

On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

Student Conduct and Discipline

Student Conduct and Discipline policy in the Institutional Handbook of Policies and Procedures (IHOP), Section 7.1.3 (http://www.utmb.edu/policy/ihop/search/07-01-03.pdf). “General Responsibilities: It is the responsibility of every student, faculty member and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved” UTMB IHOP Section 7.1.3. Student Conduct and Discipline: General Responsibilities.

Schedule

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<td>Module 2: Overview to Groups and Teams</td>
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Late Work

No late work is accepted!
Incompletes

Only in the case of medical emergencies will incompletes be considered.

Learning Modules

Module 1: Overview to Course (Jan. 4-8)

Assigned Reading
- Read Welcome to Course and all parts of Module 1
- Review Tegrity recording “Welcome to Course”

Activities
- Email specific questions to instructor or post general questions on general discussion board
- Complete 6-item Pre and Post Course Survey (Note: you must complete Pre Course Survey to be permitted into Module 2)
- Review assigned readings critique format
- Download Harvard Case (Whitesides Lab) from provided link and review case questions

Assignments/Due Dates (all due by 11:30 pm)
- Pre Course Survey – Due Jan. 8

Module 2: Overview to Teams and Groups (Jan. 9-29)

Assigned Reading
- Module 2 PowerPoints (and Tegrity recording)
- Assigned/linked reading

Activities
- Module 2 quiz
- Develop and submit assigned reading/link journal critique
- Initiate review of semester case
- Initiate review of Personal Application Plan

Assignments/Due Dates (all due by 11:30 pm Jan. 29)
- Module quiz
- Module assigned reading/link journal critique

Module 3: Group Dynamics and Influence (Jan. 30-Feb. 19)

Assigned Reading
- Module 3 PowerPoints (and Tegrity recording)
- Assigned/linked reading
Activities
- Module 3 quiz
- Develop and submit assigned reading/link journal critique
- Continued review of semester case
- Continued review of Personal Application Plan

Assignments/Due Dates (all due by 11:30 pm Feb. 19)
- Module quiz
- Module assigned reading/link journal critique

Module 4: Team Building and Team Development (Feb. 20-Mar. 11)

Assigned Reading
- Module 4 PowerPoints (and Tegrity recording)
- Assigned/linked reading

Activities
- Module 4 quiz
- Develop and submit assigned reading/link journal critique
- Continued review of semester case
- Continued review of Personal Application Plan

Assignments/Due Dates (all due by 11:30 pm Mar. 11)
- Module quiz
- Module assigned reading/link journal critique

Module 5: Meeting Management Facilitation (Mar. 12-Apr. 1)

Assigned Reading
- Module 5 PowerPoints (and Tegrity recording)
- Assigned/linked reading

Activities
- Module 5 quiz
- Develop and submit assigned reading/link journal critique
- Continued review of semester case
- Continued review of Personal Application Plan

Assignments/Due Dates (all due by 11:30 pm Apr. 1)
- Module quiz
- Module assigned reading/link journal critique
Module 6: Semester Case Analysis (Apr. 2-14)

Assigned Reading
- None

Activities
- Complete Semester Case Analysis
- Continued review of Personal Application Plan

Assignments/Due Dates (all due by 11:30 pm Apr. 14)
- Semester Case Analysis

Module 7: Personal Application Plan (Apr. 16-20)

Assigned Reading
- None

Activities
- Complete Personal Application Plan

Assignments/Due Dates (all due by 11:30 pm Apr. 20)
- Personal Application Plan