Syllabus for HIMT440 Group Processes, Team Building and Leadership

NOTE: This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

Course Description

This course introduces you to the group and team processes that are at the root of building, developing, and maintaining work teams in various workplaces and contexts, including the medical and healthcare fields, and the effective functioning of such teams. The course also provides an overview of leadership development techniques and a discussion of the uses of various communication technologies in the team building and functioning processes.

Prerequisite(s)

None.

Course Outcomes

At the conclusion of this course, you will able to:

- Explain how teams are formed or come into existence.
- Effectively collaborate with others who have differing areas of expertise, competence, motivation, and personalities.
- Explain the nature and structure of teams.
- Apply the basic principles governing the most effective ways to use different communication technologies to serve different needs of the communicator and audiences.
- Compare and contrast characteristics of leaders, with a special focus on leaders in the health information management and health information technologies sectors.

Course Requirements/Components

A variety of case studies are used to explore various aspects of teamwork in the healthcare setting. You will work in groups and consider team dynamics, process improvement, and sources of conflict, with potential resolution strategies. You will use discussion boards and web conferencing software to facilitate group meetings. Individual discussions will also be utilized. All work is due at 11:59 pm CST unless otherwise noted.

Most of the discussions have a rubric associated with them. Rubrics attached to a discussion can be tricky to locate, so consult the Canvas Quick Start Guide for more information on how to do so.

Group Project and Web Conferencing

The course includes a semester-long group project, starting in Lesson 4. In Lessons 8, 9, and 11, you will need to meet with your group in real time using the course's web conferencing tool.

- Plan to be available for the live meetings in Lessons 8, 9, and 11. (Your group will determine the days and times.)

Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:

Grade	Percentage Range
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0 - 59%

Assignment	Points
Individual Assignments	20
Discussions	40
Group Project Assignments	85
Total	**145**