

**MOR 570: Leading Effective Teams**  
**Spring 2023**

Instructor: Jody Tolan, MBA, Ed.D.

Office Hours: Wednesdays 5-6:30 pm after class. Feel free to email me to make an appointment if this time is not convenient for you.

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**Course Description**

In today's businesses, teams are a basic organizational building block. Teaming is consistently listed as one of the top skills that recruiters look for in graduating MBAs. This course conveys knowledge and practical tools that help students become more productive team members and leaders. Topics include the characteristics of high performing teams, leadership strategies for creating performing teams, strategies for avoiding dysfunctional team dynamics, and best practices for managing diverse and virtual teams.



**Learning Objectives**

Upon completion of this course each student should be able to:

- Understand and apply the theoretical concepts guiding effective team performance.
- Understand and apply appropriate steps for managing team meetings and group processes.
- Recognize and diagnose dysfunctional team behaviors and identify appropriate actions for improving the team performance.
- Develop and demonstrate the ability to apply facilitation and feedback skills to promote team communication, collaboration, and performance.
- Demonstrate effective team leadership, membership, and organizational ability to create and sustain a high performing team.

**Required Course Materials**

- Rath, T. (2007). *StrengthsFinder 2.0 from Gallup: Discover Your CliftonStrengths*. Gallup Press. ISBN-13: 978-1595620156  
[IMPT NOTE: Please purchase the book and not just the assessment online. If you were to

purchase the CliftonStrengths assessment online from Gallup, it does not come with a book or e-book. IF YOU HAVE RESULTS from taking the assessment before, you can use those results and do not need to purchase the book or another assessment. Any concerns, just email me.]

- Dyer Jr, W.G., Dyer, J.H., & Dyer, W.G. (2013). *Team Building: Proven strategies for improving team performance*. Fifth edition. John Wiley & Sons. ISBN-13: 978-1118105139 [NOTE: This text is available online from the USC Libraries using your USC credentials.]
- Hackman, J.R. (2002). *Leading teams: Setting the stage for great performances*. Harvard Business Press. ISBN-13: 978-1578513338
- Katzenbach, J.R., & Smith, D.K. (2001). *The Discipline of Teams: A mindbook-workbook for delivering small group performance*. John Wiley & Sons. ISBN-13: 978-0471382546
- Lencioni, P. (2005). *Overcoming the Five Dysfunctions of a Team: A Field Guide for Leaders, Managers and Facilitators*. Jossey-Bass. ISBN-13: 978-0787976378 [NOTE: This text is available online from the USC Libraries using your USC credentials.]
- Harvard Coursepack of cases will be posted in Blackboard. There are only a few cases so it won't be a big expense.
- Any relevant additional articles and optional readings will be posted on Blackboard.

Blackboard is the primary channel of communication for this course so take note of announcements and other email messages you receive that may highlight course news, requirements, and optional material.

### **Assignments and Grading**

ASSIGNMENT	Percentage of Grade	Week Due
<b><i>INDIVIDUAL COMPONENTS</i></b>		
Class Participation	15%	N/A
Personal Team Member Profile	10%	Week 3
Teaming Exercise Reflection	10%	Week 5
Peer Evaluation & Feedback	5%	Week 8 (Proj #1) & 16 (Proj #2)
<b><i>TEAM COMPONENTS</i></b>		
Team Project #1: Case Analysis	15%	Week 7
Team Project #2: Team Choice	25%	Week 14
Team Project #2 Presentation	10%	Weeks 15 & 16
Project #2 After Action Review	10%	Week 16

### ***Participation***

This course requires active participation from every individual in the class, including participation in case discussions, in-class exercises, and team activities. Because each session includes either a case discussion or exercise, students should be fully prepared to participate in class. This requires having read the appropriate materials and engaging in high-quality discussion or conversation during class. You will not be graded on the specific outcomes of any case discussion or exercise, but on the quality of your engagement and preparation. High quality participation includes contributing actively to case discussions (with comments or questions that

are topical, informed by the case materials, and that help move the discussion forward) and engaging authentically with exercises and simulations (putting forth your best effort and reflecting thoughtfully on the process). It will not be possible to participate effectively in this class without doing the assigned reading and preparing for in-class case discussion (i.e., reading the case and preparing notes for discussion).

Our class will be more engaging if everyone comes prepared to listen and share. Most participation will be voluntary; however, individuals will occasionally be called upon “cold” in order to encourage active participation and to gain multiple perspectives. If you feel that you are preparing well for class but that you are not being called on enough, please let me know so that I can address the issue.

I recognize the potential difficulties with ~70 people contributing to each class discussion and will score participation on the basis of quality as opposed to quantity. While some students are far more comfortable than others with class participation, all students should make an effort to contribute meaningfully. My evaluation of in-class participation will be based on the following:

- Relevance – Connect your comment the subject at hand. It is really only relevant and appropriate comments that bolster the learning experience.
- Responsiveness – Connect your comment to what someone else has said.
- Analysis – Try to use consistent and logical reasoning. How can you use data/concepts from course materials, personal experience, or general knowledge to support the assertions/findings?
- Value – Consider how your contribution furthers the understanding of the issues at hand. Can you build on your original thought so that it pushes class discussion and learning?
- Clarity – Is your comment concise and understandable?

Please note that attendance is not participation. Disruptive behaviors such as eating, entering and exiting during class discussion/activities, late arrivals or early departures (without prior approval) among other distractions may reduce your participation credit in that session. If you have any significant issues that may affect your attendance and/or participation, please let’s discuss as soon as possible. I’m happy to make accommodations that make sense for all of us. For more detailed information on what constitutes strong participation see the last page of the syllabus, Further Information: Class Participation.

It may seem obvious, but attendance is required whether we hold class on Zoom or in the classroom. Many class sessions will include team activities and won’t be effective if all members are not present. **Therefore, if you need to miss class for any reason, please notify me via email at least 24 hours in advance.** There is no penalty for missing one class session, however repeated absence without approval will have a significant impact on your grade.

### *Personal Team Member Profile*

Emotional intelligence – specifically reflection & self-awareness - is central to effective leadership and this naturally extends to leading teams. After completing several self-assessments and class exercises, you will write a one-page profile of your key strengths, attributes and skills that contribute to successful team performance. You will address questions such as what makes

you a valuable team member as well as what gaps or weaknesses you need to be aware of or develop when teaming with others. Additional instructions will be posted on Assignments in Blackboard.

### ***Teaming Exercise Reflection***

This personal reflection assignment gives you the opportunity to review, reflect, and write about what you learned from your experience in the Teaming ELC exercise. It provides the foundation of your own personal accountability as a team member and establishes key foundations for your team. After engaging in the Teaming Exercise in the ELC, you will write a two-page double-spaced memo analyzing the experience from a team and personal point of view. Additional instructions will be posted on Assignments in Blackboard.

### ***Peer Evaluation and Feedback***

Feedback helps you learn and improve your performance as well as the quality of your output as a team. As part of the team project, you will practice and develop skills in providing and receiving effective feedback through in-class exercises and a more formal peer evaluation survey. At the conclusion of each team project, you will complete an evaluation form for yourself and your teammates. Completion of this evaluation is required and will be graded based on thoroughness and relevancy (i.e. constructive comments to your teammates). The content of the evaluations will be distributed anonymously for your own leadership growth and development. It is an opportunity for you to reflect on your behavior and get feedback from your peers to further improve. During Week 7 & Week 15 of the term, you will be emailed a link to a Qualtrics survey through which you will provide your evaluations. Please complete the entire survey by the due dates noted (end of Week 8 & Week 16). Other less formal, ungraded team evaluations will be completed throughout the term which will contribute to your participation score.

### ***Team Project #1: Case Analysis (Assigned Teams)***

Cases provide would-be managers with a valuable way to practice wrestling with the actual problems of actual managers in actual companies. You will be assigned a team to complete an analysis of a real-world business case focusing on a team situation. This experience will allow you to apply the teaming concepts and frameworks covered in the course to provide solutions to a complex organizational problem as well as personally practice the concepts in your own team. You will assess the challenges and provide a detailed plan to address those challenges in the context of team design, development and processes that will more effectively achieve the team's and organization's goals.

This paper will be evaluated based on how well you identify and analyze problems facing the protagonist(s) in the case, and the adequacy of and support for the recommendations made for what the protagonist(s) should do to address the problem. Focus your analysis on the implications for the interpersonal and behavioral processes of team management and performance. Quantitative analysis is not emphasized in this course. Prior to beginning work on the actual case analysis, you will be asked to submit a team charter which is the result of the Teaming ELC Exercise.

Your team will submit a 5-page, double-spaced paper (excluding any appendices) on Blackboard via TurnItIn no later than Wednesday, February 22<sup>nd</sup> by 2 pm. Additional details and grading criteria will be provided in Assignments on Blackboard.



### ***Team Project #2: Team Choice of Project Topic***

This case project extends your practice and team member/leader development to tackle your own real-world challenge and practice skills learned in the second half of the class. Each team of six students will determine the challenge they would like to tackle as a self-managed, self-directed team. Here are two choices but I am open to discussing other options that will fulfill the learning objectives of the assignment. I want this exercise to be meaningful for the team. Past teams have especially enjoyed this project when they find the client organization fascinating, benefit from its services, or feel strongly committed to its purpose.

- Select a client team from your own network/organization to gather and analyze data on the process and functioning of the team and prepare recommendations for improving the team's effectiveness. Essentially a consulting project, this would involve collecting primary data via interviews of current team members. The team can be on-campus (students, faculty, and/or staff) or off-campus (professionals in any work domain).
- Select a fictional team of your choice (i.e. from a film, tv series, novel, etc.) to collect data through observation and research of secondary data to analyze the process and functioning of the team. The report can make recommendations for improving the team's effectiveness or in the case of a high performing team, identify the best practices the team employs to meet and exceed its goals.

The culmination of your work is a 6-8 page double-spaced paper submitted on Blackboard via TurnItIn on Wednesday, April 12<sup>th</sup> by 2 pm. The paper must begin with a one-page, single-spaced executive summary. A team charter created at the beginning of the project is also required as an appendix. You will also create a short presentation summarizing your findings as describe below. More specific instructions on paper and presentation format will be in Assignments on Blackboard.

When selecting a client organization, teams should keep in mind that the paper will be evaluated based on the quality and effort of your data collection and analysis (i.e., taking into account the difficulty of gathering and analyzing high-quality data in a "real world" team relative to the data collection required for a fictional team), in addition to the appropriate and thorough application of course concepts in your recommendations and the overall quality of your writing.

Teams should consider the following topics and questions (among others) while writing the paper, using data gathered from your client organization/team to support each point:

- What is the nature of the problem? What are the causes of the problem?
- How can course concepts be applied to solve the problem?

- What specific action steps should the team or its management take to solve the problem? What changes should be implemented?
- What are the potential barriers, obstacles, and challenges to following your recommendations?
- What are the risks, costs, and possible unintended consequences of following your recommendations?
- How will you communicate your findings to your clients and overcome potential resistance?

Each team will submit one paper, and all team members will receive a single grade for the report. As part of the final team feedback survey, team members will be asked to evaluate the contributions made by each member of the team to the project. If there is consistent evidence that the work put in by team members varied significantly, I reserve the right to adjust individual grades (not to exceed the original grade) to team members in line with their contribution as assessed by the team.

### ***Team Project #2 Presentation***

In addition to the project paper, teams will prepare a 5-slide presentation of their report findings to be shared during the final class session (approximately 10-15 minutes). As with the report, presentations will be evaluated on the inclusion of relevant analysis, appropriate use of course concepts, and logic and substantiation of conclusions. Presentations will also be evaluated on creativity, clarity and interest. Presentation slides will be due on Blackboard for ALL teams on Wednesday, April 19<sup>th</sup> by 2 pm. I ask that you bring a printed copy of the slides to class for me as it's easier for me to keep notes on your team's performance that way.

Teams should be prepared to use their presentation time effectively and to answer questions from classmates about the analysis and findings in the presentation. The presentation is a team assignment, and all team members are expected to contribute. While I think it's a great practice opportunity, not all team members have to speak during the presentation, but all team members must contribute in a demonstrable way to the presentation's development. Contributions can be noted in the Notes section of the slides you submit.

Students are also expected to engage thoughtfully with all of the presentations and ask informative questions of other teams about the findings of their work. Participating and asking substantive questions during the final session will be counted as part of students' participation grade. Teams' ability to answer these questions and reinforce the findings of their work will be considered an important part of the presentation grade.

### ***Team Project #2 After Action Review***

Once your team is finished with Team Project #2, you will meet outside of class time to conduct an After-Action Review. Every member of your team must be present. You are encouraged to do this in a more social setting where you can relax and celebrate your hard work and reflect on areas of strengths and weaknesses in order to improve your team performances in the future. The team will submit a 2-3 page, double-spaced memo in Week 16 via Blackboard. The memo should address these four questions:

1. First, “What did we expect to happen?”
2. Then, “What actually occurred?”
3. Next, “What went well and why?”
4. And finally, “What can we improve upon and how?”

Your analysis should include specific examples/evidence and apply relevant concepts and frameworks from the course to support your evaluation. In answering the final question, in addition to identifying team factors to improve each team member must describe one personal SMART goal relevant to their individual performance. Additional details will be posted in Assignments on Blackboard.

### **Our Inclusive Learning Community**

Our USC Principles of Community state “USC is a multicultural community of people from diverse racial, ethnic, gender, and class backgrounds, national origins, faith backgrounds, political beliefs, abilities, and sexual orientations. Our activities, programs, classes, workshops, lectures, and everyday interactions are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.”

<https://diversity.usc.edu/usc-principles-of-community/>

As Trojans, we understand the value of the perspectives of individuals from all backgrounds that reflect the rich diversity of our USC community and beyond. The study of teaming in organizations and leadership requires us to recognize how diversity, equity and inclusion is not only the ethical approach, but also creates a competitive advantage for organizations. Together, we will strive to make this classroom a psychologically safe and inclusive environment for all of us to develop and practice inclusive behaviors. As such, we will:

- Respect the dignity and essential work of all individuals,
- Promote a culture of respect within the university community,
- Respect the privacy, property, and freedom of others,
- Reject bigotry, discrimination, violence or intimidation of any kind,
- Practice personal and academic integrity and expect it of others, and
- Promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the university.

If you see ways I can improve, please let me know.

### **Classroom Expectations & Policies**

1. Class attendance and participation is important in developing a coherent view of the materials covered in the course. Because MOR 570 is highly interactive and experiential, attendance and active participation is required at our in-person class sessions unless you have been approved by the University and the Marshall School to attend remotely.

For remote sessions or remote attendance: [Not expecting but just in case]

- a. You are expected to have your camera on during the synchronous Zoom sessions. Headsets or earphones ensure the best audio quality but are not required. *Please*

*advise me if you have circumstances under which you will not be able to meet these expectations.*

- b. In addition, for any student who does not attend the Zoom session live, you may be required to complete an assignment as an alternate method of contribution to the class. You must contact me prior to the session.

2. During our first class session, we will create a Class Community Contract of norms and expectations to create a productive, safe and fun learning environment. It will a collaborative exercise and the contract will be posted on Blackboard.



3. Students who are unable to attend class in person due to health reasons related to Covid must request an accommodation through The Office of Student Accessibility Services. Students who cannot be on campus due to travel or visa restrictions must contact their academic advisor to obtain an accommodation. Students without such accommodations are expected to be in the classroom. Any student with such accommodations should submit those to me as soon as possible.
  - a. Students accessing the class through Zoom are expected to have cameras on during the synchronous Zoom sessions, and preferably use headsets or earphones to ensure the best audio quality. Please advise me if you have circumstances under which you will not be able to meet these expectations.
  - b. For students who are located in a time zone where the synchronous class sessions or exams fall outside the window of 7 a.m. to 10 p.m. in your local time zone, and who have received accommodations to attend class remotely, please contact me as soon as possible. You will not be penalized for not attending the live class sessions via Zoom. The Zoom sessions will be recorded and posted on Blackboard, and you will be responsible for watching the recorded sessions and may be subject to additional participation assignments. Exams and other synchronous assessments will be scheduled for those students to be able to complete the assessment between 7 a.m. and 10 p.m. in your local time zone.
  - c. During synchronous Zoom sessions, the following netiquette is expected, as if you were in a physical classroom.
    - i. Please do:
      1. Log into class early or promptly using USC authentication.
      2. Arrange to attend class where there is a reliable internet connection and without distractions.
      3. Dress respectfully. Video conference business meetings are and will be the norm, so practice your professional telepresence.
      4. If you use a virtual background, please keep it respectfully professional. Display both your first and last name during video conferencing and synchronous class meetings.
      5. Respectfully minimize distractions by muting and or turning off video if necessary and when appropriate.



6. Engage in appropriate tone and language with instructors and classmates.
- ii. Please try not to:
  1. Engage in a simultaneous activity not related to the class.
  2. Interact with persons who are not part of the class during the class session.
  3. Leave frequently or not be on camera for extended periods of time.
  4. Have other persons or pets in view of the camera (unless otherwise invited).
4. Any Zoom sessions will be recorded and posted in the Blackboard Course pages. Students are not permitted to create their own class recordings. All students may access these recordings for study purposes.
5. Notes made by students based on a university class or lecture may only be made for purposes of individual or group study, or for other usual non-commercial purposes that reasonably arise from the student's membership in the class or attendance at the university. This restriction also applies to any information distributed, disseminated or in any way displayed for use in relationship to the class, whether obtained in class, via email or otherwise on the internet, or via any other medium. Actions in violation of this policy constitute a violation of the Student Conduct Code and may subject an individual or entity to university discipline and/or legal proceedings.

### **Technology**

For assistance with your Blackboard or other USC systems (USC login, MyUSC, USC Gmail, GoogleApps), please call +1 (213) 740-5555 or email [consult@usc.edu](mailto:consult@usc.edu). They are open Mon – Fri 9:30am – 5pm and weekends from 8am - 5pm (all Pacific time).

For assistance with Marshall systems (MyMarshall, Marshall Outlook email) you can call +1 (213) 740-3000 Mon-Fri 8am-6pm (Pacific), email [HelpDesk@marshall.usc.edu](mailto:HelpDesk@marshall.usc.edu), or use the self-help service portal by clicking on the “Help” link on the upper right of the My Marshall Home Page.

If your computer does not have Microsoft Word, Office 365 package is available to you free of charge and allows you to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including tablets. Office 365 also includes unlimited cloud storage on OneDrive. To download Office 365 log into your student (University) email through a web browser, choose Settings (top right corner), and select software. If you have further questions or need help with the software, please contact the USC ITS service portal.

## COURSE SCHEDULE, REQUIRED READINGS/PREWORK & ASSIGNMENTS

Any additional exercises or articles will be distributed on Blackboard or in class.

WEEK	DATE	TOPICS, PREWORK & ASSIGNMENTS
1	Jan 11	<p><b>What is Teaming? Course Introduction &amp; Community Building</b></p> <p><u>Read the syllabus</u></p> <p><u>Questions to ponder &amp; prepare (nothing to turn in):</u></p> <ul style="list-style-type: none"> <li>- What are examples of projects that need teams and those that do not?</li> <li>- What makes a successful learning experience for you? What behaviors, expectations and considerations make for an outstanding course?</li> <li>- What gets in the way of your learning? What should we avoid doing in the class?</li> <li>- Your responses should include both student and professor behaviors, expectations, and considerations as our aim to create a productive and safe learning space for each of us to excel.</li> <li>- We will create a class community contract together in class using breakouts and full class discussion.</li> </ul>
2	Jan 18	<p><b>The Interpersonal Imperative in Teaming</b></p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>• Duhigg, C. (2016). What Google learned from its quest to build the perfect team. The New York Times Magazine, 26. (Posted in Blackboard)</li> <li>• Rath, T. (2007). StrengthsFinder 2.0. Part I (pp. 1-31) After taking the assessment, read your report &amp; associated pages in the book</li> </ul> <p><u>Assessments:</u></p> <p>Take the following assessments, save results &amp; bring the results to class:</p> <ul style="list-style-type: none"> <li>• CliftonStrengths/StrengthsFinder assessment using the code at the back of the StrengthsFinder 2.0 book.</li> <li>• VIA Survey of Character Strengths - <a href="http://viacharacter.org/survey/account/register">viacharacter.org/survey/account/register</a>; Select to receive the FREE report. You do not have to purchase anything.</li> <li>• Big 5 Personality - <a href="https://www.truity.com/test/big-five-personality-test">https://www.truity.com/test/big-five-personality-test</a></li> <li>• What is Your Conflict Management Style – <a href="#">access pdf here</a></li> <li>• <i>Optional: MBTI/16Personalities Personality test – <a href="http://16personalities.com">16personalities.com</a></i></li> </ul>
3	Jan 26	<p><b>Pulling the Four C's Together: Context, Composition, Competencies, Change</b></p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>• Dyer et al. (2013). Team Building. Chapters 1-5</li> </ul> <p>Project Teams will be assigned today.</p>
4	Feb 1	<p><b>Managing Team Issues</b></p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>• Dyer et al. Chapters 7-9</li> </ul>

		Teaming ELC Exercise. We will meet in the classroom first.
5	Feb 8	<p><b>Understanding Different Types of Teams</b></p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>Dyer et al. Chapters 10-14</li> </ul> <p>Team exercises in class</p>
6	Feb 15	<p><b>Five Dysfunctions of a Team</b></p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>Lencioni, P. (2005) Overcoming the Five Dysfunctions of a Team: A Field Guide. Sections I, II &amp; III</li> </ul> <p><u>Assignment:</u></p> <p>Case will be distributed via Blackboard at least one week prior to class to prepare for class discussion. (Participation)</p> <p>Team feedback exercises in class</p>
7	Feb 22	<p><b>Leading Teams: The Bigger Picture</b></p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>Hackman, R. (2002). Leading teams: Setting the stage for great performances. Chapters 1-5</li> </ul> <p><u>Assignments:</u></p> <p>PROJECT #1 Due before class</p> <p>PROJECT #2 Assigned</p>
8	Mar 1	<p><b>Coaching the Team &amp; Imperatives for Leaders</b></p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>Hackman, R. Chapters 6-8</li> </ul> <p><u>Assignments:</u></p> <p>PROJECT #1 Self &amp; Peer Evaluation Due before class</p>
9	Mar 8	TBD <i>Set aside for content review &amp; team exercises.</i>
10	Mar 15	<b>SPRING BREAK! WELLNESS BREAK!</b>
11	Mar 22	<p><b>Performance Plus!</b></p> <p><u>Reading:</u></p>

		<ul style="list-style-type: none"> <li>Katzenbach, J.R. &amp; Smith, D.K. (2001) The Discipline of Teams. Chapters 1, 3 &amp; 4</li> </ul> <p>Team exercises in class</p>
12	Mar 29	<p><b>Performance Plus!</b></p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>Katzenbach &amp; Smith. Chapters 1, 3 &amp; 4</li> </ul> <p>Team exercises in class</p>
13	Apr 5	<p>Getting Unstuck</p> <p><u>Reading:</u></p> <ul style="list-style-type: none"> <li>Katzenbach &amp; Smith. Chapters 5-10</li> </ul>
14	Apr 12	<p>TBD: Speaker Panel: Lessons from Leaders</p> <p><u>Assignments:</u> PROJECT #2 Paper Due before class</p>
15	Apr 19	<p>Team Presentations I</p> <p><u>Assignments:</u> PROJECT #2 Presentation Slides due – Submit on Blackboard &amp; Bring a printed copy to class for Professor Tolan PROJECT #2 Self &amp; Peer Evaluation due by Friday, April 21</p>
16	Apr 26	Team Presentations II
17	May 6 2-4 pm	<i>Please hold this date &amp; time for Final Exam Period. Final confirmation pending.</i>

**IMPORTANT NOTE:** Due to class interests or unforeseen circumstances, there may be minor adjustments to the course calendar and assignment updates. I will make announcements in class regarding changes and updates, but it is also your responsibility to regularly check Blackboard (Bbd) for the formal notifications of updates, instructions, changes, modifications, announcements and other important information. Important and time sensitive Blackboard Announcements are always sent as emails when posted.

### **Statement of Academic Conduct and Support Systems**

#### **Academic Conduct:**

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, “Behavior Violating

University Standards” [policy.usc.edu/scampus-part-b](http://policy.usc.edu/scampus-part-b). Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, [policy.usc.edu/scientific-misconduct](http://policy.usc.edu/scientific-misconduct).

### **Support Systems:**

*Counseling and Mental Health* - (213) 740-9355 – 24/7 on call [studenthealth.usc.edu/counseling](http://studenthealth.usc.edu/counseling)  
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

*National Suicide Prevention Lifeline* - 1 (800) 273-8255 – 24/7 on call [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)  
Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

*Relationship and Sexual Violence Prevention Services (RSVP)* - (213) 740-9355(WELL), press “0” after hours – 24/7 on call [studenthealth.usc.edu/sexual-assault](http://studenthealth.usc.edu/sexual-assault)  
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

*Office of Equity and Diversity (OED)* - (213) 740-5086 | Title IX – (213) 821-8298 [equity.usc.edu](http://equity.usc.edu), [titleix.usc.edu](http://titleix.usc.edu)  
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

*Reporting Incidents of Bias or Harassment* - (213) 740-5086 or (213) 821-8298 [usc-advocate.symplicity.com/care\\_report](http://usc-advocate.symplicity.com/care_report)  
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

*The Office of Disability Services and Programs* - (213) 740-0776 [dsp.usc.edu](http://dsp.usc.edu)  
Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

*USC Campus Support and Intervention* - (213) 821-4710 [campussupport.usc.edu](http://campussupport.usc.edu)  
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

*Diversity at USC* - (213) 740-2101 [diversity.usc.edu](http://diversity.usc.edu)  
Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

*USC Emergency* - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call [dps.usc.edu](http://dps.usc.edu), [emergency.usc.edu](http://emergency.usc.edu)  
Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

*Emergency Preparedness / Course Continuity:* In case of a declared emergency if travel to campus is not feasible, the USC Emergency Information web site (<http://emergency.usc.edu/>) will provide safety and other information, including electronic means by which instructors will conduct class using a combination of USC's Blackboard learning management system ([blackboard.usc.edu](http://blackboard.usc.edu)), teleconferencing, and other technologies.

*USC Department of Public Safety - UPC:* (213) 740-6000, *HSC:* (323) 442-120 – 24/7 on call [dps.usc.edu](http://dps.usc.edu) Non-emergency assistance or information.

## FURTHER INFORMATION: CLASS PARTICIPATION

Preparation and class participation are extremely important parts of the learning experience in this course. Our class utilizes case analyses, role-plays, and simulations to illustrate the practical application of concepts. All of these activities require that students diligently and thoroughly prepare prior to class and actively offer their conclusions and recommendations during each session.

To help you understand what constitutes strong class participation, please review the **behavioral anchor rating scale** below.

### *Excellent Performance*

- Initiates information relative to topics discussed
- Accurately exhibits knowledge of assignment content
- Clarifies points that others may not understand
- Shares personal experiences or opinions related to topic
- Offers relevant / succinct input to class
- Actively participates in class exercises
- Demonstrates ability to apply, analyze, evaluate & synthesize course material.
- Demonstrates willingness to attempt to answer unpopular questions
- Builds on other students' contributions

### *Average Performance*

- Participates in group discussions when asked
- Demonstrates knowledge of course material
- Offers clear, concise, "good" information on class assignments
- Offers input, but tends to reiterate the intuitive
- Attends class regularly

### *Unacceptable Performance*

- Fails to participate even when directly asked
- Gives no input to discussions
- Does not demonstrate knowledge of the readings
- Shows up to class: does nothing
- Distracts group / class
- Irrelevant discussion