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| Week | Topic and Learning Objectives | Reading | Activities | Resources |
| 1 | **Course Essentials**   * Explore the essentials for any online course * Identify when and how to action these essentials with Moodle * Plan how to embed these essentials in your routine | Course Syllabus | Ask & Share Forum  Course Syllabus | [Track Progress in Moodle](https://www.youtube.com/watch?v=4h6cLRvKyyk)  [Completion Tracking](https://kb.dl.clackamas.edu/completion-tracking-enable-it-in-your-course/)  [OSCQR](https://oscqr.suny.edu/) Standard 1, 2, 3, 10  [Teaching Online Pedagogical Repository](https://topr.online.ucf.edu/)  [Online Learning Consortium](https://online.clackamas.edu/mod/book/view.php?id=1231846&chapterid=134860)  [Moodle Book article](https://kb.dl.clackamas.edu/moodle-book-resource/)  [ISP 160](https://www.clackamas.edu/docs/default-source/about-us/accreditation-and-policies/institutional-and-student-services-policies-and-procedures/instruction-and-courses/isp-160-course-outline-and-course-syllabus-information.pdf?sfvrsn=32338c68_4)  [Contact Information block](https://kb.dl.clackamas.edu/contact-information-block/) |
| 2 | **The Basics of Teamwork**   * Differentiate between the types of teams in organizations * Explore common myths about teamwork and observations about team leaders * Describe the essential conditions for successful team performance   Identify threats to team performance and productivity | Syllabus  C01 Teams in Organizations **pp 3-21**  C02 Performance and Productivity **pp 22-44** | Team: Team Meeting Schedule  Self-Assessment and Syllabus Quiz  Discussion Forum: **Introductions**  Once you have viewed the video, TEDTalks Tom Wujec: Build a Tower, Build a Team, describe your own assumptions (and personal experiences) about how teams function. Please create your own new thread with a catchy title for fun!  Response Paper #1: **Assumptions**  Write a one-page response to the following prompt: Describe what you see as essential conditions for successful team performance.  Zoom Meeting | TRT: 7:22: [TEDTalk Build a tower, build a team](https://www.ted.com/talks/tom_wujec_build_a_tower_build_a_team?utm_campaign=tedspread&utm_medium=referral&utm_source=tedcomshare)  VIDEO:  **Fritz Junker Design**  What skills do you consider most important when it comes to team and teamwork? |
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