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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 ForumCourse 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 | SyllabusC01 Teams in Organizations**pp 3-21**C02 Performance and Productivity**pp 22-44** | Team: Team Meeting ScheduleSelf-Assessment and Syllabus QuizDiscussion 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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