TEAM NORMS AND PROCEDURES 1/13/2020

Assignment Overview In this module, the comment was made that norms are implicit and tend to develop over time. However, it was also observed that virtual teams cannot afford the luxury of such a passive process and need to take proactive steps to establish explicit norms. Case Assignment In this Case, you are asked to consider ways a virtual team can explicitly establish communication and task norms that support high performance. The following reading provides some additional ideas for how a co-located team could an engage in norm-setting. You should model your action plan for virtual teams after this type of analysis. Case Reading Karten, N. (2003). Creating Team Norms. Retrieved August 2009 from http://www.stickyminds.com/sitewide.asp? Function=edetail&ObjectType=COL&ObjectId=6736 Assignment Expectations For this Case, complete the following: • Identify 10 specific behavioral norms (five communication and five task norms) that you feel are essential to the smooth performance of virtual teams. • Explain why you feel these norms are essential. • Propose a specific action plan virtual teams could use to develop and enforce task and communication norms. Use the background readings to support your arguments. Your paper will be evaluated using the following five (5) criteria: • Assignment-Driven Criteria (Precision and Breadth): Does the paper fully address all Keys to the Assignment? Are the concepts behind the Keys to the Assignment addressed accurately and precisely using sound logic? Does the paper meet minimum length requirements? • Critical Thinking (Critical Thinking and Depth): Does the paper demonstrate graduate-level analysis, in which information derived from multiple sources, expert opinions, and assumptions has been critically evaluated and synthesized in the formulation of a logical set of conclusions? Does the paper address the topic with sufficient depth of discussion and analysis? • Business Writing (Clarity and Organization): Is the paper well written (clear, developed logically, and well organized)? Are the grammar, spelling, and vocabulary appropriate for graduate-level work? Are section headings included in all papers? Are paraphrasing and synthesis of concepts the primary means of responding to the Keys to the Assignment, or is justification/support instead conveyed through excessive use of direct quotations? • Effective Use of Information (Information Literacy and References): Does the paper demonstrate that the student has read, understood and can apply the background materials for the module? If required, has the student demonstrated effective research, as evidenced by student’s use of relevant and quality (library?) sources? Do additional sources used in paper provide strong support for conclusions drawn, and do they help in shaping the overall paper? • Citing Sources: Does the student demonstrate understanding of APA Style of referencing, by inclusion of proper end references and in-text citations (for paraphrased text and direct quotations) as appropriate? Have all sources (e.g., references used from the Background page, the assignment readings, and outside research) been included, and are these properly cited? Have all end references been included within the body of the paper as intext citations? This should be a 4- to 5-page paper and can be turned in by the end of the module.