Team Building in Technology

Department of Human-Centered Computing
Indiana University School of Informatics and Computing, Indianapolis
Fall 2013

Section No.: 31698  Credit Hours: 3
Time: Tuesdays and Thursdays 12:00 –1:15 pm
Location: IT 265, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [map]
First Class: August 20, 2013
Website: https://oncourse.iu.edu/portal/site/FA13-IN/INFO-250-31698

Instructor: Beth Lykins, M.S. in Media Arts and Science, Lecturer
Office Hours: Thursday, 3:00-5:00, or by Appointment
Office: IT 457, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [map]
Phone: (317) 278-7624 (Office)
Email: ealykins@iupui.edu

Graduate Assistant and Keep Indianapolis Beautiful Liaison: Staci Dartis; you may contact Staci via Oncourse email

Prerequisites: None

COURSE DESCRIPTION
Practical introduction to working in groups of three or more people. Topics include the interpersonal process, decision-making styles, the creative effort, problem-solving, conflict resolution, leadership, and assessment techniques. This is a service-learning course.

Required Text(s):
None

Course Outcomes:

- Students will learn their own personality type.
- Students will learn the various roles that make up a successful team.
- Students will learn the basics of conflict resolution.
- Students will learn how to collaboratively solve problems.
- Students will learn the value of approaching projects from a team-oriented aspect.
- Students will learn how to present team projects in a professional manner.
• Students will learn how to assess the needs of a project and the effectiveness of a team effort.
• Students will have an opportunity to learn to work effectively with a diverse group of people.
• Students will learn about community engagement through hand-on projects with a community partner.
• Students will learn how to recognize and deal with the digital divide among diverse target audiences.

Core Competencies:
Through class presentations and weekly discussions/critique students will have an opportunity to share their ideas and skills with one another and have the opportunity to be involved in a peer critique environment. Students will also actively participate in real world projects with our community partner, Keep Indianapolis Beautiful (KIB.) There will be opportunities to work directly in the community as well. Students will learn to recognize various learning/working styles and how to collaborate with others who may have different approaches to projects and how to deal with the digital divide. Public speaking will be an integral part of this course, as students will regularly present their work to one another and to a representative from KIB, both informally and formally. Personality types, working and learning styles, and aptitude will be examined as pertains to the team environment. Conflict resolution skills will be emphasized, as will the ethics of working with diverse groups of people.

Software used:
Various media as needed for group projects

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:
Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Due to the collaborative nature of this course, attendance to every class meeting is vital. If you cannot make it to class you will need to contact not only me, but also everyone else in your team.

Any content missed will be the responsibility of the student, and lectures will not be repeated, other than what might be posted online for class and late work will not be accepted.
Incomplete:
The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. http://registrar.iupui.edu/incomp.html

Deliverables:
*Once an assignment/exercise/project folder in Oncourse is closed (AKA the due date has passed) it will NOT be reopened and the assignment or exercise cannot be handed in.*

*I will not accept ANY files via e-mail for any reason, so if you missed the due date in Oncourse do NOT send the files to me. I will delete the message unopened and you will not receive credit for that assignment. Obviously I have had a major problem with this in the past, hence the emphasis...*

If you want feedback on an assignment or exercise and you missed the due date, make an appointment to see me in my office and I will critique your work, but not for credit. At least that way you will learn from what you did right and what you did wrong so you can apply that knowledge to the remaining assignments/exercises. My best advice is just to get everything in on time to avoid this problem.

Extenuating circumstances can be discussed on an individual basis, but the final decision is up to the instructor in all cases and proof of the extenuating circumstance(s) will be required, such as a doctor’s note, obituary notice, police report, or other substantial proof. Abuse of the system by previous students is the reason for this requirement...

**Check Oncourse regularly (daily) for assignment details and messages. This is particularly vital due to the changeable, real world nature of this course.**

Participation in discussion and critique is expected of ALL students and will be factored into your final grade for the course. Critique is intended to be a place where we can explore the strengths and weaknesses of each other’s work. Any personal attacks or unsubstantiated criticism (or praise) of work will not be tolerated. Every project/assignment/exercise is subject to critique.

All contact with the community partner will be directed through the graduate assistant for the course. Other than during presentations, volunteer opportunities, and field trips,
students will not contact the community partner directly as part of this course. If a student has individual affiliations with the community partner such as an internship an existing relationship, another course, etc., that is outside the scope of this course.

Extra credit options will be given throughout the semester and announced in class and posted on Oncourse.

Oncourse will be used extensively in this course and it is each student’s responsibility to monitor e-mail, announcements, forums, chats, resources, and assignments in Oncourse daily. Failure to do so is not an excuse for missing an important message or assignment. Fellow team members, the instructor or graduate assistant, or the community partner may contact you, therefore it is vital to stay connected and remain available. This course has a real world component and with that comes some unpredictability. Meeting dates, locations, or other vital information could change at the last minute, and all of these may impact a project you are working on and the deliverable you need to submit.

Projects that directly involve the community partner will need to be turned in via Oncourse, presented to the community partner representative, and delivered to the community partner.

There will be a combination of individual and team projects due in this course. For team projects there will be the final compiled project which will need to be turned in, but in addition to that all students will be expected to hand in his/her individual contributions to the final compiled projects. This will be discussed in detail as projects are assigned.

**Grading Information:**

- Grades in this course are based upon the following things:
  1. Individual assignments
  2. Team projects
  3. Individual contributions to team projects
  4. Peer evaluations of individual contribution to the team
  5. Class participation
- To receive credit for class participation each student must discuss his/her thoughts on readings and other class materials and/or contribute meaningfully to the class discussion
- Grades will be posted to Oncourse assignments
- Team projects will be assigned a team grade (for the overall project itself) but individual team members will also be assessed on the evidence supplied in Oncourse of their contribution to the overall team project as defined by their team role
• Peer evaluations will make up one portion of the grade for each student during team projects
• Community partner volunteer documentation will be coordinated by the graduate assistant
• Team project grades will have equal weight given to the following areas (a grade for each category below will be calculated and averaged for each student's individual grade; this means that not all team members may receive the same grade for the same project; final grades are individual:)
  o Overall team project grade
  o Individual contribution to the team
  o Team peer evaluations
• Absolutely nothing for credit will be accepted via email; this includes late work or anything else for which a student would expect to earn points
• Late work is defined as anything turned in after the assignment is closed in Oncourse and will not be accepted
• Due to the real world nature of this course, due dates, especially those involving the community partner, are subject to change; these changes will be posted to Oncourse as well as discussed in class

Principles of Undergraduate Learning (PUL):
Learning outcomes are assessed in the following areas:
• Oral presentation (OP)
• Writing skills (WS)
• Critical thinking (CT)
• Application of knowledge (AoK)
• Intellectual depth, breadth, and adaptiveness (ID)
• Understanding of society and culture (S&C)
• Values and ethics (V&E)

WEEKLY SCHEDULE
This will be distributed on the second week of class and it is subject to change as the needs of the community partner are assessed and determined and as weather permits because our community partner works out of doors and weather may impact the schedule. Project due dates and community engagement dates may change. The revised weekly schedule(s) will be posted as an addendum to the syllabus in Oncourse and discussed in class.

Each student is expected to volunteer at least one time with the community partner and to attend a group field trip to the location of the community partner. Volunteer opportunities will be posted in Oncourse once these are determined with the community partner, as will the date of the field trip.
All changes will be announced as far in advance as possible, posted in Oncourse, and discussed in class.

Communication and meetings among team members outside of class will be required. Occasional travel to the community partner location will also be required, but dates for this will be posted in advance on Oncourse. Teams will make travel arrangements among themselves for project related trips.

The structure of the teams will vary throughout the semester, but students will remain in the same team with the same team roles (unless changed by the instructor) for the duration of any single project involving the community partner.

**Week 1**
* **Tues:**
  - Overview and course introduction
  - Ice breaker
  - Discussion of group vs. team definitions
  - Create blog
* **Thurs:**
  - Revisit team vs. group discussion

**Week 2**
* **Tues:**
  - TBD
* **Thurs:**
  - TBD

**Week 3**
* **Tues:**
  - TBD
* **Thurs:**
  - TBD

**Week 4**
* **Tues:**
  - TBD
* **Thurs:**
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**Week 5**
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Week 14

Tues:
TBD

Thurs:
TBD

Week 15

Tues:
TBD

Thurs:
TBD

Week 16

Tues:
TBD

Thurs:
TBD

Grading Scale:
A+ 100% Professional level work, showing highest level of achievement
A 93–99% Extraordinarily high achievement, quality of work; shows command of the subject matter
A– 90–92% Excellent and thorough knowledge of the subject matter
B+ 87–89% Above average understanding of material and quality of work
B 83–86% Mastery and fulfillment of all course requirements; good, acceptable work
B– 80–82% Satisfactory quality of work
C+ 77–79% Minimally acceptable performance and quality of work
C 73–76% Unacceptable work, does not demonstrate mastery
C– 70–72% Unacceptable work
D+ 67–69% Unacceptable work
D 63–66% Unacceptable work
D– 60–62% Unacceptable work
F Below 60 Failure

MISSION STATEMENT
The Mission of IUPUI is to provide for its constituents excellence in
• Teaching and Learning;
• Research, Scholarship, and Creative Activity; and
• Civic Engagement.

With each of these core activities characterized by
• Collaboration within and across disciplines and with the community;
• A commitment to ensuring diversity; and
• Pursuit of best practices.

IUPUI’s mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University’s Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student’s work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct. Refer to The Code > Responsibilities > Academic Misconduct at http://www.indiana.edu/~code/. All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. https://www.indiana.edu/~istd You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the Publication Manual of the American Psychological Association). To detect plagiarism instructors apply a range of methods, including Turnitin.com. http://www.ulib.iupui.edu/libinfo/turnitin
Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   
a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.

b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.

c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.

d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.

e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.

h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
   
   1. directly quoting another person’s actual words, whether oral or written;
   2. using another person’s ideas, opinions, or theories;
3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. borrowing facts, statistics, or illustrative material; or
5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

4. **Interference:** A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

**OTHER POLICIES**

1. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: [http://registrar.iupui.edu/course_policies.html](http://registrar.iupui.edu/course_policies.html)

2. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

3. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

4. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed
for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit http://aes.iupui.edu for more information.

5. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student’s responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.