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## SYLLABUS

Date/ Revision	April 2017
Faculty	Engineering
Approval	Head of Program Study

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### SUBJECT : COLLABORATION & COMMUNICATION

#### 1. Identification of Subject:

Name of Subject	: COLLABORATION & COMMUNICATION
Code of Subject	:
SKS / ECTS	:
Semester	: 2
Study Program	: CSE
Lecturer	:

#### 2. Competency

After having the course, students are expected to:

- Explain and apply methodology to manage team and understand the behavior at the individual and team level.
- Apply basic theories of motivation and recognize the appropriate models.
- Aware and understand of strengths and weaknesses of individual team member and as a group

#### 3. Description of Subject:

This course provides understanding to the student about improving and managing engineering teams. The course will explore the theoretical foundations of teamwork and leadership, along with the practical application of tools and techniques for use in work settings. Topics include team formation, dynamics, processes, organizational context, and measures of effectiveness.

#### 4. Learning Approach

Approach	: Problem based learning
Method	: Discussion, question answer, group work
Student Task	: Practices and homework
Media	: Power Point Presentation, Video

#### 5. Evaluation

a) Absence maximum	: 25%
b) Participation in discussion	: 5 points
c) Homework, Classwork	: 10 points
d) Presentation, Simulation	: 10 points
e) Daily Quiz	: 15 points
f) Final Examination	: 60 points
Total	: 100 points

## 6. Contents/ Topics of Lecturing:

Week	Topics	Content	Remark
1	Chapter 1 – 2	<ul style="list-style-type: none"> <li>• A Framework for Working Across Boundaries</li> <li>• Design Principles for Successful Virtual Teams</li> </ul>	
2	Chapter 3 – 4	<ul style="list-style-type: none"> <li>• The Three-Fold Path of Expanding Emotional Bandwidth in Virtual Teams</li> <li>• Getting Virtual Teams Right the First Time: Keys to Successful Collaboration in the Virtual World</li> </ul>	
3	Chapter 5 – 6	<ul style="list-style-type: none"> <li>• Sensemaking to Create High-Performing Virtual Teams</li> <li>• Trust Building Online: Virtual Collaboration and the Development of Trust</li> </ul>	
4	Chapter 7 – 8	<ul style="list-style-type: none"> <li>• Transformational Leadership Attributes for Virtual Team Leaders</li> <li>• Going Beyond Leadership Style: When and How Do We Lead Change?</li> </ul>	
5	Chapter 9 - 10	<ul style="list-style-type: none"> <li>• Leading Virtual Teams: Potential Problems and Simple Solutions</li> <li>• Team Composition and Member Selection: Optimizing Teams for Virtual Collaboration</li> </ul>	
6	Chapter 11 - 12	<ul style="list-style-type: none"> <li>• Generational Differences in Virtual Teams</li> <li>• Assessing Training Needs for Virtual Team Collaboration</li> </ul>	
7	Chapter 13 -14	<ul style="list-style-type: none"> <li>• Design Concepts for Virtual Work Systems</li> <li>• The Technology That Supports Virtual Team Collaboration</li> </ul>	
8	Mid Term Break		
9	Chapter 15 - 17	<ul style="list-style-type: none"> <li>• Training for Virtual Collaboration: Beyond Technology Competencies</li> <li>• Combating Confusion: Virtual Teams That Cross Borders</li> <li>• Problem Solving in Virtual Teams</li> </ul>	
10	Chapter 18 - 20	<ul style="list-style-type: none"> <li>• Correcting Chronic Decision-Making Problems Through Effective Collaboration</li> <li>• Tools for Effective Virtual Team Start-Ups</li> <li>• Tools for Effective Virtual Team Meetings</li> </ul>	

11	Chapter 21 - 22	<ul style="list-style-type: none"> <li>• Etiquette: What Is the Etiquette of Virtual Teams?</li> <li>• Creativity Techniques for Virtual Teams</li> </ul>	
12	Chapter 23 - 24	<ul style="list-style-type: none"> <li>• Using Assessments to Predict Successful Virtual Team Collaboration Performance</li> <li>• Building the Business Case to Executives for Virtual Teams</li> </ul>	
13	Chapter 25 - 27	<ul style="list-style-type: none"> <li>• Virtual Teams in Medical Care Delivery</li> <li>• Distributed Work: Using Data to Drive Business-Focused Decision Making</li> <li>• Virtual Collaboration in a Matrix Organization</li> </ul>	
14	Chapter 28 -30	<ul style="list-style-type: none"> <li>• Knowledge Transfer and Learning on Virtual Design Teams</li> <li>• Collaboration in the Real World: Virtual Team Key Take-Away Principles That Work</li> <li>• The Virtual, Networked Organization: How one Company Became Transparent</li> </ul>	
15	Final Examination		

## 7. Book Reference:

- a) The Handbook of High Performance Virtual Teams: A Toolkit for Collaborating Across Boundaries (2008) Jossey-Bass , Jill Nemiro (Editor) et al, John Wiley & Sons, Inc, 2008, ISBN-13: 978-0-470-17642-9
- b) Collaborative Intelligence: Using Teams to Solve Hard Problems, J. Richard Hackman Berrett-Koehler Publishers, ISBN: 978-1-60509-990-3