

## **Fiala: IME 4220 Engineering Teams: Theory & Practice**

**Fall 2009** – Instructor: **Jerrie Fiala** Office – F 225 CEAS Parkview Campus

IME 4220 Section 43799: T/R – 2:30 – 3:45 p.m. E-121

Office Hours: M/W: 4:20-4:50 p.m.; TR: 12:45-1:15 p.m. & 3:45-4:15 p.m.; By appointment

Email: [jerrie.fiala@wmich.edu](mailto:jerrie.fiala@wmich.edu) or [jlthornell@yahoo.com](mailto:jlthornell@yahoo.com)

Phone: **269-276-3359** or 269-327-1609

Leave papers and messages at IME Office **F 232 Parkview**

**OTHER CLASSES:** **IME 1020** Section 46167: M/W/F 3:30 – 4:20 p.m. C-124

**IME 1020** Section 42115: T/R 11:30 – 12:45 p.m. C-122

IME 4220 Engineering Teams: Theory and Practice: “Methods of understanding, planning, and presenting a conference with oral and written components. Task groups will be used to explore creativity, controversy, power, and process in leadership situations” (*WMU Undergraduate Catalog 2007-2008*).

**Grades:** Grades are determined by points. Instructor records **ONLY** points:

<b>POINT SYSTEM</b>		<b>POINT/GRADE SCALE</b>
Group projects	245 points	460-500 = 4.0 (92-100%)
3 Papers / 1 email / info sheet	55 points	435-459 = 3.5 (87-91%)
Midterm	100 points	410-434 = 3.0 (82-86%)
Final Exam	<u>100 points</u>	390-409 = 2.5 (78-81%)
TOTAL	500 points	350-389 = 2.0 (70-77%)
Deductions taken for excess absences and in-class use of laptops, note pads, and other electronic devices		330-349 = 1.5 (66-69%)
		300-329 = 1.0 (60-65%)
		0-299 = 0.0 (0-59 %)

### **Group Projects [245 points]:**

**Group Project 1** – [45 total points]: Introductions (15 group +10 individual): Choose a group name that represents the group members and prepare a 10-to-15-minute introduction of team members that emphasizes both the individual members and the name/logo that links them as a “team.” Other points include in-class assessment of others’ presentations: in-class assessments (6), voting (4), Group Project 1 individual contribution log (5), Group Project 1 feedback (5)

**Group Project 2** – [65] Course-related Instruction (30+15): Select some facet of group communication, and teach the class. The topic should be related to an IME 4220 topic such as verbal or nonverbal communication, leadership, meetings, problem solving, conflict management. Research the topic using at least two reputable sources (not your text), and prepare a 15-to-20- minute presentation and a supportive handout for the class. The handout should support the topic and enhance the audience’s understanding of the topic. Other requirements include a memo to the instructor – that includes the group’s topic and focus and APA references citations of the sources being used and a copy of the main source of the research used for the presentation. The memo is required the week before the presentation, but should be submitted as soon as the group has selected a topic. Other points include in-class assessment of others’ presentations (6), what I learned (4), Group Project 2 individual contribution log (5), Group Project 2 feedback (5)

**Group Project 3** – [50] Activity (20+10): Direct a hands-on activity for the class without PowerPoint: Prepare a 20-to-25-minute presentation in which the audience is organized into groups for an activity that meets some group enhancement purpose, such as, but not limited to, . Supply materials and information for audience groups to complete the activity. Other points include in-class assessment of others' presentations: in-class assessments (6), what I learned (4), Group Project 3 individual contribution log (5), Group Project 3 feedback (5)

**Group Project 4** – [85] Engineering Presentation (50+15): Educate the class on a researched engineering topic. Each group prepares a 20-to-30-minute PowerPoint presentation involving an engineering topic approved by the instructor. The assignment includes a group proposal memo, an annotated APA reference list, and a PowerPoint slide presentation. Other points include in-class assessment of others' presentations: in-class assessments (6), what I learned (4), Group Project 4 individual contribution log (5), Group Project 4 feedback (5).

**Other points [55 points]:** Three papers, one e-mail, and an information sheet.

**Midterm [100 points]:** Material includes text, lecture, classroom, and preparation materials. It includes definitions and short answer and some combination of true / false, multiple choice, and application of concept requests.

**Final Exam [100 points]:** The final involves a take-home paper and in-class test.

**Communication:** Please be professional in all communication: Professional communication focuses on audience and purpose to give audience members what they want and what they need. Always clarify who you are and your reasons for communicating. Always include pertinent information such as who, what, where, when, why, and how.

### **Other Important Points:**

**Attendance:** You are allowed one absence without penalty. Five (5) points will be deducted for each additional absence. You are responsible for class information and assignments. Please let me know via e-mail beforehand if you are going to miss class or as soon as possible if you missed class without planning to do so. Communication is valuable. Anyone who depends on you should know if you are not going to be able to do what you are expected to do. When in doubt, communicate!

**Tardiness:** During the class, you are expected to be in the classroom at the start of class. Points will also be deducted for those who are routinely tardy or who routinely leave early. When in doubt, communicate!

**Preparation and Participation:** You are expected to prepare for class and to participate in class individually and with your group; this is part of your group work and others in your group may refer to it in their feedback memos.

**E-mail Administration Fees:** For any assignments that is NOT deemed as e-mail, scores are reduced 10% for work that's emailed to the instructor when e-mail was not requested. When in doubt, communicate!

**Late Work:** All late work is reduced 10% per day beginning after class on the due date.

**Respect:** Please treat others with respect. Point deductions may be taken for disrespectful communication.

**Cell phones:** You may keep your cell phones / communication devices on buzz for emergency calls; please do not complete routine communication in class. If you get an emergency buzz, beep, or vibration, please leave the classroom to communicate electronically.

**Think about the first impression you make when you text message while someone – instructor or other student – in any course during the semester – It's not professional.**

**Laptops:** Please DO NOT open and use your laptop computer in the classroom unless it is being used for an IME 4220 course activity. This is extremely rude and may result in a 5-point deduction for each instance in which a student uses his or her laptop or electronic device during class.

**Course Syllabus:** See the Course Syllabus for details on prerequisites, texts, course objectives, performance criteria, and further details about class policies, group projects, and participation.

**Communication:** Please be professional in all communication: Professional communication focuses on audience and purpose to give audience members what they want and what they need. Always clarify who you are and your reasons for communicating. Always include pertinent information such as who, what, where, when, why, and how.

For written communication:

**NOTE: Be professional: Please use standard grammar, punctuation, spelling, and diction. Deductions are taken for work that does not adhere to a professional standard.**

- a. Whenever possible, word-process your written communication.
- b. Use the basic memo format for both printed and electronic communication: include the following in the heading of printed material: DATE: TO: FROM: and SUBJECT: or RE:
- c. Be as specific as possible in the subject line.
- d. State reasoned opinions / conclusions first; then support them with concrete and specific detail.
- e. Communicate in complete sentences, and use spell-check.
- f. Do NOT indent paragraphs; single space paragraphs with a double space between paragraphs.
- g. Use short paragraphs, and for longer pieces of writing, use topic headings.
- h. For e-mails, use a professional e-mail account.

For oral communication:

- a. Always introduce yourself if anyone present may not know who you are. For informal, communication, stating your name and reason for speaking is usually adequate.
- b. Stand up and place yourself so that you can face the members of the audience; try to see the faces of all (or most) members of the audience.
- c. Speak clearly and at a volume and pace so that members of the audience can hear you.
- d. Always maintain eye contact with all audience members; pay attention to non-verbal communication to assure that your message is being understood.
- e. Ask for questions and thank the audience.

**Course Syllabus:** See the Course Syllabus for details on prerequisites, texts, course objectives, performance criteria, and further details about class policies, group projects, and participation.

### **FIALA: IME 4220 TENTATIVE SCHEDULE – Fall 2009: Section 43799**

<b>DATE</b>	<b>DUE/DO</b>	<b>CLASS WORK</b>
		<b>Week 01</b>
01 T 9/8		Course Introduction; Welcome; Assign Project 1
02 R 9/10		Perception and Personality
F 9/11 9 p.m.	Via e-mail	B & S paragraph due via e-mail attachment: <a href="mailto:jerrie.fiala@wmch.edu">jerrie.fiala@wmch.edu</a>

DATE	DUE/DO	CLASS WORK
		<b>Week 02</b>
03 T 9/15		Small Group Definition and Types
04 R 9/17	<b>GP 1</b>	<b>Group Project 1</b>
F 9/18 9 p.m.	Via e-mail	Project 1 log and feedback memo due via e-mail attachment: <a href="mailto:jerrie.fiala@wmch.edu">jerrie.fiala@wmch.edu</a>
		<b>Week 03</b>
05 T 9/22	<i>MBTI</i>	Nicole Maggio introduces Myers-Briggs Type Indicator Assign Project 2
06 R 9/24		Communication: Verbal and Nonverbal
		<b>Week 04</b>
07 T 9/29	<i>MBTI</i> <b>GP 2</b> <b>Memo</b>	Nicole Maggio provides MBTI results
08 R 10/01		Communication: Listening
		<b>Week 05</b>
09 T 10/06	<b>GP 2</b>	<b>Group Project 2</b>
10 R 10/08	<b>GP 2</b>	<b>Group Project 2</b>
F 10/09 9 p.m.	Via e-mail	Project 2 log and feedback memo due via e-mail attachment: <a href="mailto:jerrie.fiala@wmch.edu">jerrie.fiala@wmch.edu</a>
		<b>Week 06</b>
11 T 10/13		Theories, Types, and Models
12 R 10/15		Small Group Goals and Roles; Assign Paper 1 Assign Group Project 3 / 4 teams: Assign Project 3 Review for Midterm
		<b>Week 07</b>
13 T 10/20	<b>Midterm</b> <b>GP 3</b> <b>memo</b>	Midterm
14 R 10/22	<b>Paper 1</b> <b>due</b>	Meetings and Public Discussions Assign Group Project 4

DATE	DUE/DO	CLASS WORK
		<b>Week 08</b>
15 T 10/27	<b>GP 3</b>	<b>Group Project 3</b>
16 R 10/29	<b>GP 3</b>	<b>Group Project 3</b>
F 10/30 9 p.m.	Via e-mail	Project 3 log and feedback memo due via e-mail attachment: <a href="mailto:jerrie.fiala@wmch.edu">jerrie.fiala@wmch.edu</a>
		<b>Week 09</b>
17 T 11/03		Leadership Assign Paper 2
18 R 11/05		<u>Leadership</u>
		<b>Week 10</b>
19 T 11/10		Decision Making and Problem Solving
20 R 11/12	<b>Paper 2 due</b>	Small Group Communication Strategies
		<b>Week 11</b>
21 T 11/17	<b>GP 4 memo</b>	Conflict Management: Abilene Paradox, Groupthink
22 R 11/19		Difficult people
		<b>Week 12</b>
23 T 11/24	<b>GP 4</b>	<b>Group Project 4:</b> Slide handouts due from presenting groups
R 11/26		<b>Happy Thanksgiving – NO class</b>
		<b>Week 13</b>
25 T 12/01	<b>GP 4</b>	<b>Group Project 4:</b> Slide handouts due from presenting groups
26 R 12/03	<b>GP 4</b>	<b>Group Project 4:</b> Slides and all group and individual materials due from presenters Assign Paper 3
F 12/04 9 p.m.	Via e-mail	Project 4 log and feedback memo due via e-mail attachment: <a href="mailto:jerrie.fiala@wmch.edu">jerrie.fiala@wmch.edu</a>

DATE	DUE/DO	CLASS WORK
		<b>Week 14</b>
T 12/08		NO CLASS SEDP
27 R 12/10	<b>Paper 3 due</b>	Review for Final; assign take home final exam
		<b>Finals Week</b>
W 12/16	<i>Final Exam</i>	<b>FINAL EXAM: 2:45-4:45 p.m. in Room E121</b> <b>Take-home final due</b>

**FIALA: IME 4220 Fall 2009 Section 43799 Score Sheet**

<u>Individual</u>	<u>Points</u>	<u>Total</u>	<u>Group</u>	<u>Points</u>	<u>Total</u>
info sheet, e-mail B & S 3 papers			#1 group	<u>      /15</u>	
Info sheet and B & S paragraph	<u>      /5</u>		#1 individual	<u>      /10</u>	
Paper 1	<u>      /20</u>		#1 Log, group feedback, IC assessment & vote	<u>      /20</u>	<u>      /45</u>
Paper 2	<u>      /20</u>		#2 group	<u>      /30</u>	
Paper 3	<u>      /10</u>	<u>      /55</u>	#2 individual	<u>      /15</u>	
			#2 Log, group feedback, IC assessment	<u>      /20</u>	<u>      /65</u>
Midterm	<u>      /100</u>	<u>      /155</u>	#3 group	<u>      /20</u>	
			#3 individual	<u>      /10</u>	
			#3 Log, group feedback, IC assessment	<u>      /20</u>	<u>      /50</u>
			#4 group	<u>      /50</u>	
Final exam	<u>      /100</u>	<u>      / 255</u>	#4 individual	<u>      /15</u>	
			#4 Log, group feedback, IC assessment	<u>      /20</u>	<u>      /85</u>
				Project Total	<u>      /245</u>
Absence Deductions				<u>Overall Total</u>	<u>      /500</u>