

Western Michigan University

EDMM 3020 Engineering Teams: Theory and Practice

Credits and contact hours: 3-3

Specific course information

- a. **Catalog description** 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.
- b. **More description** Lectures, case studies, exercises, and group projects will be used to explore group dynamics and interpersonal communication strategies in order to improve your ability to be a future leader, manager, and **team builder**.
- c. **Prerequisites** IEE 1020 Technical Communication or equivalent
- d. **Required course in EDT & MFT**

Goals for the course

Course Objectives: By the end of the semester, the student should be able to	Performance Criteria Measured
1. Effectively research and present in written and in oral presentations a variety of course-related topics: perception, small group/team definition, small-group theories; group goals, roles, leadership, and conflict management; verbal, nonverbal, and listening communication strategies for small groups; strategies for enhanced problem solving and decision making	G5 - ICES #175: This course increased improved my ability to communicate clearly about this subject In-class or homework assignments related to aspects of group/team definition, components, theory, and application Team scholarly article reviews & Projects 1-3
2. Function as a member of two different teams to produce four different oral group presentations that incorporate research.	G4* Presents information in oral format that is well-organized, useful, and effectively delivered Projects 1-3 presentations & Team article reviews
3. Demonstrate an understanding of group dynamics and its importance in task, relational, and procedural aspects in group work, problem-solving and decision-making groups	E3* Supports team activities through professional behaviors Projects 1-3 presentations
4. Prepare a log of his or her individual efforts on each project and a memo regarding the contribution of every person on the team (including him or herself). Students also participate in the assessment of the group and individual presentation projects and prepare additional materials to provide feedback to the other groups.	E1* Demonstrates follow-through on team commitments Projects 1-3 reflections & assessments in memo format
5. Demonstrate an understanding of self and other awareness with respect to the unique	G5 - ICES #175: This course increased improved my ability to communicate clearly this subject

individual personalities and preferences involved in learning, energizing, leading, selecting group roles, and approaching problem-solving and decision-making	Responses to feedback on Bell and Howell and MBTI and a variety of other self-awareness tests and follow-up discussions done in class
6. Demonstrate professional oral presentation skills in a variety of formal and informal, group and individual presentations	G6* - ICES #187: This course increased my ability to speak in public effectively. Projects 1-3 & team scholarly article reviews

Academic Honesty: “You [students] are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate and Graduate Catalogs that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse [The policies can be found at <http://catalog.wmich.edu> under Academic Policies, Student Rights and Responsibilities.] If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test.” To access the Code of Honor and general academic policies on such issues as diversity, religious observance, student disabilities, etc., check out Please check out <http://osc.wmich.edu>, www.wmich.edu/registrar and www.wmich.edu/disabilityservices

Course Philosophy: This class is about giving you the background and perspective to be a successful team builder, which is basically (a) getting to know those around you, (b) understanding their strengths, weaknesses, and potential (c) taking the time, as a team, to develop all weaknesses into strengths and to convert all potential into optimal performance, (d) creating and believing in team goals along with laying out a thorough list of specific tasks to achieve those goals, (e) creating a culture that values open, honest, and all-inclusive communication as a key to achieving goals (f) being able to “speak up” when you see a problem and to deliver bad news tactfully, (g) solving problems and resolving conflicts immediately and in a way that flows with the team’s synergy, (h) accepting the fact that (no matter who you are) sometimes you have to be a good follower, and (i) knowing that the best leaders aren’t afraid to see their followers and teammates become great leaders.

Course Rules:

1. Treat the instructor and other students with respect. A divisive attitude goes against team values and will make me wonder if you deserve to pass the course.
2. Three points will be deducted for any absence during a class that requires work on a group project. Other than those days, one absence is allowed. After that, 3 points will be deducted for every additional absence. You are expected to be on time and to attend the entire class; therefore, points may be deducted for those who are routinely late or for those who routinely leave before class has been dismissed.
3. Late assignments receive a 5-point deduction for each day of lateness. If you are unable to attend class, you are expected to submit assignments to the IEE & EM and EDMMS Office—F 232 Parkview—or via e-mail by the due date.

Point System

- 3 Oral Presentations/ Team Projects 75 pts.**
- 1 scholarly article review 15 pts.**
(You will summarize, for the class, one scholarly article.)

3 memo reports for Team Projects	30 pts.
1 team business proposal	15 pts.
1 MBTI (personality) test taken on time	25pts.
6 Quizzes	60 pts.
2 Exams	100pts.
In-class Exercises	50pts.
Final Exam	100 pts.

Total 470 pts.

92%	433+ pts. =	A
88-91.5%/	412-432 pts. =	B/A
82-87.5%/	384-411 pts.=	B
78-81.5%/	365-383 pts.=	B/C
75-77.5%/	351-364 pts.=	C
72-74.5%/	309-350 pts.=	C/D