

Designing CSCL Spring '09

Team 4 – Chadd Spencer, Ann Veith and Stella Wong

Organizational Communications Week One-

Module One

Welcome to your first assignment in Organizational Communication and your first experience with your assigned teammates! Your team will be working together for the entire semester. Together you will complete assignments that will culminate with a team project at the end of the semester. Your final project will be to make recommendations to enhance the MyZou site.

For this first lesson you have five modules to completed in 10 days. Each module may have multiple components so be sure to read through the directions thoroughly. Not all activities are sequential and some you may be able to complete simultaneously. Our focus for this first lesson will be on laying the ground work on how your team will work together and identifying the possible scope of your final project (which parts of MyZou might you focus on for enhancements) through the creation of a Team Charter.

A Team charter is a powerful tool to help an organized group focus on common objectives and examine the process of creating a road map to meet the agreed upon goals. This tool clarifies the purpose for your team's existence and documents the agreements amongst team members. In addition, this process will give you an opportunity to develop new skills and experience the relationship between the processes of communicating and organizing. Your experience in this course is largely based on team dynamic.

In order to get the most out of this class, it is important that each team member fully participate in the exercises. With this in mind, you will be graded on two things: the actual deliverable for the lesson and your participation. Your group deliverable will graded by the professor and judged according to how well you demonstrated knowledge of key concepts. Your participation will be judged by your teammates using a peer evaluation. The quality of the deliverable will make up 60% of your grade and the peer evaluation will make up the other 40%. After each module, you will be asked to submit your evaluation on how your peers performed in the group.

Mod 1.1 - Due: July 19th, 10pm.

1.1a) Complete the assigned readings:

<http://www.endsoftheearth.com/HTMLTeams/Chap2.htm> ;<http://www.groupjazz.com/pdf/vteams-toronto.pdf>

1.1b) On your Sakai team discussion board, post an introduction of yourself with some background of who you are. Include two short stories of past team experiences; one positive team experience and one negative team experience.

1.1c) Conduct your own research on team charters, building virtual teams and/or other relative topics and post them on your discussion board. Include your thoughts on the content you found and how it compares to and/or complements the assigned readings.

Module 1.2 - Due: Tuesday, July 21st at 10pm.

This module is about familiarizing yourself with the components of a Team Charter. You will have 2 deliverables in this section:

1.2a) Review the two given items. They are both good stepping blocks for the charters you will be creating in another part of this lesson. The first example shows what a completed charter could look like. Pay attention to the headings and the information underneath them and begin to think about this example in relation to your own charter. The headings used in the example are Common Goals, Core Values, Potential Obstacles, Ground Rules and Communication Plan and Who We Are. Do all of these headings suite your team? Would you make changes? Example two shows a charter template and guidelines for completing it.

Example 1: <http://www.teamlti.com/charter/page0/files/Charter6.pdf>

Example 2: <http://social.uophx.edu/AAactivities/LearningTeam/charter.pdf>

1.2b) Start a new discussion thread in your team's discussion board on Sakai titled "MyZou - Project Scope". Your team's final project for the semester will be to make recommendations on changes for the MyZou site. In module 1.2b you will familiarize yourself with the content and layout of the site and decide what your group will focus on. Use the discussion board to post your findings and then decide as a group what will be included in your team charter as the initial project scope. As the semester goes on, you may shift gears on which part of MyZou you want to focus on and you will have an opportunity to update

your charter. To access MyZou, you'll first need to use your PawPrint to access MyZou. Here is the link:

<https://myzou.missouri.edu/psp/prd/EMPLOYEE/HRMS/?cmd=logout>.

As distance students, it's very likely that you've all had experiences within MyZou. Log in and access the student registration utilities. What do you like about the site? What don't you like? What changes would you make to improve the things you do like and what might be designed/developed to replace the things you don't? Post your ideas to the team discussion board.

Mod 1.3 - Due: Sat July 25th, 10pm.

This module has only one deliverable, create your team charter. Use the examples given to guide you but make it your own. Regardless of how your team decides to construct your charter however, you must include these basic elements: Ground Rules, Plan for Communication, Project Scope.

Mod. 1.4 - Due: Sunday, July 26th at 10pm.

This module has 2 deliverables. The intent is to think about the process of creating a team charter and working as a group.

1.4a) Create a discussion topic on your Sakai team board called "Charter Creation Process". Now that your team charter is complete, think back upon the experiences you've had with this module. In the first part of the module, you worked on building your team. Part of that exercise was posting your negative past experiences to the discussion board for your team members to read. In this discussion post, we would like you to theorize how a team charter may have changed the dynamic of that experience. What went wrong in those previous experiences? What aspects of the team charter you created would you have used to make it a more positive experience? Also, was every aspect of the charter you created appropriate for this past experience? Would you have added anything? Talk briefly about how the elements of a team charter can be changed to suit each unique team experience.

1.4b) The second part of module 1.4 will be about personal reflection. This is an individual exercise and will not be completed collaboratively with the group. Answer the following reflection questions below. Include a rating, using a scale of 1 thru 5 (with 1 being the lowest possible score and 5 being the highest possible score) in your response to the reflection questions below. To submit, copy and paste these questions into a MS Word. After you've written your

reflection and provided a rating to each question, email the document as a .doc or .rtf attachment to: cms378@mail.missouri.edu.

1. How do you rate the experience of creating a team charter? Do you think using team charters are worthwhile?
2. How likely are you to take this experience and implement it in another real life setting?
3. Do you think team charters are flexible enough to be utilized in a distance-learning situation? Which aspects of creating the team charter did you like most? Which aspects did you like least?
4. Do you feel this exercise has prepared you with the necessary tools and understanding to create a team charter in the future?

Mod. 1.5 - Due: Monday, July 27th at 10pm cst

Peer Evaluation Form: Please rate your team members on the relative contributions that were made in preparing and submitting your group assignment. This evaluation will not be shared with the other members of your group. Please be honest and fair in your ratings. On the top header, type the name of each of your team members. Then give them a rating for each category and include the average score at the bottom. To submit, email your completed form as a .doc or .rtf attachment to: cms379@mail.missouri.edu.

Download the Peer Evaluation Form

here: http://web.missouri.edu/~cms378/CSCL/Peer_Eval_Form.rtf