

07 Elective Topics

Thursday, August 15, 2013 12:29 PM

Announcements

- Trevor has clicker software you can put on your machine

Today:

- A Team Management (Jean)
- A Active engagement techniques
- A Post-Doc services: Leah Washburna, Director, office of Post Doc affairs
- B Conflict resolution (Clayton)
- B Academic Job Issues (Panel)
- C Reflection time: Did you achieve your LO in your microteaching? What will you change based on this evidence?
- D Q+A Mix
- E Mix

- Café Solé 7-10pm 637 S. Broadway

Team Management

1. Forming teams

a. Self-selected. Common for in-class activities.

i. Pitfalls:

- 1) Students stay alone; shy, aloof, unpopular, minority. Solution: circulate, and explicitly pair them up.
- 2) Students of like ability, gender, ethnicity group together. Team achievement and individual learning limited by lack of diversity. Solution: impose restrictions (no more than 1/2 of group can have A's in prereq)
- 3) Underrepresented minorities (URMs) may be isolated. Are more successful when not alone, not outnumbered on a team.

b. Assigned based on criteria

Administer a survey;

- 1) Project choice
- 2) Resources (e.g. camera)
- 3) schedule
- 4) gender, ethnicity (tricky to implement, resentment on all sides)
- 5) GPA
- 6) Pre-req grade
- 7) relevant skills (CAD, software, hands- on, shop, shopping, writing etc)
- 8) Personality
 - a) Meyers-Briggs
 - b) Belbin Team inventory; team role behaviors
 - c) Big picture vs detail oriented
 - d) Leadership experience or desire
 - e) Commitment level

c. Automated systems

- i. <http://chir.ag/projects/team-maker/> random generator
- ii. <https://www.catme.org> Developed at Purdue, well researched. Criteria 3 - 8. Free, login required. Also provides private intra-team assessments

2. Guiding teams

Minute paper: What instruction have you gotten about working in teams?

Teaching teamwork

<http://en.wikipedia.org/wiki/Forming-storming-norming-performing>

- i. Tuckman team development model:
 - 1) Forming. All confusion.
 - 2) Storming. Ideas of how to proceed compete.
 - 3) Norming. Some consensus is reached
 - 4) Performing. Team functions well.

Reassure participants that some strife is normal, necessary. Takes time to get to Performing stage, and some teams never do. Consider keeping teams together long enough to develop.

- ii. This American Life. Story on 'bad apple' team behaviors.
http://www.thisamericanlife.org/sites/all/play_music/play_full.php?play=370
- iii. Expectations and Contracts

↓ Skipped

Expectations For Teams Flow Visualization Spring 2013

Reasons for putting you on teams:

1. So that you can attempt to image more complex flow phenomena. If the work of developing a setup is spread out among you, then you can try a challenging experiment.
 - i. So that you can attempt more challenging imaging techniques. The teams were chosen to spread out photographic and fluids expertise and equipment amongst the teams.
 - ii. To have partners to bounce ideas off of. This makes ideas multiply.
 - iii. To get informal feedback on your work.
 - iv. To interact with students from different backgrounds.

Thus, working on a team is **STRONGLY EXPECTED**, but not strictly required for the team assignments. You are not required to work only with your team, but you are expected to make significant effort to be available to help them with their images and ideas. You do not all have to use the same equipment. Do plan to spend at least an hour or two to help **each** of your teammates, and recognize that you can plan on having 4 to 8 person-hours at your disposal for your project. Plan multiple meetings. If you find you are not available for specific sessions, figure out how to make it up to your team.

I hope you will take advantage of the benefits of working in teams and of the opportunity to broaden your network. Strong recommendation: don't work only with your friends. Bad for you professionally.

Following from this, here are the expectations for the deliverables on the team assignments:

Each student is expected to turn in a unique image or video that they

<http://www.docstoc.com/docs/52243490/Sample-Team-Contract---DOC>

had primary artistic and scientific responsibility for. You must give credit appropriately in your report, by explicitly naming the teammates that contributed, and what they did.

Each image/vid must be accompanied by a report. If several images come out of the same setup, you can copy descriptions of the apparatus, and the basic physics. If appropriate, give credit to report section authors. Be sure to describe the details relevant to your particular image.

Team Contract: Many templates online

SAMPLE TEAM CONTRACT

Project Name: _____ Project Leader: _____

A. Commitments: (pg. 44)

As a project team we will:

1. Only agree to do work that we are qualified and capable of doing.
2. Be honest and realistic in planning and reporting project scope, schedule, staffing and cost.
3. Operate in a proactive manner, anticipating potential problems and working to prevent them before they happen.
4. Promptly notify our customer(s) and sponsor of any change that could affect them.
5. Keep other team members informed.
6. Keep proprietary information about our customers in strict confidence.
7. Focus on what is best for the project as a whole.
8. See the project through to completion.

B. Team Meeting Ground Rules: Participation (pg. 45)

We will:

1. Keep issues that arise in meetings in confidence within the team unless otherwise indicated.
2. Be honest and open during meetings.
3. Encourage a diversity of opinions on all topics.
4. Give everyone the opportunity for equal participation.
5. Be open to new approaches and listen to new ideas.
6. Avoid placing blame when things go wrong. Instead, we will discuss the process and explore how it can be improved.

C. Team Meeting Ground Rules: Communication (pg. 45)

We will:

1. Seek first to understand, and then to be understood.
2. Be clear and to the point.
3. Practice active, effective listening skills.
4. Keep discussions on track.
5. Use visual means such as drawings, charts, and tables to facilitate discussion.

Griffin Tate Templates

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Sample Team Contract

(developed in part from "Team Dynamics" by Kolb and Francoeur)

Mission Statement:

Who is your point person to contact instructor, submit assignments, etc.?

When, where, and how will your team meet? (some examples below)

- For 20 minutes after class each week,
- At Starbucks every Sunday from 2pm-2:30pm
- Use MSN Messenger Wednesday nights at 7pm plus face-to-face meetings every second week at Bill's apartment.

Will there be a common agenda for meetings?

Example: Chair person defines overall status - followed by individual updates from each member - present new ideas and debate options - discuss any outstanding concerns - plan next steps - assign responsibilities/tasks for next meeting.

What is expected of each member?

Examples: attend all meetings on time, let everyone finish their thoughts without interrupting, provide constructive feedback, etc.

How will your team manage conflict? (some examples below)

- The designated point person will call anyone who misses a meeting
- A polite warning note sent by e-mail and officially documented in a team journal
- A meeting of ALL members will be held to discuss team concerns objectively

List some key strengths/preferences of each member:

You might list things like temperament/preferences of each person, work experience, skills (e.g. strong essay writing, research skills, or good public speaker), area of interest in retail, etc.

How will you ensure members are meeting their personal objectives?

- keeping a team journal is a good idea
- frequent meetings or e-mail status reports are also suggested

Signatures and contact info:

| | | |
|---------|-----------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Name(s) | Signature | Email / Phone # |

Active engagement techniques

1. individual vs group
 - a. Brainstorm: list of activities and pros/cons for individual vs group
2. Clickers best practices:
<http://www.cwsei.ubc.ca/resources/clickers.html>
[roblem](#)
3. Problem solving minute papers
 - a. Reflections
 - b. Problem based vs Project based, Cooperative vs Collaborative: <http://www.edutopia.org/blog/pbl-vs-pbl-vs-xbl-john-larmer>



Leah Colvin Wanshura, Director of Post Doctoral Affairs, talked about services, and led a short goal-setting activity

Clayton

Conflict Resolution

Group discussion. Prior experiences, some suggestions.

Then did Q and A mix. Question about serving as a reviewer for proposals (yes, a good thing to do), then about time management (talked about research-teaching-service, ideal vs reality)