Overview

Course Prefix, Course Number, Title: BIT311-01764 Organizational Collaboration
Credits: 3
Online/Blackboard
Semester/Year: 2020 Fall
Campus Connection Course Dates: 08/24/2020 - 12/18/2020
Mode of Delivery: Online Asynchronous

Instructor Information

Dr. Linda Cresap
linda.cresap@minotstateu.edu
Office Location: Old Main 320
Office Hours: Online Office Hours Tuesday and Thursday 10:00 a.m. - 12:00 noon,
Wednesday 3:00-4:00 p.m., by appointment. Campus Office hours Tuesday and
Thursday 10:00 a.m. - 12:00 noon, by appointment. Also, I am available through MS
Teams chat/video chat most days between 8 a.m. and 8 p.m.
Phone: 701.858.3316

Course Details

Catalog Description: Course explores collaboration within an organization, including
establishment and maintenance of a collaborative culture, virtual team development
and member roles, collaborative communication, and collaborative tools and
technology. Student must complete BIT 220 before enrolling in this class. Co-requisite
course is BIT 310.
General Education Category (or categories): CCS6 Collaboration
Prerequisite/Corequisite Courses: BIT 220. Corequisite: BIT 310.

Placement Policies: none

Welcome to BIT 311, Organizational Collaboration.

We will be using Blackboard and MS Teams for BIT 311. In Blackboard, you will find course information, an outline of modules, gradebook, and instructions for accessing MS Teams. All discussion, assignments, live sessions, and faculty contact will be through Teams.

MS Teams is part of the MS Office 365 package, available through MSU's IT Central at no cost to students. In Teams, you will find all course information, including all course instructional materials (notes, links, assignments). This information will be contained in the Files tab, labeled by Module and date. Teams will also be used for all class collaboration, chat and video chat, and our weekly synchronous discussion sessions (optional).

Please note I have scheduled **a weekly one-hour synchronous discussion session**. This session will be held **Thursdays, from 6:30-7:30 p.m. CST;** however, during the first week of class we will review this day and time and make changes as needed. **Weekly synchronous discussion sessions are encouraged but are optional -- NOT REQUIRED--and will be recorded and posted in Teams.**

Because we do not use a textbook in this class, the content is largely based on current resources you contribute to the class. Therefore, your consistent and timely preparation and contribution during topic discussion will be appreciated by your peers.

Required Course Materials

Ubuntu: An Inspiring Story about an African Tradition of Teamwork and Collaboration
978-0307587886
Lundin and Nelson
Crown Business
2010
1st

MS Office 365 and Teams App
Available at no cost to all MSU Students through IT Central
(www.minotstateu.edu/downloads/)

Student Learning Outcomes

- Students will be able to lead, communicate, and collaborate in diverse teams.

- Students will be able to use productivity tools to plan information solutions.

Course Objectives

- 1. Use current professional resources to explain elements of collaborative culture.

- 2. Build and maintain collaborative teams by applying elements of collaborative culture.

- 3. Assess personal and team collaborative skills and performance.

- 4. Use collaborative tools effectively.

- 5. Participate and lead collaborative teams in projects.

Assignments and Grading

Grading Policy and Scale:

The following grading scale is common within the BIT department for MIS Foundational Knowledge and Skills courses, and it will be used for all assignments, quizzes, projects, midterm writing, and final project, as well as the overall final grade

A = 92-100%

B = 83-91%

C = 74-82%

D - 65-73%

F = 64% and below

The professor reserves the right to revise assignments and point values if necessary. Points are cumulative and are not weighted. Feedback will be provided on all assignments. **Students are required to complete both the midterm writing and the final project to pass BIT 311.**

Requirements	Point Value
Preliminary Course Requirements: • College of Business Academic Honesty Acknowledgement • Introductory message • MIS Knowledge Quiz Pre and Post	5 10 10
Collaborative team building activities (10 @ 10 points)	100
Topic Summaries (7 @ 30 points)	210
Discussions (7 @ 20 points)	140
Ubuntu Quizzes and discussion (3 @ 20)	60
Collaborative Tools Training and Review	60
Collaborative Projects (2 @ 40)	80
Self and Team Assessments (5 @ 10)	60
Midterm Individual Writing	50
Final Collaborative Project (written and discussion)	100
Total Points	885

Assignments and Descriptions and Tentative Due Dates:

Collaborative team building activities includes brief activities to build collaborative teams; activities may occur in weekly discussion or as activities to be completed during the week. Grading is based on participation, and **missed activities cannot be made up.**

Topic Summaries replace the traditional textbook for BIT 311. Students are required to review two resources (articles, podcasts, videos) of their choosing for each topic and prepare a written topic summary.

Discussions participation includes an initial response to a posed question or scenario in Teams Channels and then participation in discussion, either in writing or during the weekly live session. Discussions topics will stem from topic summaries but may also include related topics or activities, such as team building. More detailed instructions for Discussions will be provided prior to the first discussion assignment. **Missed discussions cannot be made up.**

Ubuntu is a story about the African tradition of teamwork and collaboration. The philosophy of Ubuntu aligns with organizational collaboration. Ubuntu will be studied

through reading, discussion, and quizzes and will be the basis for the midterm writing.

Collaborative Projects completed during the second half of the class are designed to apply collaborative knowledge and skills in problem solving experiences.

Collaborative Tools Training and Review is an individual project requiring each student to select, learn, and share a collaborative tool. Additionally, students will review and assess the usefulness of each tool presented by classmates.

Self and Teams Assessment of collaboratives skills will occur throughout the semester. Students will evaluate their own collaborative skills at the beginning and end of the semester. Students will assess collaboration of their teams after each project and use this assessment to set goals for improvement for the next project.

Midterm Individual Writing is an essay analyzing *Ubuntu* and its alignment with organizational collaborative culture. Specific questions will be asked to guide students' analysis and reflection.

Final Collaborative Project and Discussion is a collaborative project requiring problem identification and solution, written document describing the proposed idea, and discussion of the idea with other teams.

Tentative Schedule as of August 24, 2020 (This schedule may be updated throughout the course).

1. Except for Week 1, each module begins on Friday, 8:00 a.m., and ends on Thursday, midnight.
2. Initial discussion posts are due on Tuesday, midnight. Discussion Participation may be completed in one of two ways: 1) attend and participate in discussion during live meeting, or 2) engage in the written discussion (minimum of one quality response) with the final post due Thursday midnight.
3. Topic summaries, Ubuntu quizzes, and team building activities are due Thursday midnight unless otherwise noted.

Date and topic	Major Assignments (additional weekly team building activities are not listed)	Learning Objectives
Module 1: August 24-August 27 Course introduction, preliminary items, pre-test.	**Live Session** August 27, 6:30 pm CST Three preliminary assignments are due August 27, midnight	
Module 2: August 28-September 3 Collaboration Elements of Collaborative Culture	**Live Session** September 3, 6:30 pm CST Due Tuesday, September 1: Discussion 1 initial post Due Thursday, September 3: Discussion 1 participation	1, 4
Module 3: September 4-September 10 *Ubuntu* Part 1 Building Collaborative Culture: Environment	**Live Session** September 10, 6:30 pm CST Due Tuesday, September 8: Discussion 2 initial post Due Thursday, September 10: • *Ubuntu* Quiz 1 • Topic Summary 1 –Environment • Discussion 2 participation	1, 2, 4
Module 4: September 11-September 17 Building Collaborative Culture: Trust and Sharing	**Live Session** September 17, 6:30 pm CST Due Tuesday, September 15: Discussion 3 initial post Due Thursday, September 17: • Topic Summary 2 – Trust and Sharing • Discussion 3 participation	1, 2, 4
Module 5, September 18 - September 24 Building Collaborative Culture: Goals	**Live Session** September 24, 6:30 pm CST Due Tuesday, September 22: Discussion 4 initial post	1, 2, 4

Ubuntu Part 2	Due Thursday, September 24: • Ubuntu Quiz 2 • Topic Summary 3 – Goals • Discussion 4 participation	
Module 6, September 25-October 1 Building Collaborative Cultures: Communication and Constructive Confrontation	**Live Session** October 1, 6:30 pm CST Due September 29: Discussion 5 initial post Due October 1**:** • Topic Summary 4 – Constructive Confrontation • Discussion 5 participation	1, 2, 4
Module 7, October 2-October 8 Building Collaborative Cultures: Community and Value *Ubuntu* Part 3	**Live Session** October 8, 6:30 pm CST Due Tuesday, October 6: Discussion 6 initial post Due Thursday, October 8: • *Ubuntu* Quiz 3 • Topic Summary 5 – Community and Value • Discussion 6 participation	1, 2, 4
Module 8, October 9 – October 15 **Midterm** Collaborative Tools	**Midterm – Due October 15, midnight**	1
Module 9, October 16-October 22 Collaborative Tools Live Demonstrations	**Live Demonstrations or recordings,** TBA pending student availability, Due October 22 midnight	1, 4, 5
Module 10, October 23-October 29 Leading Collaborative Teams	**Live Session** October 29, 6:30 pm CST	1, 2, 4

	Due October 27: Discussion 7 initial post Due October 29: - Topic Summary 6 – Leading Collaborative Teams - Discussion 7 participation	
Module 11, October 30 – November 12 (2 weeks) Collaborative Project 1 Building Collaborative Culture: Collaborative Chaos	**Live Sessions** November 5 and November 12, 6:30 pm CSS Due November 5: Topic Summary 7 – Collaborative Chaos; no written discussion post this week Due November 12: Collaborative Project 1 slides and live presentation	1, 2, 3, 4, 5
Module 12, November 13-November 19 Building Collaborative Culture: Innovation	**Live Session** November 19 6:30 pm CST Due Tuesday, November 17: Discussion 8 initial post Due Thursday, November 19: Discussion 8 participation	1, 2, 4, 5
Module 13, November 20-December 3 (2 weeks) Collaborative Project 2	**Live Session** December 3, 6:30 pm CST Due Thursday December 3, Collaborative Project 2 slides and presentation	2, 3, 4, 5
Module 14, December 4-December 16 **Final Project**	**Required Live Discussion, scheduled December 14-16, based on student availability.**	2, 3, 4, 5

Important Dates

Midterm Writing: Due October 15, 2020, midnight

Final Writing and Discussion: Writing due 24 hours prior to discussion; Discussion to be determined based on student availability for a two-hour live block on December 14, 15, or 16.

Completing of the Midterm and Participation in the Final Writing and Discussion are required to pass BIT 311.

Important Dates

September 7, Labor Day, University Closed

November 11, Veterans Day, University Closed

November 25-27, Thanksgiving Vacation, University closed November 25

Assessment Day: Monday, September 21, 2020

Late and Missed Work

All assignments and presentations are due on or before the date posted. Initial discussion posts are due Tuesday, midnight; all other assignments, including team building activities, are due Thursday, midnight, unless otherwise noted.

Assignments will be accepted up to **24 hours late** with a 10% reduction in value and up to **48 hours late** with a 25% reduction in value. After 48 hours, no late work will be accepted. If you experience extenuating circumstances, contact me prior to the deadline and negotiate an extension.

Missed team building activities, discussions, quizzes, and midterm cannot be made up. Presentations may be completed in advance of an absence only with prior arrangements with the professor and, in the case of team presentations, the team members.

Incompletes: Incompletes are referred to as "Course Completion Agreements" between the student and faculty member. Please refer to the Undergraduate Catalog for the policy. Requests for Course Completion Agreements are the student's responsibility.

Attendance Policy

University Attendance Policy

Minot State's attendance policy is posted here:
http://www.minotstateu.edu/records/pages/policy-class-attendance.shtml

COVID-19 Attendance: Students who do not physically attend class but are attending remotely (for various reasons) will not be counted as absent,

Class-specific Attendance Policy

Late Class Add Policy: If you add this course after the first day, August 24, you are expected to catch up with assignments within one week. You will only be given a one-week grace period, regardless of your late add date. After one-week from your add date, you will be expected to meet deadlines as scheduled. The late/missed work policy will be in effect after one week from your add date.

University Sanctioned Events Policy

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence.

BIT 311 is an online class; as such, students are expected to complete their assignments regardless of absence from campus for University-sanctioned activities. As a courtesy, please contact the professor as soon as you are aware of your schedule for any University-sanctioned activities so schedules can be adjusted where possible. Standard policies for makeup work apply in all cases (outlined above).

The midterm essay is due October 15, midnight. If you will miss the midterm, please make arrangements IN ADVANCE to complete the writing.

The Final Project for BIT 311 is a required team project and cannot be completed in advance without 100% agreement from all team members. Last minute changes to your event schedule will be accommodated ONLY if they do not affect the learning of other students.

Academic Honesty Policy

Academic Honesty:
Please take responsibility for your own learning and academic honesty. Using online 'tutoring' program for obtaining answers to assignments is considered cheating; sharing your work with others who, in turn, submit it as their own is considered cheating for both parties. Academic dishonesty, no matter the role of those involved, may result in the automatic failure of the course. Please carefully review the MSU and the following College of Business Academic Honesty Policy.

Please review the following policy carefully. You are asked to sign an acknowledgement that you have read and understand this policy (acknowledgement in Teams/Assignment); **BIT 311 assignments will not be accepted prior to signed acknowledgement of this policy.**

MSU Academic Honesty Policy:

Honesty and integrity are central to academic life at Minot State University. They create a trust necessary in a community of scholars. When that trust is violated by cheating in any form, the atmosphere of academic freedom is threatened.
Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy, found in the Student Handbook. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy or the Internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but which are, in fact, not.
7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in The Handbook of School Psychology published by the national Association of School Psychologists.

To the above list, the College of Business adds the following: "Misrepresenting any work that was not originally created by yourself shall constitute a violation of academic honesty. This includes turning in any work that is not originally yours whether that work originated from another person or online."

Penalty for Violating the Policy:

First violation in BIT 311: The student's first violation of academic honesty within this course will result in a zero (0) for that specific assignment and the instructor will raise a permanent ***Academic Honesty*** flag in Starfish. **Note, the first violation, depending on weight of the assignment, may cause grade ramifications, including the failing of the course.** Notification will be sent to the student, chair of the course department, and the Vice President of Student Affairs.

Second violation in BIT 311: The student's second violation of academic honesty within this course shall result in failure of the course, and the instructor will raise another permanent ***Academic Honesty*** flag in Starfish.

College of Business Process:

Step 1: Student commits academic dishonesty.

Step 2: Instructor will enforce his/her academic honesty policy according to his/her syllabus.

Step 3: Instructor raises Academic Honesty flag in Starfish – with supporting details – for the course. Notification will be sent to the Department Chair, the Vice President of Student Affairs, and the student.

Step 4: After three Academic Honesty flags have been raised on one student across his/her academic career, an investigation is opened by the Vice President of Student Affairs. Student disciplinary action may result in accordance with the Student Handbook.

Students are advised that Minot State University has a process for administering and responding to cumulative Starfish flags as described within the **Students Rights and Responsibilities (**https://www.minotstateu.edu/student_rights_responsibilities.pdf) and repeated above.

Masks and Face Coverings

Minot State students, faculty and staff are required to wear masks or face coverings in all academic settings except in those situations for which an exception has been

granted.

If a student chooses not to wear a face covering in an area where it is required:

1. The individual will be asked to comply with the policy. If the person refuses to comply, they will be asked to leave the space. If the person won't comply or leave, MSU Security may be contacted if necessary at 701-500-2423.
2. If an individual violates the face-covering policy a second time, they will again be asked to comply with the policy. If the person refuses to comply, they will be reported to the [Vice President for Student Affairs](#).

Please see the complete [masks/face coverings policy](#) for details, official exceptions, and administrative contact information for further questions.

ADA Accommodation Statement

In coordination with Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through [Access Services](#), in person, by phone 701-858-3372 or by e-mail at evelyn.klimpel@minotstateu.edu.

Non-discrimination Statement

Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported using the Student Complaint and Anti-Discrimination Form located here: https://form.jotform.com/72996849416981.

For the complete non-discrimination statement, visit [here](#).

Title IX Statement

Minot State University (MSU) faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced

any form of sexual harassment including sexual assault, dating violence, domestic violence, and stalking know that help and support are available. MSU has staff members trained to support parties in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all MSU employees (other than those designated as confidential resources such as counselors, clergy, and healthcare providers) are required to report information about such harassment to the University. This means that if you inform a faculty member about a situation of sexual harassment or other related sexual misconduct, the faculty member must share that information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. For more information about your options, please visit the Title IX website: https://www.minotstateu.edu/title9/.

Important Note Regarding Mobile Devices

You cannot successfully complete an online or remote course using only an iPad, iPhone, Android device, or tablet even if you are using the Blackboard mobile app. For example, certain courses contain assignments requiring the recording of presentations that can only be successfully completed with the use of a Windows or Mac OS desktop or laptop. The mobile app is designed for the convenience of receiving course announcements, sending and receiving course messages, and viewing grades. **Students will NOT be able to complete an entire course using only the Blackboard mobile app.**

MSU Online Help Desk

Direct your inquiries about course operations to the instructor. For issues involving your computer or software issues contact the MSU Help Desk by selecting the Help Desk link under the Student Help and Resources link in the Course Menu.

MSU online students have access to help with their online technology-related questions or problems. The number you call is based on the time of day you need assistance. Use the information below to determine which Help Desk to contact.

MSU Help Desk (https://www.minotstateu.edu/itcentral/) hours of operation: (All times are CST.)

- Monday - Friday: 7:30 am to 4:30 pm

For assistance during these times, call the MSU Online Help Desk at 858-4444 or 1-800-777-0750 extension 4444 or E-mail us your questions at helpdesk@minotstateu.edu the university switchboard is closed on Saturdays and students must dial 1-701-858-4444 or send an e-mail for assistance.

- For additional help desk coverage call the North Dakota University System Help Desk at: 1-866-HLP-NDUS (457-6387)
- Available 8 AM to Midnight (CST), 7 days a week

Software Downloads

Plug-ins (PDF, PowerPoint Reader, Windows Media Player, etc.) necessary for the operation of software in this course can be downloaded for free by selecting the Software Downloads link under the Student Help and Resources link in the Course Menu.

You will need speakers or a headset to listen to the audio/video components in the course. If you need closed captioning for any audio/video components in the class contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/contact-us.shtml).

This course contains content that is PDF-based and will require a PDF Reader (https://get.adobe.com/reader/) which can be downloaded for free at the Adobe web site or by going to the link under the Student Help and Resources link in the Course Menu.

PowerPoint Accessibility Statement

The PowerPoint Presentations in this course are supplemental in nature and are not fully accessible. A reasonable accommodation will be provided to students who contact the Access Services (https://www.minotstateu.edu/access_services/) by calling 701-858-3371 or by e-mail at: evelyn.klimpel@minotstateu.edu.

PDF Accessibility Statement

Some PDF files in this course may not be fully accessible. A reasonable accommodation will be provided to students who contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/) at 701-858-3832 or 701-777-0750 extension 3832.

Closed Captioning

This course may contain instances of multimedia that do not provide academic quality closed captions or transcripts. If you want this service, please contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/) at 701-858-3832 or 701-777-0750 extension 3832.

Communication Requirements

I will respond to course communications within 48 hours. Students are expected to meet the same standard.

Word-processing Requirements

Students must submit all assignments using instructor approved files (e.g. Word, PDF, Pages, etc.) Remember, it is the student's responsibility to back-up all assignments on their personal computer.

Instructor Involvement in Discussion Projects

I will monitor all activity in Discussion projects and when necessary facilitate, intercede, or contribute feedback.

Netiquette

- Be direct: Share ideas and comments directly with classmates
- Be specific: Avoid vague discourse. If you like or disagree with a peer's posting, be clear about what aspect you are referring to
- Demonstrate and share knowledge: Use examples from your workplace and life experience that are relevant and contribute to the topic and understanding of course materials
- Share resources: Use resources that help explain your position, such as reports, web sites, blogs, professional articles
- Provide strategies: provide tools, methods, strategies, and best practices that you have used or believe may contribute to the discussion topic
- Be visionary: Try to examine and respond to issues from a different perspective.
- Inspire and Lift: Mediate differences not broaden them. Lift spirits not dampen.
- Share new information or material about the topic.
- Avoid judgment and prejudice
- When straying, bring the discussion back on topic and focus
- Actively participate but don't overdo it
- Offer assistance when appropriate