#### Gør tanke til handling

#### VIA University College



#### Project Methodology A21 – Lesson 9

Problem & Purpose – Tips & Tricks

Supervision & Supervisors

Group Contract - Update

# The Purpose of the Project Description



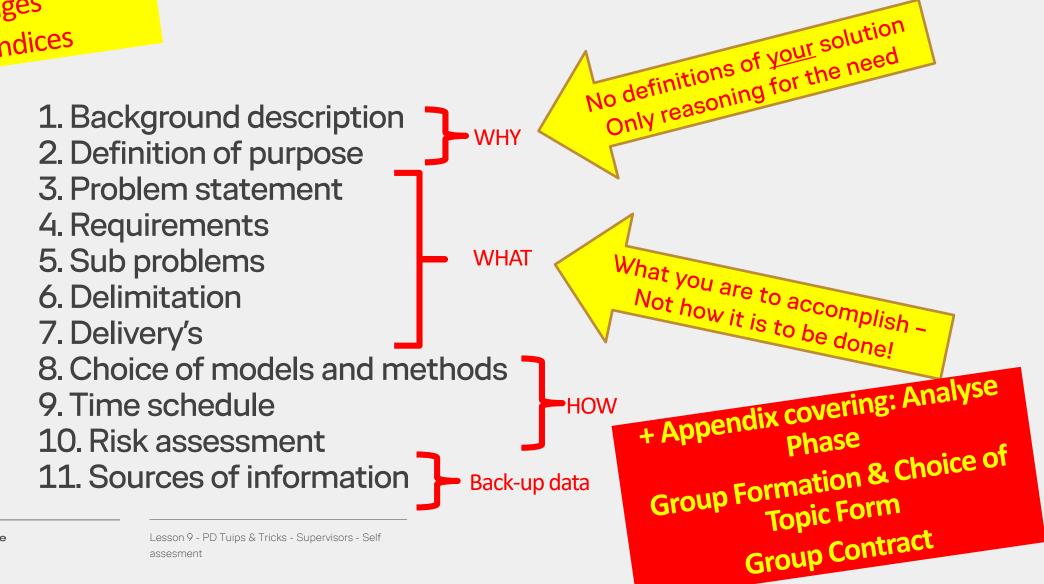
Informing Stakeholders and Decision-Makers about the project

#### in terms of:

- Reasons and relevance of the project
- Expected outcome
- How the outcome is to be reached
- Cost and Timeline

### In total approximately 10-15 pages + appendices

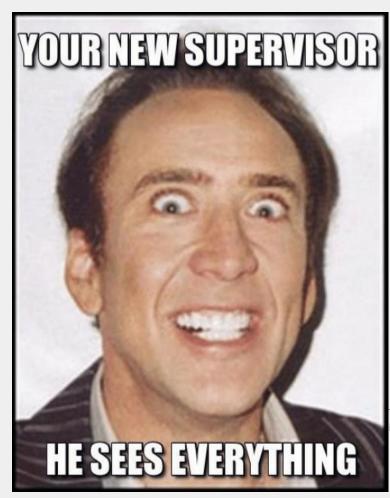
## Content of the Project Description



## Supervisors are now assigned. Overview uplaoded on ItsLearning

Check it out and report if something is missing!

## Supervision



ips & Tricks - Superv



## Types of supervisors

P.B.Olsen & K. Pedersen: Problem-Oriented Project Work, Roskilde 2005

#### **Product supervision:**

Result-oriented. Stimulate analysis and conclusions. Offers suggestions. Ensures that the project coheres.

#### Laissez-faire supervision:

Non-committal or afraid of conflicts. Everything is permitted or the supervisor may simply not show up to meetings.

Lesson 9 - PD Tuips & Tricks - Supervisors - Self

#### **Process supervision:**

Focused on the group process. Tries to stimulate independent groupwork. Ask questions.

#### **Evaluative supervision:**

Exam-oriented and ability-testing. Set deadlines and regularly checks on how the work is going.

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- in different combinations

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## Supervision

- Project supervision is a dialogue about the project and the methods used between the project group and the supervisor.
- Good supervision is dependent upon both parties engagement, professionalism and expectations.
- At project start the project group and supervisor should discuss expectations to the process. (What, When, How much etc.)
- Besides the Project Description the supervisor only comment upon <u>specific</u> questions to the written material that the project group produces. <u>No pre</u>

examination



#### Different types of supervision

- The role of the supervisor
  - Examiner
  - Supervisor/coach
  - Human being
- Peer reviews a supplement to the supervisor
   Find a peer review group in order to switch PD´s before final PD hand-in
   Agree upon exchange and feedback deadlines
- Supervision/ peer review: What do you need as a group and when?



## Student responsibilities

- The group must use the supervisor in a productive way
- The group must prepare the supervisor (agenda, needs, papers etc...)
- Accepting ownership in the contents, the process, and the organisation of the project work
- Accepting personal responsibility for its own learning and education
- Maintaining contact with the supervisor
- Contributing to building social cohesion in the group
- Conflict solving and solving other "emotional" disturbance
- Making inside-outside contacts in agreement with the supervisor

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#### Supervisor responsibilities

- Being a guide and sparring partner (not a manager) in relation to comment working paper, discussion process, giving ideas to relevant methods and theories/literature
- The supervisor function is purely advisory
- Inspiring the students
- Offering constructive criticism and relevant questions to the students
- Aiding in structuring the problem setting of the project
- Supervising the work process in the group
- Upholding formal requirements to the project work and deliverables
- The supervisor must agree with the group regarding establishment of inside-outside contacts

## <sup>1</sup>The supervisor "contract"

- Establishment of an unofficial "contract" between the group and the supervisor
- Communication
  - Who, how
  - Meeting planning / agenda
- Preparation
  - From the group, supervisor
  - Deliver together with papers to read a reading guide with questions you would like answers to
- Timely supervision
  - Limited resource, use your supervision when needed the most
  - Plan for supervision, together with project plan
- The group needs to take initiative and be proactive
- Get supervisor interested in the project and remember he or she is your interested party number 10 !!!!!

#### Supervision Issues and tips and tricks

- Structure you meetings with an agenda
- Prepare the feedback with "a reading guide" and specify the questions you would like answers to.
- You as a project group must be proactive and take responsibility
- Get your supervisor interested in your project he/she is your interested party number one.
- Discuss explicitly project expectations with your supervisor
- Your supervisor is not your manager buddy or enemy!



Supervisors are a resource...

And as such **limited**:

Expect supervision in accordance with the following:

- SPR projects: 25 hours
- FPR projects: 30 hours
- If more than one supervisor: Hours are divided between the supervisors.
- The above includes preparation for and execution for EXAMINATION!!

## The Group Contract

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		Conflict: We agree
Group Contract Template - VIA Engineering Guidel	ines	
Group	Contract	1/6
Group Name (optional):	Date:	Mak
These are the terms of group conduct and	cooperation that we agree on as a team.	Make
Participation: We agree to		
Communication: We agree to		Group Contract Templa
Communication: We agree to		
Communication: We agree to  Weetings: We agree to		Group Contract Templa  Deadlines: We agr

Conflict: We agree to	- h	iduos	shle
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Group Contract Template - VIA Engi	pooring Cuidalines		
Group Contract Template - VIA Eligi	neering Guidelines		
Deadlines: We agree to			_

# Contract Mechanical evaluation



Your Name

Name of Course & Project

#### **Group self evaluation Checklist**

(print and fill out by hand in order to compare with the rest of the group)

Date

	You	M1	M2	М3	M4	M5
Participated in discussions						
Quality of contributed work						
Kept project on track						
Contributed with ideas						
Did as agreed (Including followed the Group Con-						
tract)						
			l			1
Work load distribution						
Work load distribution Total Score Define top 5 actions to take in order to improve future of	outcome:					
Work load distribution Total Score  Define top 5 actions to take in order to improve future of	outcome:					
Work load distribution Total Score  Define top 5 actions to take in order to improve future of	outcome:					
Work load distribution Total Score  Define top 5 actions to take in order to improve future of	outcome:					

#### To do:



- Get your cooperation with your Peer up & Running
- Update your Group Contract
- Mail MARM@via.dk if topics needs additional explanation
- Subjects next week:
  - Project Report
  - Process Report
  - Presentations & Exams
  - Finalize PD