New Jersey Institute of Technology University Heights Newark, NJ 07102
http://njit.edu

YWCC 307 Teamwork and Communication – Fall 2022

Part I: Course and Instructor Information

Semester	Fall 2022
Course	YWCC 307
Instructor	Prabhat Vaish
Course Meeting	TBD
Office Hours	https://njit.webex.com/meet/pvaish (Links to an external site.) Available Wed between 4-5 PM

Part II: Course Description

1. Course description:

Targeted instruction and practice in the communications required for careers in computer science. The curriculum covers written, oral and interpersonal communication. Students will hand in pieces of writings, will make oral presentations several times in the semester, and will work together in simulated project meetings and other realistic scenarios of pair and small group interaction.

Communication techniques and methods employed in the development, marketing and deployment of large software applications will be reviewed and presented. Topics include user stories, design communication, presentation, market analysis, user training, research and proposal writing. Techniques for organizing documents and code including version control will be covered as well.

For the latest course information go to Canvas
The information below should help you plan and organize your preparation during the semester.

2. Prerequisite courses and knowledge:

- Prerequisite course: YWCC 207
- Required background:
  - The students are required to have knowledge of key systems concept, software development life cycle, and programming in Java or Python or a similar language.
  - Good understanding of programming, design, development, data modeling techniques and database fundamentals is expected as well.
  - Good understanding of modern trends in information analysis, information technology, cloud computing, object-oriented principles and agility are a plus
  - Undergraduate software development courses provide a good foundation

3. Outcomes expected upon the completion of the course:

- Good understanding of team formation and team dynamics
- Hands on analysis and communication skills, using methods such as market analysis, presentation scenarios, blogs, and user stories
- Good understanding of writing persuasive reports, and engaging presentations
- Practice writing good emails and minutes of meeting
- Reading technical papers, and writing tech summaries
- Organize your artifacts including code using a version control system

4. **Assessment throughout the course:**
   - Term project execution and deliverables - content, mastery of methods discussed in class and creativity; teamwork; research and analysis skills
   - Blog post and discussions - active participation and moderation of discussions; free sharing of ideas and information related to the discussion topics; systematic progress with paper reading assignments
   - Quiz and assignments - content, understanding of methods discussed in class and their effective user or application to the assignment; research and analysis skills
   - Class participation – open contribution to the discussions and exercises, sharing, collaboration

5. **Required & Recommended texts:**
   - ***Lecture Notes***
     Lecture notes are the basic course material for this class. The notes are made available on Canvas every week.

   - ***Text Book***
     There are no textbooks for this course.

   - ***Articles and Discussion Supporting Materials***
     For the list of readings check the Course Outline available on Canvas as well as on Discussions forum.

   - ***Books Recommended for Extra Reading***
     - "The Design of Design: Essays from a Computer Scientists", Frederick P. Brooks, 2010.
     - "The element of style," William Strunk, Jr., Bartley, 1918.
     - "Peopleware – Productive Projects and Teams", Tom DeMarco, Timothy Lister
     - "The essentials of Technical Communication", Elizabeth Tebeaux, Sam Dragga, Oxford University Press, 2020

6. **Required software/hardware:**
   Free and open software; NJIT supported tools and hosting environments.

7. **Other Web resources:**
   See Class information on Canvas ()

Part III: Mapping Learning Outcomes to Course Assessment

Course Learning Outcome	Measure (assignment, quiz or project)
Good understanding of team formation and team dynamics	In class and online discussions; term project
Hands on analysis and communication skills, using methods such as market analysis, presentation scenarios, blogs, and user stories	Assignments, Quiz; term project
Good understanding of writing persuasive reports, and engaging presentations	In class and online discussions; assignments, term project
Practice writing good emails and minutes of meeting	In class and online discussions; term project
Reading technical papers, and writing tech summaries	In class and online discussions; term project, final exam

Part IV: Course Outline (Note: this course outline is preliminary and subject to change)

Week	**Lecture/Activity/Discussion**	**Reading (preliminary)**. *Check Canvas for additional reading in every module.*
Week 1	Course logistics and introduction Course introduction – topics, objectives, Teamwork, Communication	Class presentation: Best Practices (discussion on Canvas) Every student is expected to find a paper, survey or a topic discussing one or several current best practices and to provide an outline and references on Canvas. All students are expected to comment on at least 2 postings by other students.
Week 2	Communication theories, Networking	Project presentation guidelines and requirements will be provided on Canvas
Week 3	Présentation skills	
Week 4	Class Présentations 1	
Week 5	Class Presentations 2	Project start: 1) All groups finalized 2) Teams work together to select topic and identify project's key contributions 3) Project proposal posted on Canvas
Week 6	Class Presentations 3	
Week 7	Team formation, Team Dynamics	
Week 8	Leadership, meetings	
Week 9	Intro to GitHub, Version control	Minutes of the meeting
Week 10	Critical Thinking, Reviews	Minutes of the meeting
Week 11	Assigned reading and project work	Minutes of the meeting
Week 12	Assigned reading and project work	Minutes of the meeting
Week 13	Assigned reading and project work	Minutes of the meeting
Week 14	Final Présentations 1	
Week 15	Final Présentations 2	

Part V: Assignment Weighting (How Your Final Grade is Being Calculated?)

Assessment Item	Percentage of final grade
Term Project	50%
Quiz & Other assignments	20%
Class participation, Discussions etc.	30%

Part VI: Delivery Mechanism

The following delivery mechanisms will be utilized:
Face-to-face lectures (delivered via Webex)
Canvas:
Online resources (other than iTunes)

1. Lectures / Class participation - (30%)
   Lecture recordings and supplemental references will be posted in Canvas weekly.

2. Quizzes/Case studies - (20%)
   There will be several graded quizzes during the semester. Each quiz is meant to review and test your knowledge of the material covered over several weeks. There is a time limit for each quiz administration.

3. Group Project - (50%)
   One of the key learning for students in this class is the feel of real-world teamwork and presentation experience -- The group project is extremely important for your learning in this class. Further details will be provided in Canvas and class.

Group Work:

Group work is an important part of this course. Students will be allowed to self-select into groups (teams) of 4-5 individuals by a certain date. Students not having formed a group will be formed into separate groups (teams) by the instructor. It is expected that all students will contribute equally to the work of a group. Each group submission will include a cover page affirming such.

Recognizing that the semester long group project requires a sustained commitment of all members. If a group finds that a member is not carrying his/her assigned group responsibilities, the group will be able to petition the instructor to have that individual removed. Before this petition is accepted, the group and instructor will meet to discuss. If an individual is removed from a group, he/she will have to complete project steps individually. Please take group responsibilities seriously.

Unexcused late assignment submissions may not be accepted or accepted with penalty.

Part VII: Plagiarism and Academic Integrity

The approved "University Code on Academic Integrity" is currently in effect for all courses. Should a student fail a course due to a violation of academic integrity, they will be assigned the grade of "XF" rather than the "F" and this designation will remain permanently on their transcript.

All students are encouraged to look over the University Code on Academic Integrity and understand this document. Students are expected to uphold the integrity of this institution by reporting any violation of academic integrity. The identity of the student filing the report will be kept anonymous.

NJIT will continue to educate top tier students that are academically sound and are self-disciplined to uphold expected standards of professional integrity. **Academic dishonesty will not be tolerated at this institution.** Potential offences in papers and assignments include, but are not limited to:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment.

Turnitin.com will be used to assist in the evaluation of the originality of some of the term work. Turnitin.com is only a tool which will assist in detecting plagiarism.

Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service is described on the Turnitin.com web site - http://turnitin.com/.

Part VIII: Getting Help - General

The IST Helpdesk is the central hub for all information related to computing technologies at NJIT. This includes being the first point of contact for those with computing questions or problems.

There are three ways to contact the Helpdesk:
1. Call 973-596-2900. Monday - Friday 8 am - 7 pm.
2. Go to Student Mall Room 48. Monday - Friday 8 am - 7 pm
3. Log a Help Desk Service Request online - https://ist.njit.edu/support/contactus.php.

Part IX: Getting Help – Canvas, WebEx etc.

PROTOCOL FOR DISTANCE LEARNING

- All instruction shall be delivered through Canvas. All directions and expectations for students will be posted on individual course Canvas pages. Students are responsible for checking each class on Canvas each day and for being especially attentive to email during this time.
- Attendance, participation, engagement, and understanding will all be monitored through submitted work.
- Work will be self-paced and guided by deadlines as designated. Coursework may be assigned and due in "chunks" so as to allow students to work through the material at their own pace while at home.
- All coursework will be submitted to Canvas.

Web-ex participant etiquette

The following participant expectations should be the norm. Students who don't follow these guidelines can be removed from the Webex meeting if necessary.

- Be on time
- Mute your microphone if you aren't talking
- Keep your video on throughout the class. In case of bandwidth issue, the instructor will turn off his video first.
- Raise virtual hand, if you want to speak on a point. You may also be asked specifically to comment on a topic.
- There will be online questions and/or surveys during the class that will be available for a limited duration. Please respond to them as and when asked. Some of these questionnaires will count towards the class participation grades.
- Only post chat messages relevant to the lessons