

EDT 631: Online Project Collaboration Methods and Tools

University of Michigan Flint, Spring 2018

Online Course Location: Canvas EDT631 Spring 2018

Instructor:

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EDT 631 surveys, reviews, uses, and shares tools and techniques for collaboration and project management by distributed work teams through the collaborative authoring of an education resource.

Course Objectives:

1. To develop skills and abilities related to online collaboration, virtual team group work and management, and an understanding of the constraints and opportunities afforded by online collaborative tools and spaces
2. To review collaboration tools and methods applicable to project management, technology design, and professional development
3. To leverage the use of digital tools and develop greater familiarity with online collaborative media as one example of online project collaboration
4. To create an open educational resource applicable to graduate study, project management, and professional learning communities

Course Description

This course will support students enrolled in UM Flint's Educational Technology Master of Arts program by providing structured opportunities and a public forum to survey, review, use, and share about the tools and techniques for collaboration they are using for both online project management and graduate course work.

The structure of UMF's Educational Technology program reflects current trends in teaching, learning, and schooling. Online methods and tools have changed where, how, and why we learn. With a majority of courses offered online, or in mixed mode formats, it is pertinent that students engage an opportunity to understand principles of remote collaboration and review tools and methods applicable to project management, technology design, and professional development in digital spaces.

As a means of modeling how, and in what ways, online methods and tools are applicable to both course content and project management, students will participate in the online course space and undertake activities to develop familiarity with methods and tools of online collaboration. Course activities will include participation in online discussion, reflective commentary, "reviews" of either a method or tool posted to the course site, and engagement in the use of tools and techniques that support the development of

collaboration skills and abilities. One outcome of these activities will be the creation of a sample “open” educational resources applicable to graduate study, project management, and professional learning. The resource will include peer developed tool/method reviews and example online collaborative activities, or otherwise as your learning community proposes as we work through our time together. As we move through the course we will explore and determine how we will collaborate to co-create knowledge and share with others.

Our Online Platform

EDT 631 teaching and learning will occur entirely online. We will use Canvas for our course posts and discussions and will leverage other tools available online during our time together.

Specific tools that we will be using in the upcoming weeks include:

- [Padlet](#)
- [Slack](#)
- [Trello](#)
- [Google Docs](#)

Course Texts

EDT 631 does not have a specific text but multiple books and articles will be shared with you to inform your learning within this course. In particular, you will find the “[The Five Dysfunctions of a Team](#)” by Patrick Lencioni, of [The Table Group useful](#). It is a quick read and provides valuable insight into team development, function, and success. As well, you will find “[The Handbook of High Performance Virtual Teams: A Toolkit for Collaborating Across Boundaries](#)” in your course files. It is a great resource for exploring aspects of remote collaboration in detail. You are not expected to read either book in full during this course (but you can!); however, you should look through both and give a closer read to aspects of either that you are drawn to, wish to explore further, or that inform your thinking and understanding of collaboration in digital spaces.

Course Calendar

** Additional details about weekly learning goals and activities/assignments will be posted in our Canvas space. There will always be a weekly post in the Announcements Section and the Discussion Section that will direct you to specific activities or tasks. Goals and activities will likely be revised based upon prior outcomes and course progress. Thank you for your flexibility.*

Start Date: Tuesday, May 1st

Week 1 and Week 2: Tuesday, 5/1 through Wednesday, 5/16

Theme: Discovery - Introductions, course goals, exploration of collaboration

Learning Goals:

- Personal introductions
- Self assessment of online collaboration skills and abilities/methods and tools
- Develop online exploration of collaboration

- Discover online methods and tools that promote forms of collaboration between learners, and the discovery of new knowledge

Learning Activities:

- Read and review course syllabus
- Contribute personal introduction, including self-assessment of online collaboration methods and tools
- Contribute to online exploration of collaboration
- Participate in online discussion activities, complete at least one written post of your own in response to the discussion topic and reply to at least one other students' post using digital media (photo, video, other creative expression)
- Review methods and tools reviews posted by previous EDT 631 learners
- Narrow and determine choices for individual reviews as preparation for Week 3.

Week 3: Wednesday, 5/17 through Wednesday, 5/23

Theme: Engagement

Learning Goals:

- To engage in methods and tools that promote engagement as a means of collaboration between learners

Learning Activities:

- Write and post a method or tool review to our Canvas space (or elsewhere)
- Participate in online discussion activities, complete at least one written post of your own in response to the discussion topic and reply to at least one other students' post using digital media (photo, video, other creative expression)
- Engage in use of an online team communication tool
- Share an article with brief annotation/tags to increase community knowledge of collaboration as preparation for Week 4.

Week 4: Wednesday, 5/23 through Wednesday, 5/30

Theme: Research and Analysis

Learning Goals:

- To review online research and analysis as a form of collaboration between learners

Learning Activities:

- Write and post a method or tool review to our Canvas space (or elsewhere)
- Participate in online discussion activities, complete at least one written post of your own in response to the discussion topic and reply to at least one other students' post using digital media (photo, video, other creative expression)
- Participate in group annotation of article as a means of collaboration between learners

Week 5: Wednesday, 5/30 through Wednesday, 6/6

Theme: Synthesis

Learning Goals:

- To review online methods and tools that promote the synthesis of new information/data/knowledge as a means of collaboration between learners

Learning Activities:

- Share one tool review with another student for peer review and feedback
- Participate in online discussion activities, complete at least one written post of your own in response to the discussion topic and reply to at least one other students' post using digital media (photo, video, other creative expression)
- Begin designing, or (re)designing a collaborative online activity as preparation for next week

Week 6: Wednesday, 6/6 through Wednesday, 6/13

Theme: Creative Expression

Learning Goals:

- To review online methods and tools that promote creative expression as a means of collaboration between learners

Learning Activities:

- Participate in online discussion activities, complete at least one written post of your own in response to the discussion topic and reply to at least one other students' post using digital media (photo, video, other creative expression)
- Continue individual/team design, or (re)design, of a collaborative online activity and share it with others for collaborative iteration based on feedback.

Week 7: Wednesday, 6/13 through Monday, 6/18

Theme: Conclusion, Next Steps

Learning Goals:

- Reflect upon and evaluate learning
- Consider applications of learning to future professional practices and project management

Learning Activities:

- Final presentation of online collaborative activities
- Course evaluations - formal UM Flint evaluation and internal evaluation
- Course reflections
- Application to future professional practice

Course Activities

In support of course objectives, EDT 631 engages four primary activities:

- **Products** Students will first research and then write method and/or tool reviews and participate in weekly assignments
- **Responses** Students will respond to the work of their peers using digital media (photo, video, other creative expression) and participate in weekly assignments
- **Project** Students will develop a final project/presentation in the form of an online collaborative activity
- **Final reflection** Students will reflect upon the applicability of online collaborative methods and tools to project management, graduate course work, and professional practice

Participation

As this is a course specifically focused on online collaboration tools and methods you are expected to actively participate in all class activities, weekly discussions, and collaborative tasks. To facilitate a cooperative, and active, learning environment, and ensure your individual, and group learning and performance throughout our time together, you are expected to participate at multiple times during each week. Posting a weekly response/assignment at the end of the week (i.e. Sunday night) will not constitute evidence of engagement and participation in this course. The general expected workload for this one credit course is one hour of “class” time and approximately 3 hours of additional engagement in research, course materials, assignments, and activities.

Rubric and Information:

All **posts** for assignments, activities, or reviews of collaborative methods and tools should be professional, respectful, and informed by course materials, your individual experience and that of this collaborative learning community. A method or tool review is used here as an example of expectations.

When you are writing a method or tool review it should address/include the following:

Basic information: What does the method or tool "do" in other words, what skills, practices, and/or means of collaboration are supported by this method or tool?

Your use: How is the method or tool being (or might it be) used in your current project management and design, your teaching, and/or your graduate coursework?

Design: What are the affordances and constraints of this particular method or tool in relation to current/future collaboration, team or group work, and project management?

Relation: How is this method or tool similar/dissimilar to other methods or tools you have previously used? How is it similar/dissimilar to those methods or tools your peers in this course have already reviewed?

Media: Incorporate multiple forms of digital media to illustrate the functionality/purpose of this method or tool.

Reflection: How does this method or tool relate to course themes and/or professional practices?

Responses to peer reviews should leverage digital media (e.g. photo, video, other creative expression) to extend thoughts, raise questions, and/or highlight a new context of use.

A few additional notes about posting reviews and responses:

When working collaboratively with others or submitting a review or response you may, and are encouraged to do so, contribute using another online space (eg. a blog or other online tool). If you do this, please post links and information in Canvas.