TRIAL COURSE OR NEW COURSE PROPOSAL
(Attach copy of syllabus)

SUBMITTED BY:

Department	Business Administration	College/School	School of Management
Prepared by	Anita Hughes	Phone	Ext. 4622
Email Contact	Alhughes2@alaska.edu	Faculty Contact	Kevin Berry, kberry9@alaska.edu

1. ACTION DESIRED

(CHECK ONE): Trial Course [ ]   New Course [XX]

2. COURSE IDENTIFICATION:

Dept: **HSEM**   Course #: **F665**   No. of Credits: **3**

Justify upper/lower division status & number of credits:	This is a graduate level course requiring critical and analytical skills at the grad level.

3. PROPOSED COURSE TITLE: Strategic Collaboration

4. To be CROSS LISTED? YES/NO   **Yes**   If yes, Dept: **MBA**   Course # **F665**

NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED?* YES/NO   **No**   If yes, Dept.   Course #

How will the two course levels differ from each other? How will each be taught at the appropriate level?:	

* Use only one Format 1 form for the stacked course (not one for each level of the course!) and attach syllabi. Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi (undergraduate and graduate versions) will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online — see URL at top of this page.

6. FREQUENCY OF OFFERING: Spring

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING
(Effective AY2015-16 if approved by 3/31/2015; otherwise AY2016-17)   **Spring 2016**

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, **any core course compressed to less than six weeks must be approved by the Core Review Committee.**

COURSE FORMAT: (check all that apply)	[ ]1 [ ]2 [ ]3 [ ]4 [ ]5 [XX] *6 weeks to full semester*
OTHER FORMAT (specify)	Lecture
Mode of delivery (specify lecture, field trips, labs, etc)	

9. CONTACT HOURS PER WEEK:	3/15	LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400 minutes minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures- /guidelines-for-computing-/ for more information on number of credits.

OTHER HOURS (specify type)	

10. **COMPLETE** CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a **complete** *description:*

FISH F487 W, O   Fisheries Management
    3 Credits   Offered Spring
Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

MBA/HSEM F665   Strategic Collaboration
3 credits   Offered As Demand Warrants

This course is designed to explore the techniques of collaboration and communication and their strategic use in managing contemporary organizations. Students will identify their own communication style and how to deploy it in various managerial situations. Topics will include exploring individual personality type and the effect of type on collaborative style, identifying the purposes for types of communication, conflict and collaboration, the presentation of data and results. Emergency communication will also be explored. Students will work on improving practical skills such as listening, writing and creating and delivering presentations. *Prerequisites: must be admitted to the MSDM or the MBA program; or permission of HSEM Program Director or MBA Program Manager*. Cross-listed with HSEM F665. (3+0)

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11. **COURSE CLASSIFICATIONS:** Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities [ ]   S = Social Sciences [ ]

Will this course be used to fulfill a requirement for the baccalaureate core? **If YES, attach form.**	YES:		NO:	XX

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, **Format 6**		W = Writing Intensive, **Format 7**		X = Baccalaureate Core	

11.A *Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.*

YES		NO	XX	

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit?	YES		NO	XX

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	

How many times may the course be repeated for credit?		TIMES
If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?		CREDITS

If the course can be repeated with <u>variable</u> credit, what is the maximum number of credit hours that may be earned for this course? [ ] **CREDITS**

13. **GRADING SYSTEM:** Specify only one. Note: Changing the grading system for a course later on constitutes a Major Course Change – Format 2 form.

LETTER: [XX]   PASS/FAIL: [ ]

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**   Must be admitted to the MBA program or the MSDM program; or permission of the HSEM Program Director or the MBA Program Manager

These will be *required* before the student is allowed to enroll in the course.

15. **SPECIAL RESTRICTIONS, CONDITIONS** [ ]

16. **PROPOSED COURSE FEES** [$]

Has a memo been submitted through your dean to the Provost for fee approval? **Yes/No** [ ]

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? **Yes/No** [Y]

If yes, give semester, year, course #, etc.: [ ]

18. **ESTIMATED IMPACT**
WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Adjunct faculty will be used to teach this course. It will be taught online so there is no space/classroom required.

19. **LIBRARY COLLECTIONS**
Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No [XX] Yes [ ] [ ]

20. **IMPACTS ON PROGRAMS/DEPTS**
What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

Only the MBA program and HSEM program; both within SOM

21. **POSITIVE AND NEGATIVE IMPACTS**
Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.
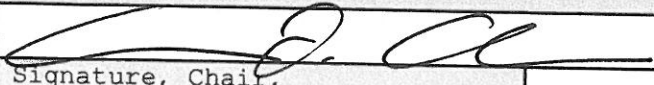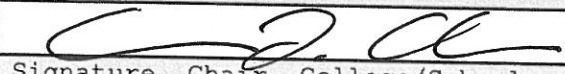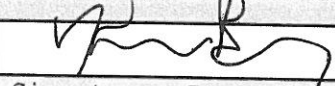
This course might draw students from other MBA electives but those are rotated by the department to ensure a balance between solid enrollment and availability of all electives.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

It adds to the curriculum for the MBA program as we work to make it more relevant to challenges and opportunities in Alaska. Strategic collaboration and the ability to write and speak professionally are critical for emergency managers as well.

APPROVALS: Add additional signature lines as needed.

		Date	2 Oct 14
Signature, Chair, Program/Department of:	HSEM Program		

		Date	2 Oct 14
Signature, Chair, College/School Curriculum Council for:	HSEM Program		

		Date	10/2/14
Signature, Dean, College/School of:	SOM		
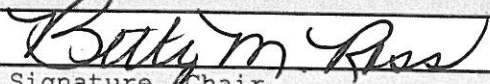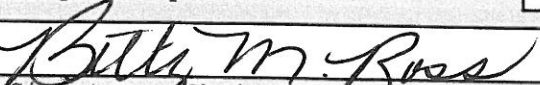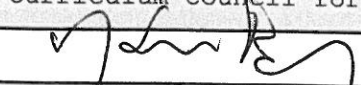
Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair		

Faculty Senate Review Committee: ___Curriculum Review   ___GAAC

                                   ___Core Review   ___SADAC

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

		Date	10/2/2014
Signature, Chair, Program/Department of: *Betty M Ross*			

		Date	10/2/2014
Signature, Chair, College/School Curriculum Council for: *Betty M Ross*			

		Date	10/2/14
Signature, Dean, College/School of:			

University of Alaska Fairbanks
School of Management

Course No.:	HSEM/MBA F665
Course Title:	Strategic Collaboration
Credit Hours:	3
Instructor:	Anita Hughes
Telephone:	Office: 474-4622
Email:	anita.hughes@alaska.edu
Office Hours:	TBA
Office:	Bunnell 208A

Required Text: Barrett, Deborah (2014), Leadership Communication, 4th ed McGraw Hill
ISBN 978-0-07-340320-5

Cases, websites, blogs as assigned.

Course Description:

This course is designed to explore the techniques of collaboration and communication and their strategic use in managing contemporary organizations. Students will identify their own communication style and how to deploy it in various managerial situations. Topics will include exploring individual personality type and the effect of type on collaborative style, identifying the purposes for types of communication, conflict and collaboration, the presentation of data and results. Students will work on improving practical skills such as listening, writing and creating and delivering presentations.

Course Goals:

The purpose of this course is to provide students with a theory and applications approach to communicating and collaborating that will focus on the development of effective managerial skills. The content of the course will center on the nature of how individuals communicate and, therefore, strategies for effective collaboration toward a business result. An emphasis will be placed on analyzing real-world case studies and improving speaking, writing and critical thinking skills and using technology appropriately and effectively.

Dictionary.com:

Communicate:
1. to impart knowledge of; make known:
to communicate information; to communicate one's happiness.
2. to give to another; impart; transmit:

Collaborate:
1. to work, one with another; cooperate, as on a literary work:

Student Learning Outcomes:

Upon the successful completion of this course, students should be able to:

1. Demonstrate an understanding of personality types, theirs and others they work with, and how those affect how they collaborate in teams, lead teams and manage employees.

2. Demonstrate improvement in conflict management and the connection to managing teams effectively.

3. Demonstrate ability to synthesize, report on and present the results of analysis in a business context.

4. Demonstrate an improvement in critical thinking, writing, and speaking skills appropriate for business.

5. Demonstrate an understanding of all the dimensions of diversity and how language and message can affect a manager's effectiveness.

6. Understand appropriate business uses of social media and the ethics associated with its use.

7. Discuss emergency communication strategies and how they differ from non-emergency strategies. Be able to create and critique emergency communication plans.

Instructional Methods:

This course is online using Blackboard as the medium. There will be discussion board assignments, writing assignments of various kinds and some exercises in speaking and presenting information. Students will learn about topics and then have assignments that will require them to practice the techniques. Internet access is required.

Course Policies:

As this is a graduate course in business, I expect professionalism.
    * There will be no late work accepted. If you must miss a deadline, you must contact the instructor in advance when physically possible. Emergencies will be taken into consideration.
    * There is no make-up work.
    * Students are expected to observe academic honesty. Dishonest practices including giving or receiving assistance in any manner or form during an examination, unauthorized possession of exam questions, and plagiarism (willfully presenting another person's writings, opinions or thoughts as one's own, without proper credit and documentation) will not be tolerated. Violations of the UAF Student Code of Conduct will be referred to the appropriate authority for possible disciplinary actions including removal of violator from this course.
    * In modules where you have a discussion post, you must make your initial post by Wednesday at

11:59 AK time so that your classmates will have time to respond by Saturday night. DO NOT put all of your posts up on Saturday evening. Doing so will result in lost points.

Students must proofread their work. This course will adhere to the School of Management's Fatal Error Policy. See below:

Fatal Error Policy: The School of Management applies a fatal error policy to all written assignments in writing intensive courses. If there are 10 or more errors (spelling, grammar, punctuation) on a written assignment, it will be returned for corrections. No credit will be given until the errors are corrected and the assignment re-submitted in a timely manner (4 days). A letter grade will be deducted each time the assignment is returned. This policy will be strictly enforced. If you need assistance meeting this standard, there is a writing lab on campus to help.

Points will be assigned as follows:

Quizzes (5 total) 20 points each	100 points
Discussion boards (5 total) 20 points each	100
Module Assignments, (1,2,3,4,6,7) (100 points each)	600
Mod 5 Data presentation	
(write up & presentation 100 each)	200
FEMA certificates (2 total) 50 points each	100
Final Portfolio	400
Total Points:	1500

Course Grades will be assigned based on the point distribution below:

A =	90-100%	(1350-1500 points)
B =	80-89%	(1200-1349 points)
C =	70-79%	(1050-1199 points)
D =	60-69%	(900-1049 points)
F =	59 % or less	(899 points or less)

Support Services:

Students are encouraged to use the UAF Writing Center in 801 Gruening (Phone # 474-5314) as needed to assist in the development and refinement of their written papers. Students are also encouraged to use the UAF Speaking Center for coaching and practice. The Center is located in 507 Gruening. Call 474-5470 for Speaking Center hours and to schedule an appointment.

Disabilities Services:

Students with learning or other disabilities who may need special accommodations are encouraged to make an appointment with the Office of Disability Services, http://www.uaf.edu/disability/ (907 474-

5655 or TTY at 907 474-1827). Please inform your instructor of any impediments to meeting course objectives which cannot be fully addressed by the Office of Disability Services. I will work with the Office of Disabilities Services (208 Whitaker Bldg) to provide reasonable accommodation to students with disabilities.

Course Schedule:

Module	Topics	Reading/Assignments	Learning Goal
1	Personality Types and Communication styles	Ch 1 Leadership Communication; Collaborating with others, your style and theirs Ch 8: Emotional Intelligence using the MBTI Discussion 1 Module Assignment 1	1
2	Analyzing audiences; Creating purposeful documents	Ch 2: Purpose, Strategy and Structure Discussion 2 Module Assignment 2 Quiz 1: Ch 1, 8 Assignment of final Project Portfolio due at the end of the class	4
3	Language; Diversity and Intercultural Communication	Ch 3: Language Ch 9 Diversity & Intercultural Communication Discussion 3 Module Assignment 3	5
4	Social Media; Ethics	Ch 4: Social Media Ch 12 Ethics – Discussion 4 Module Assignment 4 Quiz 2: Ch 2, 3, 9	6
5	Documents, Reports and Presentations	Chapter 6 & 7: Use and Explanation of Data and Graphics No Discussion Board for this module Module Assignment worth double points this time Quiz 3: ch 4, 12	3
6	Diversity; Conflict Management;	Ch 10 High Performance Teams ch 11 Meetings; Leadership and Productivity	2,5

		Meetings: Productivity	Discussion 5 Module Assignment 5 Quiz 4: Ch 6 & 7	
7		Emergency Communication Crisis Communication What to say and how to say it	Discussion for this module is 2 FEMA certificates: FEMA: IS-240b, Emergency Communication FEMA: IS-42, Social Media in Emergency Management Module Assignment: 6 Quiz 5: Ch 10 & 11	6,7