

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).  
 See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/> for a complete description of the rules governing curriculum & course changes.

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

**SUBMITTED BY:**

<b>Department</b>	<b>Business Administration</b>	<b>College/School</b>	<b>School of Management</b>
<b>Prepared by</b>	<b>Anita Hughes</b>	<b>Phone</b>	<b>Ext. 4622</b>
<b>Email Contact</b>	<b><a href="mailto:Alhughes2@alaska.edu">Alhughes2@alaska.edu</a></b>	<b>Faculty Contact</b>	<b>Kevin Berry, kberry9@alaska.edu</b>

<b>1. ACTION DESIRED</b> (CHECK ONE):	Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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<b>2. COURSE IDENTIFICATION:</b>	Dept	<b>HSEM</b>	Course #	<b>F665</b>	No. of Credits	
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If the course can be repeated with variable 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. Cm*

***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. It is a**

**ATTACH COMPLETE SYLLABUS (as part of this application).** This list is online at:  
<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>  
The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

**SYLLABUS CHECKLIST FOR ALL UAF COURSES**

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

**1. Course information:**

Title, number, credits, prerequisites, location, meeting time  
(make sure that contact hours are in line with credits).

**2. Instructor (and if applicable, Teaching Assistant) information:**

Name, office location, office hours, telephone, email address.

**3. Course readings/materials:**

Course textbook title, author, edition/publisher.

Supplementary readings (indicate whether required or recommended) and any supplies required.

**4. Course description:**

Content of the course and how it fits into the broader curriculum;

Expected proficiencies required to undertake the course, if applicable.

Inclusion of catalog description is *strongly* recommended, and

Description in syllabus must be consistent with catalog course description.

**5. Course Goals (general), and (see #6)**

**6. Student Learning Outcomes (more specific)**

**7. Instructional methods:**

Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

**8. Course calendar:**

A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

**9. Course policies:**

Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

**10. Evaluation:**

Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.) Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

[http://www.uaf.edu/files/uafgov/Info-to-Publicize-C\\_Grading-Policy-UPDATED-May-2013.pdf](http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf)

**11. Support Services:**

Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

**12. Disabilities Services:** Note that the phone# and location have been **updated**.

<http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

# 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, 4<sup>th</sup> 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).

*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:**

primary post to get this credit.

- No credit will be given for primary or secondary posts after Sunday at 11:59 pm of the academic week

### **Final Portfolio:**

Your portfolio is a summary of lessons in this course. It will consist of professional documents and presentations. Grading will be based on the following:

- Accuracy—Accurate reflection of the information presented the course
- Completeness—Inclusion of all information requested
- Relevance—Relation to the assignment; extraneous information will reduce your grade
- Communication—Clearly written, professional statements or documents
- Personal presence – Appearing professional in presentations; appearance, speaking and content

### **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	4

		Assignment of final Project Portfolio due at the end of the class	
3	Language; Diversity and Intercultural Communication	Ch 3: Language	