



# GROUP DYNAMICS AND COMMUNICATION

## Syllabus

### Requisites of the Course

<b>Cycle of Higher Education</b>	<i>First cycle of higher education (Bachelor's degree)</i>
<b>Field of Study</b>	<i>12 Information Technologies</i>
<b>Speciality</b>	<i>121 Software engineering</i>
<b>Education Program</b>	<i>Software Engineering of Multimedia and Information Retrieval Systems</i>
<b>Type of Course</b>	<i>Normative</i>
<b>Mode of Studies</b>	<i>full-time</i>
<b>Year of studies, semester</b>	<i>2 year (3 semester)</i>
<b>ECTS workload</b>	<i>4 credits (ECTS). Time allocation: 18 hours for lectures, 36 hours for seminars, 66 hours for self-study.</i>
<b>Testing and assessment</b>	<i>Final test</i>
<b>Course Schedule</b>	<i>According to rozklad.kpi.ua</i>
<b>Language of Instruction</b>	<i>English</i>
<b>Course Instructors</b>	<i>Senior lecturer, Olga Sulema, PhD olga.sulema@pzks.fpm.kpi.ua</i>
<b>Access to the course</b>	<i>Google classroom at <a href="https://classroom.google.com/u/0/c/Mzg5NDQxMDU0NzY1">https://classroom.google.com/u/0/c/Mzg5NDQxMDU0NzY1</a></i>

### Outline of the Course

#### 1. Course description, goals, objectives, and learning outcomes

*The study of the Group Dynamics and Communication course allows students to acquire competencies necessary for effective communication during professional work in a team.*

*The purpose of studying the Group Dynamics and Communication course is to build capacity to effectively communicate in small and large groups for accomplishing team tasks in professional activities; to understand a role of personality in team; to learn strategies for conflict resolving.*

*The subject of the Group Dynamics and Communication course is the process of interpersonal communication in team.*

*After the course, students will:*

#### **know:**

- basics of group dynamics and theory of communications;*
- specifics of Soft Skills;*
- tools and technologies for effective communication;*
- rules of business correspondence;*
- how to write a CV;*
- ways to conduct business conversations, negotiations, and presentations;*
- types of personality and types of groups;*
- causes and types of conflict;*
- strategies to resolve conflict situations;*
- specificity of communications in IT;*
- basics of project managements and leadership;*

**be able to:**

- *work independently and in a team;*
- *present information effectively;*
- *find compromises during teamwork;*
- *resolve conflict situations;*
- *use tools for teamwork;*

**have experience in:**

- *public presentations;*
- *business correspondence;*
- *using communication tools;*
- *team discussions;*
- *creating CV and cover letters.*

**2. Prerequisites and post-requisites of the course (the place of the course in the scheme of studies in accordance with curriculum)**

*The Group Dynamics and Communication course is a normative discipline and students do not need any specific initial knowledge for its study.*

*Theoretical knowledge and practical skills acquired in the Group Dynamics and Communication course provide the necessary background for studying other disciplines in Bachelor and Master programs of 121 Software Engineering specialty.*

**3. Content of the course**

*Module 1. Theories of Communication*

- Topic 1.1 Introduction to theories of communication*
- Topic 1.2 Soft Skills vs Hard Skills*
- Topic 1.3 Tools for communication*

*Module 2. Personality and Team*

- Topic 2.1 Personality*
- Topic 2.2 Team*
- Topic 2.3 Ethics of group communications*
- Topic 2.4 Decision-making in team*
- Topic 2.5 Conflicts and resolving strategies*

*Module 3. Role of a personality in IT*

- Topic 3.1 Soft skills in IT*
- Topic 3.2 Communications in IT*
- Topic 3.3 Sorting Algorithms with Linked Lists*

*Module 4. Basics of Management*

- Topic 4.1 Basics of leadership and team management*
- Topic 4.2 Basics of project management*

**4. Coursebooks and teaching resources**

**Main literature:**

- 1. Forsyth D. R. Group Dynamics, 5<sup>th</sup> Edition. Cengage Learning, 2010.*
- 2. Careers Skills Library: Communication Skills, Second Edition. Ferguson, 2004.*

3. Joshi M. *Soft Skills*. 2017.

4. Heagney J. *Fundamentals of Project Management*. Amacom, 2012.

**Additional literature:**

1. Koschmann M. A. *Teamwork Skills: Communicating Effectively in Groups*. Coursera, 2021.

2. Ratliff T. *Personality Types at Work*. Coursera, 2021.

3. Kalytchak R. et al. *Soft Skills*. Shoo Fly Publishing.

4. *Soft Skills & Personality Development*. Proceedings of the National Seminar at Shri Shivaji College, 2014.

5. Northouse P. G. *Leadership: Theory and Practice*. Sage Publishing, 2019.

6. Adair J. *The Art of Creative Thinking*. Kogan Page, 2007.

**Educational content**

**5. Methodology**

No	Type of a class	Materials for self-studying
<i>Module 1. Theories of Communication</i>		
1.	<i>Lecture 1. Introduction to theories of communication</i>	6, №1
2.	<i>Seminar 1. Interaction in a team. Self-presenting</i>	6, №2
3.	<i>Seminar 2. Strategies to produce ideas in a team</i>	6, №3, 28
4.	<i>Lecture 2. Tools for communication</i>	6, №4, 31
5.	<i>Seminar 3. Public presentation. Teamwork planning</i>	6, №5
6.	<i>Seminar 4. Electronic communication</i>	6, №6, 31
<i>Module 2. Personality and Team</i>		
7.	<i>Lecture 3. Personality and team</i>	6, №7
8.	<i>Seminar 5. Psychological profile of a personality</i>	6, №8
9.	<i>Seminar 6. Personality as part of a team</i>	6, №9
10.	<i>Lecture 4. Business communication</i>	6, №10, 32
11.	<i>Seminar 7. Ethics of business communication: emails</i>	6, №11, 32
12.	<i>Seminar 8. Ethics of business communication: negotiations</i>	6, №12
13.	<i>Lecture 5. Decision-making in a team</i>	6, №13, 29
14.	<i>Seminar 9. Decision-making strategies in a team – 1</i>	6, №14, 29
15.	<i>Seminar 10. Decision-making strategies in a team – 2</i>	6, №15, 29
16.	<i>Lecture 6. Conflicts and strategies of resolving them</i>	6, №16
17.	<i>Seminar 11. Conflict situation: causes and ways to resolve</i>	6, №17
18.	<i>Seminar 12. Strategies to avoid conflicts</i>	6, №18



<i>Module 3. Role of a personality in IT</i>		
19.	<i>Lecture 7. Group communications in IT</i>	<i>6, №19</i>
20.	<i>Seminar 13. Peculiarities of group communications in IT</i>	<i>6, №20</i>
21.	<i>Seminar 14. CV and cover letter</i>	<i>6, №21, 30</i>
<i>Module 4. Basics of Management</i>		
22.	<i>Lecture 8. Team and project management</i>	<i>6, №22</i>
23.	<i>Seminar 15. Leadership paradigm</i>	<i>6, №23</i>
24.	<i>Seminar 16. Basics of project management</i>	<i>6, №24</i>
25.	<i>Midterm test</i>	<i>6, №25</i>
26.	<i>Seminar 17. Project presentation</i>	<i>6, №26</i>

## 6. Self-study

<i>No</i>	<i>Topic for self-studying</i>	<i>Hours</i>	<i>Literature</i>
1.	<i>Preparation to a lecture 1</i>	<i>1</i>	<i>1, 2, 3, extra: 1, 3</i>
2.	<i>Preparation to a seminar 1</i>	<i>1,5</i>	<i>2, extra: 1, 4</i>
3.	<i>Preparation to a seminar 2</i>	<i>1,5</i>	<i>2, 3, extra: 1</i>
4.	<i>Preparation to a lecture 2</i>	<i>1</i>	<i>2, extra: 1</i>
5.	<i>Preparation to a seminar 3</i>	<i>1,5</i>	<i>2, 3, extra: 4</i>
6.	<i>Preparation to a seminar 4</i>	<i>1,5</i>	<i>2, extra: 4</i>
7.	<i>Preparation to a lecture 3</i>	<i>1</i>	<i>1, extra: 2</i>
8.	<i>Preparation to a seminar 5</i>	<i>1,5</i>	<i>1, extra: 2</i>
9.	<i>Preparation to a seminar 6</i>	<i>1,5</i>	<i>1, extra: 2</i>
10.	<i>Preparation to a lecture 4</i>	<i>1</i>	<i>2, extra: 4</i>
11.	<i>Preparation to a seminar 7</i>	<i>1,5</i>	<i>2, extra: 4</i>
12.	<i>Preparation to a seminar 8</i>	<i>1,5</i>	<i>2, extra: 4</i>
13.	<i>Preparation to a lecture 5</i>	<i>1</i>	<i>1, 3, extra: 1, 2, 4</i>
14.	<i>Preparation to a seminar 9</i>	<i>1,5</i>	<i>1, 3, extra: 1, 2, 4</i>
15.	<i>Preparation to a seminar 10</i>	<i>1,5</i>	<i>1, 3, extra: 1, 2, 4</i>
16.	<i>Preparation to a lecture 6</i>	<i>1</i>	<i>1, 3, extra: 1, 2</i>
17.	<i>Preparation to a seminar 11</i>	<i>1,5</i>	<i>1, 3, extra: 1, 2</i>
18.	<i>Preparation to a seminar 12</i>	<i>1,5</i>	<i>1, 3, extra: 1, 2</i>
19.	<i>Preparation to a lecture 7</i>	<i>1</i>	<i>3, extra: 3</i>
20.	<i>Preparation to a seminar 13</i>	<i>1,5</i>	<i>3, extra: 3</i>

21.	<i>Preparation to a seminar 14</i>	1,5	2, extra: 4
22.	<i>Preparation to a lecture 8</i>	1	1, 3, 4, extra: 1, 2, 5
23.	<i>Preparation to a seminar 15</i>	1,5	1, 3, extra: 1, 2, 5
24.	<i>Preparation to a seminar 16</i>	1,5	1, 3, 4, extra: 1, 2
25.	<i>Preparation to a midterm test</i>	4	1, 2, 3, 4, 5
26.	<i>Preparation to a seminar 17</i>	1,5	2, 4, extra: 1
27.	<i>Preparation to a final test</i>	6	1, 2, 3, 4, 5
28.	<i>Creative thinking techniques</i>	4	extra: 6
29.	<i>Decision-making team strategies</i>	4	1, 3, 4, extra: 1
30.	<i>CV and cover letter</i>	4	2, extra: 4
31.	<i>Electronic documentation</i>	4	2
32.	<i>Business correspondence</i>	4	2, extra: 4
33.	<i>Preparation to a public presentation</i>	2,5	3, extra: 4

## Policy and Assessment

### 7. Course policy

- *Attending lectures is mandatory.*
- *Attending seminars is mandatory.*
- *Rules of conduct: activity, taking part in discussions, respect to teacher and groupmates, muting cellphones.*
- *Compliance with the policy of academic integrity.*
- *Rules of fulfilling seminar tasks: assignment has to be completed according to the student's team number or the student's variant defined with a generator of pseudo-random numbers (hereafter – randomizer).*
- *Rules of assigning bonus points and penalty points:*

*Bonus points are being assigned for:*

- *taking part in discussion during lecture classes;*
- *answering other students' questions on lecture material;*
- *creative approach in team tasks.*

*Max bonus points during the semester: 5 points.*

*Penalty points might be assigned because of:*

- *plagiarism: -5 points for every attempt;*
- *turning seminar tasks in untimely: -0,5 points for every week after the deadline (max penalty points for one seminar task: -5 points).*

## 8. Monitoring and grading policy

In the first lecture, the students are being acquainted with the grading policy which is based on Regulations on the System of Learning Outcomes Assessment ([https://document.kpi.ua/files/2020\\_1-273.pdf](https://document.kpi.ua/files/2020_1-273.pdf)).

The student's rating in the course consists of points that they receive for seminars ( $R_1$ ) and a midterm test ( $R_2$ ).

$$R_5 = R_1 + R_2 = 85 + 15 = 100 \text{ points}$$

According to the university regulations on the monitoring of students' academic progress ([https://kpi.ua/document\\_control](https://kpi.ua/document_control)), there are two assessment weeks, usually during 7th/8th and 14th/15th week of the semester, when students take the Progress and Module tests respectively, to check their progress against the criteria of the course assessment policy.

The students whose overall points at the end of the semester are more or equal to 60 points can:

- get their final grade according to the rating system;
- pass a final test in order to increase the grade.

Students whose overall points are less than 60 points have to write a final test for 100 points.

The table of compliance between overall points and the final grade:

Points	Grade
95-100	Excellent
85-94	Very good
75-84	Good
64-74	Satisfactory
60-64	Fair
Less than 60	Unsatisfactory
Course requirements are not met	Not Graded

## 9. Additional information about the course

The list of questions for a final test are adduced in Appendix 1.

### Syllabus of the course

**Is designed by** PhD, senior lecturer, Olga Sulema

**Adopted by** Computer Systems Software Department (protocol № 12, 26 April 2023)

**Approved by** the Faculty Board of Methodology (protocol № 10, 26 May 2023)