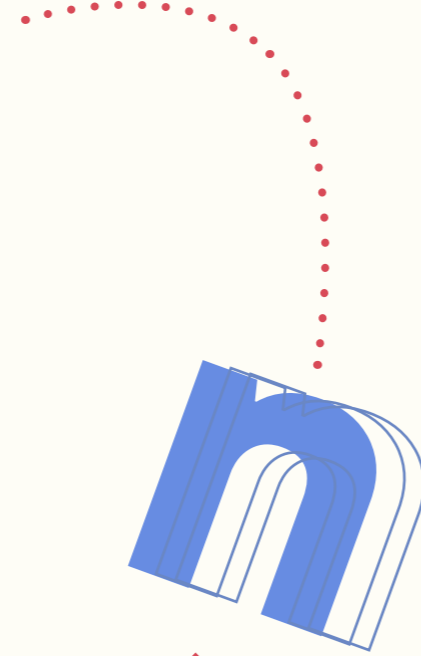A GUIDE TO

STUDENT

COLLAB

ORATION

CREATE BETTER, TOGETHER
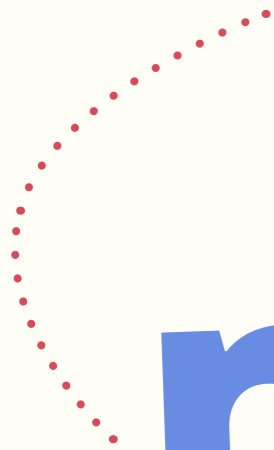
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WELCOME GUIDE

Here's a little introduction of this Toolkit

Unlock the power of collaboration with our comprehensive collaboration toolkit, designed to enhance teamwork, communication and productivity in any settings.

In this toolkit, you will find topics that will be covered such as where to find students for collaboration It will also provide some platforms for you that can be used for online collaboration or ideation.

—

The Collaboration Toolkit includes

INTRODUCTION TO TOOLKIT

BACKGROUND

We have entered into the world of digitalisation, where digital tools are increasingly being used for remote work and collaboration. When there are times where we won't be able to meet physically, working online can be a great way as well.

Based on the survey conducted based on the focus group results, students have highlighted that they feel a sense of disconnection and lack of authentic connection experienced by an individual in their interactions with others. They express frustration with the tendency of people to seek information without engaging in meaningful communication or reciprocating when approached for help. This leads to a perception of being used and a feeling of being the only one making an effort in maintaining relationships. The underlying sentiment is a desire for genuine connections and a genuine exchange of information rather than superficial interactions.

WHO SHOULD USE THIS TOOLKIT?

We created this toolkit for students who want to find out how to be able to find other students for collaboration or/and how to collaborate effectively.

The aim of the collaboration is that UAL students will be able to equip hard skills such as having quality portfolio, learning new skills set from their team mates. Hard skills such as oral communication, self-management, and leadership skills. If you have collaborative skills project as a students, it put you in a better position for employability.

CREATIVE COLLABORATION

What is creative collboration?

Creative collaboration is a "A partnership between two or more persons with a common objective of generating new items through specific ideas and shared understanding of something new and a common goal" is the definition of creative collaboration. Fundamentally, this means that a team is cooperating to find a novel solution to a problem or to develop an entirely new idea." Rodhouse (2021)

Collaboration is necessary in the industry because it helps to advance the project to greater heights because of the different ideas being bounced off each other. Sometimes, collaboration work doesn't need to be bounded in physical setting such as school or office. It can be done through virtually at the comfort of your own home.

According to a stanford study, it has been said Individuals who work in collaborative settings at work are more than 50% more effective at completing tasks than those who work independently. (Boskamp)

How does it work in digital spaces?

A collaborative space is a localized space with open access to resources that promotes openness and collaboration regarding knowledge sharing, skills and tools.

There are many different types of collaborative spaces, including coworking spaces. Co-located environments are ideal for collaborative creative work.

Creative Collaboration via digital space can come in various formats, ranging from online presentation to collaborating with others via different modes such as taking videos.

IMPORTANCE OF
CREATIVE COLLABORATION

Studies have indicated that promoting collaboration could result in higher academic accomplishment for university students since it offers learning chances outside of the classroom and teaches important social skills like effective communication, creating trust, and reciprocity (Gumienny et al.)

Here are 3 essentials to why collaboration is important:

The more brains come together, the better it is

You may pool your thoughts and approach problems from several angles when you work with others.

By combining a range of abilities and knowledge to take on more complicated and large-scale problems, you can undertake projects in a group setting that you couldn't complete alone.

When more people gather together, it helps individuals to approach problems from different perspectives when you work with others. Also, combining research discoveries with the many viewpoints of a varied team is essential for successfully fostering innovation

Allow for skills and perspective exchange

Individuals from various backgrounds or disciplines have vastly varied perspectives on the same item. We can gain new insight into a topic by considering and learning from the thoughts and viewpoints of others when we approach it from a different perspective.

Less conflict and prejudice will also result from the capacity to understand others' viewpoints. Hence, working together with people from different backgrounds, whether they be professors or students, will result in fresh perspectives and inventive solutions to problems.

Allows students to build networks and friendships

Recent research on friendship and teamwork found that friendship significantly increased team performance. The skills and traits of teammates who become friends are truly valued by each other.

Therefore, these colleagues can coordinate tasks more effectively because they know each other's strengths and weaknesses. Ohio State University's Fisher College of Business doctoral student Seunghoo Chung led the study.

FINDING STUDENTS FOR COLLABORATION

There isn't a particular way where you have to follow in order to find people to collaborate.

Here are some ways you can find other people to collaborate with.

01
Join societies at school

Joining a sports club or any societies in your school is the best way to meet new people. You will meet people from different courses and school around UAL. Take this opportunity to talk to different people and network with them through events.

When you become a member of a club, you already have something in common with the other members. This makes it simpler to create pals and locate new acquaintances.

03
Reach out to your peers

Reaching out to classmates is one of the simplest methods to locate people with whom to collaborate. If you want to collaborate on a project with someone in your class, you can ask around, post it on social media or ask in your class group chat.

02
Approach your lecturers

Another option is to approach lecturers in your field of study and ask if they know of any potential collaborators.

Lecturers often have connections in their field and may be able to connect you with someone who is interested in collaborating.

04
Using online platforms

You can connect with students who are interested in collaborating. A well-known platform is LinkedIn. This platform allows you to look for individuals in your area of study and interact with them to explore the possibility of working together. You can also use social media apps to connect as well.

PRACTICAL TIPS ON
EFFECTIVE COLLABORATION

Collaboration requires communication, teamwork, and compromise. Effective collaboration requires effort and commitment from everyone involved. By following these tips and working together, you can successfully complete your group project.

Here are some advice for students who are collaborating with other people for the first time.

Don't underestimate your team

Don't judge or undervalue your team members when you first meet them based on small conversation or the different skillset they have. If they made it through a course, they are just as capable of producing as you are.

Communicate effectively

Good communication is essential for successful teamwork. Establish clear communication methods, such as email or a messaging app, to ensure that everyone in the group is aware of what is expected of them. Express what you want to say clearly in the correct tone and format to prevent any miscommunication or alteration of messages, which decreases the potential for conflict.

Embrace everyone's differences

Everyone has a unique way of thinking and working, so be considerate of their pace and manner rather than imposing your own. It equips you with the adaptable abilities necessary for employment in the multinational corporations you aspire to join after graduation. Research shows that people from various backgrounds can be brought together to create a more broad range of initiatives and issues-resolution strategies.

Delegate tasks accordingly

Peer Learning

Peer learning promotes stronger social skills, cooperation, patience, and teamwork. Each student's talents can complement the group and advance learning in a cooperative peer learning setting.

This not only adds to your learning experience but helps you to understand the people you might be working with. This will also help to prevent conflict in the future.

Address any conflict early on

If there are any internal conflicts, deal with them right away in a respectful and helpful way. Strive to comprehend one another's viewpoints and come up with a solution that benefits everyone. Do not force your opinions / ideas / solutions that you think might work. Find a common ground with everyone.

Respect everyone's time and commitments

Respect each other's time and commitments by ensuring that no one is overburdened with obligations and that everyone has enough time to finish their work. Give people time to respond to your messages. Do not chase people / double text people unless it is urgent. By doing so, people might feel suffocated and feel that they live revolves around the project. People have a life outside this project too.

Be open to feedback

Promote constructive criticism and be receptive to other people's suggestions. This will enable you to strengthen your job and skillset and the project as a whole. Never take it personally if someone doesn't like your work right away.

Even if you believe the criticism is harsh, refrain from responding in kind; if you do, you risk permanently harming your chances of working with that client or audience as well as your reputation.

Put your best foot forward at every stage of the project

Always give your 110% when working with other people. When done so, there will be more success than failure. Not only that, you will leave a good lasting first impression with the people that you work with, that they will want to work with you again!

USEFUL PLATFORMS FOR COLLABORATION

Collaborative tools are essential for students to work together online, especially when it comes to group projects or assignments. It can help students to work more effectively together, share ideas, provide feedback, and complete tasks more efficiently.

Miro

About: Miro is an online whiteboarding tool where students can and staff can add text, images, shapes, pictures, links, videos, comments, and even documents. It is an excellent tool for collaboration, group work.

Many students also use Miro for project management, planning, and giving presentations alongside activities.

Level: Beginner/Intermediate
Cost: Get started with a free educational account
Tutorial: Check out their guides here

Workflow

About: Workflow is an E-portfolio that can be used in a variety of different ways. It can be used to share your workflow with others and collaborate with other students.

• To share your workflow
• Demonstrate your skills and understanding
• Document your research
• Maintain a journal to show your creative journey

Level: Beginner/Intermediate
Cost: Free
Tutorial: Check out their guides here

Mircrosoft Teams

About: Microsoft Teams is the ultimate messaging app for your organization a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.

Level: Beginner/Intermediate
Cost: Free
Tutorial: Check out their guides here

Padlet

About: Padlet is an online pin board or canvas that can be used by individuals or groups as a scrapbook, portfolio, noticeboard, mind map, blog or discussion forum.

It has additional features such as:
• Unlimited Padlets
• Larger file uploads (250 MB per file)
• UAL log in for privacy

Level: Beginner
Cost: Free
Tutorial: Check out their guides here

Notion

About: Notion is a freemium productivity and note-taking web application. It offers organizational tools including task management, project tracking, to-do lists, bookmarking, and more (Radulovi). It allows for real time collaboration with your teammates.

Pros (Radulovi):
• **User-friendly** – Once you master Notion's many features, producing pages and content should be easier than on other platforms.
• **Time-saving** – Notion has many time-saving features that make it simple to create content, take notes, organize projects, or assign tasks. As users don't need to switch between apps, they can quickly update content from their workspace.
• **Portable** – Notion is compatible with many devices. Its various features are accessible to users through its web, desktops, or mobile app.

Level: Beginner/Intermediate
Cost: Freemium
Tutorial: Check out their guides here

HOW CAN STUDENTS COLLABORATE WITH OTHERS

There are many ways through which students can collaborate with one another. It doesn't necessarily have to be a class assignment in order to collaborate. It can be seen as through problem based learning, peer teaching, case studies and many more.
Here is an example of practical way whereby students can be collaborate with one another.

Advertising example:
In advertising, there are alot of opportunities to collaborate with one another such as through group projects or competition like AD&D awards.

1 Ideation

In the creative process known as "ideation," team members produce ideas throughout sessions (e.g., brainstorming, worst possible idea). Team members get together with open minds to generate as many ideas as they can to address a problem statement.

2 Project Planning

During this stage, there is a few items would that the the team would need to discuss as a team.

• **Defined roles and responsibilities** - Specifying roles and responsibilities for each team member keeps everyone accountable and on track to finish their part of the project on time.
• **Resource allocation** - Teams allocate resources, and time to complete the project in the most efficient way possible.
• **Communication plan** - Outlines how team members will communicate with each other throughout the project. It will also outline who reports to whom, when these reports are due, and where project information and knowledge is stored.

Peer Feedback

Feedback from peers enables students to better understand their work and that of their peers. This leads them to find ways in utilizing their peers' skills and become productive as a team. Peer feedback allows them to effectively communicate their ideas and suggestions.

CONCLUSION

03

Even though there can be many ways to help students for collaboration, there is still a gap where UAL can assist students, in particular freshmans, or international students to source other students for collaboration. They tend to have lack of access and network due to being in a new environment & industry. Especially for those whose english is not their first language, it would be hard for them to source for others for collaborative work.
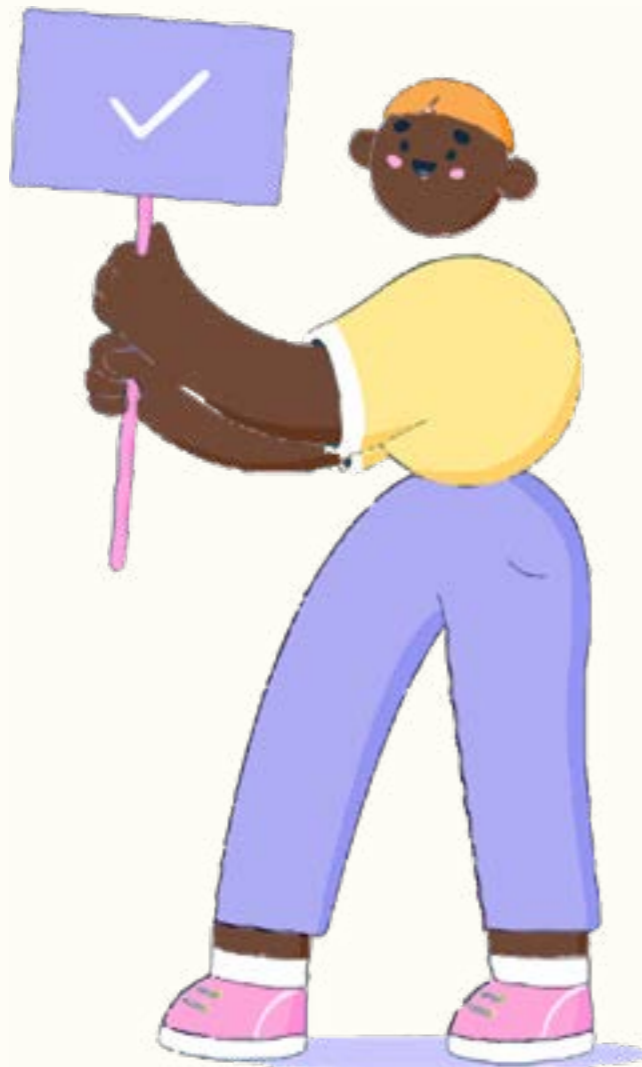
It would be great if UAL has a platform whereby students can reach out to each other for collaboration instead of pasting flyers around the school as students might not have noticed it. Not only that, this platform/website that would allow students to upload their portfolio onto the website for collaboration. By having a school regulated platform, it will better help students to connect with one another as some students might not have a certain social media platform to communicate with each other. Not only that, school will be able to regulate what goes onto the platform for safety and security reasons.

An example of how I hope the website would be is Skillshare website. On that website, they allow creators to post their portfolio and the videos that they have created on their profile for students to view it. On their profile, you will be able to see all the classes that they have done. Not only that, they have a write up about themselves and a link to their social in the event that anyone would like to do collaborative work together with them.

Another example is LinkedIn. It is the best website for networking. There are many functions on that website, one of which is joining Groups. By joining Groups, you will be able to meet like minded people and start a discussion, Hence being able to network and collaborate with people that you otherwise wouldn't have the chance to meet.

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