

SYLLABUS

1. Program Information

1.1 Higher education institution	Technical University of Cluj-Napoca
1.2 Faculty	Faculty of Automation and Computer Science
1.3 Department	Department of Automation
1.4 Field of study	Automation, Applied Informatics and Intelligent Systems
1.5 Cycle of studies	Bachelor
1.6 Study Programme/Qualification	Intelligent Automation Systems (dual, in English language)
1.7 Form of education	IF – full-time education
1.8 Course code	45.00

2. Course information

2.1 Course title	Collaboration in Geographically Distributed Teams				
2.2 Course lecturer					
2.3 Seminar / Laboratory / Project Lecturer	Ing. Georgiana Miclea (Emerson) Ing. Emanuela Mocan (Emerson)				
2.4 Year of study	3	2.5 Semester	2	2.6 Type of assessment	V
2.7 Course status	Formative category (DF, DS, DC)				DC
	Optionality (DOB, DOP, DFac)				DOB

3. Total estimated time

On total estimated time											
3.1 Number of hours per week	1	of which:	HEI	Lecture	0	Seminar	0	Laboratory	0	Project	0
			CO		0		0		0		1
3.2 Number of hours per semester	14	of which:	HEI	Lecture	0	Seminar	0	Laboratory	0	Project	0
			CO		0		0		0		14
3.3 Distribution of time allocation (hours per semester) for:								HEI		CO	
(a) Study based on textbook, course support, bibliography, and notes										2	
(b) Additional documentation in library, specialized electronic platforms, and fieldwork											
(c) Preparation of seminars/laboratories, assignments, papers, portfolios and essays										7	
(d) Tutoring											
(e) Examinations										2	
(f) Other activities:											
3.4 Total individual study hours (sum (3.3(a)... 3.3(f)))										11	
3.5 Total hours per semester (3.2+3.4)										25	
3.6 Number of credits per semester										1	

(HEI = Higher Education Institution, CO = Company)

4. Prerequisites (where applicable)

4.1 Curriculum Prerequisites	
4.2 Competency Prerequisites	

5. Conditions (where applicable)

5.1. Course Organization Conditions	
5.2. Seminar / Laboratory / Project organization conditions	<ul style="list-style-type: none"> Internet access and collaboration software Access to tools like Microsoft Teams, Miro, DevOps, Slack

6. Specific Competencies Acquired

Professional Competencies	<ul style="list-style-type: none"> • PC12 Gather technical information • PC13 Interact professionally in research and professional environments • PC18 Perform project management • PC23 Synthesise information • PC26 Use information technology tools
Transversal Competencies	<ul style="list-style-type: none"> • TC03 Demonstrate responsibility • TC04 Work in teams

7. Learning outcomes

Knowledge:	<ul style="list-style-type: none"> • Understand principles and tools for remote teamwork • Identify communication and collaboration barriers in distributed environments
Skills:	<ul style="list-style-type: none"> • Apply digital tools in simulated international projects • Lead or contribute effectively in virtual meetings
Responsibility and autonomy:	<ul style="list-style-type: none"> • Adapt to cultural diversity • Handle misunderstandings and conflicts in distributed teams

8. Course Objectives

8.1 General objective of the course	<ul style="list-style-type: none"> • To develop collaboration skills for working efficiently in geographically distributed and intercultural teams using digital tools.
8.2 Specific objectives	<ul style="list-style-type: none"> • Understand the dynamics of remote work • Use collaboration platforms effectively • Adapt communication and planning to time zone and cultural differences • Simulate team projects with distributed responsibilities

9. Contents

9.1 Lectures	No. of hours		Teaching methods	Obs.
N/A				
9.2 Seminar / laboratory / project	Hours HEI	Hours CO	Teaching methods	Obs.
Introduction to Remote & Global Work: Challenges and Benefits		2	Case examples, guided discussion, Tool demos, collaborative exercises Guest examples, team analysis	
Digital Tools for Team Collaboration (Teams, DevOps, Miro, Slack)		2		
Team Culture: Intercultural Communication and Empathy		2		
Time Zone Management and Collaborative Planning		2		
Leading Effective Online Meetings		2		
Conflict Management in Remote Teams		2		
Industry Case Studies: International Team Projects		1		
Final Team Project Presentations		1		
Bibliography (CO)				
[1] Jason Fried, David Heinemeier Hansson, Remote: Office Not Required, Crown Business, 2013.				

- [2] General Stanley McChrystal, Team of Teams: New Rules of Engagement for a Complex World, Portfolio / Penguin, 2015.
- [3] Terrence L. Gargiulo, Virtual Teams: Mastering Communication and Collaboration in the Digital Age, Pfeiffer, 2005.

Online Resources:

- [4] GitLab, Remote Work Guide, <https://about.gitlab.com/company/culture/all-remote/guide/>
- [5] Harvard Business Review, Articles on intercultural communication & hybrid work, <https://hbr.org>

10. Correlation of course content with the expectations of the epistemic community representatives, professional associations, and major employers in the field related to the program

This course responds to the growing demand in industry for professionals capable of collaborating remotely in global teams. Employers expect fluency with digital tools, time management across zones, and intercultural communication competence. The content is aligned with current practices from leading international companies and guides like GitLab and Harvard Business Review on hybrid and remote work.

11. Evaluation

Activity Type	Evaluation criteria	Evaluation methods	Weight in final grade
11.1 Lecture			
11.2 Seminar/ Laboratory/Project	Application of tools, collaboration quality, intercultural awareness	Participation in simulations, peer collaboration, use of digital platforms	60%
	Final team project: clarity, structure, teamwork, time zone coordination, and presentation delivery	Final team presentation	40%
11.3 Minimum Performance Standard			
Demonstrate basic proficiency in remote collaboration using digital tools, effective participation in a multicultural team, and contribution to the final presentation.			

Date of completion: 11.05.2025	Program responsible	Conf.dr.ing. Roxana Rusu-Both	
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Date of approval by the Department of Automation Council 24.11.2025	Director of the Department of Automation Prof.dr.ing. Honoriu VĂLEAN
Date of approval by the Faculty of Automation and Computer Science Council 28.11.2025	Dean Prof.dr.ing. Vlad MUREȘAN