

Sandra D. Collins

234C Mendoza College of Business
University of Notre Dame
Notre Dame, IN 46556
scollin1@nd.edu
(574)631-3919

27695 US 20
South Bend, IN 46628
sdc219@yahoo.com
(574)232-7376

Work Experience

University of Notre Dame

Mendoza College of Business

Associate Teaching Professor of Management	2006 to present
Assistant Professional Specialist	2000 to 2006
Adjunct Assistant Professor	1998 to 2000

Undergraduate Courses:

- Business Writing and Speaking
- Negotiation
- Sustainability Reporting
- Managing Conflict
- Listening and Responding
- Persuasion
- Business Statistics

MBA and MSA Courses:

- Negotiation
- Conflict Management
- Persuasion
- Listening and Responding
- Management Writing
- Management Speaking

Master of Nonprofit Administration Courses:

- Managing Differences and Conflict (*Online course*)
- Persuasion (*Online course offered spring 2006*)

Department of Psychology

Research Methods for the Behavioral Sciences	2001 to 2006
Graduate Student Instructor	1995 to 1997
Courses: Introduction to Psychology, Research Methods in Psychology, Statistics for the Behavioral Sciences Lab	

Other Teaching Experience

Indiana University South Bend

Adjunct Instructor
Statistics for Business and Economics 2004 to 2006

Indiana Institute of Technology

Adjunct Faculty 2002 to 2004
Undergraduate courses: Introductory Psychology, Organizational Behavior
MBA courses: Business Statistics, Organizational Behavior

Lake Michigan College

Adjunct Faculty 1999 to 2002
Courses: Interpersonal Relations, Introduction to Psychology

Davenport College

Adjunct Faculty 1998 to 1999
Courses: Group Dynamics, Sociology, Social Awareness, Introduction to Psychology

Tri-State University South Bend

Adjunct Faculty 1998 to 1999
Courses: Workplace Communication, Social Psychology, Introduction to Psychology

Education

Degrees:

University of Notre Dame Ph.D., Social Psychology August, 1999

University of Notre Dame M.A., Social Psychology August, 1997

Indiana University South Bend B.A., Psychology August, 1994

Professional Development:

Northwestern University Mediation Training Program, 2011

Northwestern University Workshop: Negotiation Teaching Workshop, 2008

Harvard Business School Seminar: The Art of Discussion Leadership, Part 1, 2008
Seminar: The Art of Discussion Leadership, Part 2, 2012

Project on Negotiation Seminar: Teaching Negotiation in the Organization, 2007

Qualifying.org Passed MBTI qualifying exam, July, 2002

University of Notre Dame Certificate of Executive Management, January, 2000

Publications

S. Collins, *Persuasion* (Cincinnati, Ohio: Thompson South-Western, 2009) Edited by James O'Rourke. ISBN 0-324-58421-0.

S. Collins, *Listening and Responding* (Cincinnati, Ohio: Thompson South-Western, 2006, 2009). ISBN 0-324-30167-7. Edited by James O'Rourke.

S. Collins, *Managing Conflict and Workplace Relationships* (Cincinnati, Ohio: Thompson South-Western, 2005, 2009). ISBN: 0-324-15257-4. Edited by James O'Rourke.

S. Collins, *Communication in a Virtual Organization* (Cincinnati, Ohio: Thompson South-Western, 2003). ISBN: 0-324-15256-6. Edited by James O'Rourke.

Other Professional Activities

Online Communication Skills Assessment. Assisted in the development of an online communication skills assessment for MBAs at the University of Notre Dame and currently coordinate the completion, scoring, and results feedback of the assessment. (2001 to present)

Evaluating presentations for the MBA Intercultural Workshop. Offer feedback on two separate presentations given by individual international students during the intercultural workshop. (1999 to present)

Evaluating presentations and writing for 1-year MBAs. Grade writing assignments and presentations for 1 year MBAs completing the required summer Management Communication course. (1999 to present)

Team Development Sessions for Executive MBAs. Conduct team training and development sessions for executive MBA teams at the University of Notre Dame in South Bend and Chicago. (2001 to 2006, and 2009)

Workshops for Executive MBA spouses. Offer a workshop on the MBTI and communication at the spouses' weekend for South Bend and Chicago Executive MBAs. (2002 to 2006)

Team Session for MNA orientation. Conduct a general session on teamwork and virtual teams during orientation for the MNAs.(2003 to 2005)

Summer classes for undergraduates. Offer 3 credit hours for undergraduates in business writing and speaking. (2000 to 2003 and 2005)

Career Communication Workshop: Assisted in the development and delivery of a career communication workshop for incoming MBAs at the University of Notre Dame. (2001 to 2003)

Presentations and Workshops

"Problem Solving for Case Competitions." Presentation for University of Notre Dame MBAs, October, 2009, October, 2010, October, 2011, October, 2012.

"Managing Up," Workshop for the Catholic Leadership Program at University of Notre Dame, May 2011 and May 2013.

"Teaching a Communication Course on Sustainability Reporting," Management Communication Association Conference at Tulane University, May, 2011.

"Using the Case Method to Teach Persuasion." Management Communication Association Conference at Stanford University, May, 2009.

"Leadership and Personality: Applications of the MBTI." Presentation to Culver Alumni club leaders at Culver Academy, September, 2005.

"Management Communication." Presentation to senior managers at the Heritage Leadership Institute through ND Executive Education, January, 2005.

"Business Communication: Moving toward excellence through technology" Journey of Excellence Leadership Conference, June 2004.

"Helping others resolve conflict." Professional development workshop offered through University of Notre Dame Human Resources, March, 2004.

"Listening and Responding." Presentation to members of the Federated Media group through ND Executive Education, October 2003.

"Managing meetings." Professional development workshop offered through University of Notre Dame Human Resources, October, 2003.

"Communicating One to One." Professional development workshop offered through University of Notre Dame Human Resources, April 2003.

“Listening at Work.” Professional development workshop offered through University of Notre Dame Human Resources, September, 2002.

“Listening and Responding.” Presentation for corporate training session for managers of Stora Enso, August 2002.

Professional Memberships

American Psychological Association
Association for Business Communication
Management Communication Association
American Psychological Society
Society for Personality and Social Psychology
Academy of Management