

## MANAGEMENT (BMGT 1383)

(COOPERATIVE WORK EXPERIENCE)

**Fall Semester 2009**

INSTRUCTOR: Doug Richardson  
OFFICE NUMBER: L-330  
OFFICE PHONE: (972) 860-7089 FAX: (972) 860-8319  
E-MAIL ADDRESS: dougr@dcccd.edu

**TEXTBOOK:** CD\_ROM: Prentice Hall's Self Assessment Library 3.0, 2006, isbn # 0-13-149804-5 or 3.3, 2007, isbn# 0-13-243167-x or 3.4, 2009, isbn#978-0-13-6083764

### **CATALOG COURSE DESCRIPTION:**

Prerequisite: Previous credit in or concurrent enrollment in HRPO 2301 (Human Resources Management) or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques.

### **COURSE OBJECTIVES AND ASSIGNMENTS:**

**OBJECTIVE** To teach students how to write performance based objectives and complete required Cooperative Work Experience Forms.

**Assignment 1:** Your first assignment is to go to the following address and complete the coop forms:

<http://www.eastfieldcollege.edu/bis/coop>

Read: How to fill out Objectives Form for all COOP Classes

Complete and return to DougR@dcccd.edu (if you can scan):

Application form for all COOP Classes  
Training Station Agreement for all COOP Classes  
Objectives Form for all COOP Classes

These can be faxed to 972-860-8319, (attn. Doug Richardson), these are due by Sept. 2nd, 2009. (However, I do need the originals for your file). Or return under my office door at L-330.

You may mail these to:

Eastfield College  
Attn: Doug Richardson  
Social Science Division  
3737 Motley  
Mesquite, Texas 75150

**OBJECTIVE** To develop knowledge and insight into personal skills related to Human Resources. The goal is to identify and improve these skills, in order to improve personal and managerial effectiveness and efficiency.

**Assignment 2** Using the Self Assessment Library (CD-ROM) complete the following exercises:

Upon completion of each instrument, summarize your results, then state whether you agree with the results or not. Complete a development plan for implementing this information into your personal growth, if you feel it is appropriate.

What Do I Value?

How Involved Am I in My Job?

How Satisfied Am I with My Job?

What Are My Attitudes Toward Workplace Diversity?

What's My Emotional Intelligence Score?

What Time of Day Am I Most Productive?

How Good Am I at Personal Planning?

How Well Do I Manage Impressions?

How Good Am I at Giving Performance Feedback?

Am I Experiencing Work-Family Conflict?

How Stressful Is My Life?

Am I Burned Out?

These can be turned into the instructor under office door (L-330) or email [DourR@dcccd.edu](mailto:DourR@dcccd.edu). There is no specific due date on these 12 exercises, but must be completed before the end of the semester. (Suggestion-send one to me for verification of format and form, then send the remainder in one additional email later.)

**OBJECTIVE:** To monitor and manage goal attainment by reviewing, analyzing, interpreting, and reporting status. Include steps necessary to correct deviations if necessary and or revised action plans.

Assignment 3: Write a report that communicates the status of each of your job related objectives. Include all types of measurements that would communicate clearly your progress to date. Include any steps to correct deviations (if necessary). Also, include revised action plans if applicable. Revise targets if obvious over/under environment exists. Send copies to instructor and manager.

OBJECTIVE End of Semester job related objectives final assessment.

Assignment 4: Complete a student evaluation on each job related objective, include documentation and proof of success or completion. Upon completion of your self-evaluation, give to your manager for the supervisor's evaluation of you. Return both evaluations to instructor. The following form is required and is due at the end of the semester:

Evaluation Form (B) for all COOP Classes

### **COURSE GRADE DETERMINATION**

Assmt.1	25 pts	Due Sept. 2nd	App/Training plan/ objectives
Assmt 2 results	40 pts	Due (on going)	CD-ROM Self Assessment
Assmt 3	10 pts	Due Oct. 21st	Status Report
Assmt 4	25 pts (Self/Supervisor/Evaluation and Evaluation form)	Due Dec. 2nd	Objectives

TOTAL 100 points

\*\*\*Last day to drop with a grade of "W" is **November 12th, 2009.**

**If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the 12<sup>th</sup> class day /financial aid award lock date (see calendar in class schedule) by e-mailing/contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.**

### **STOP BEFORE YOU DROP**

For students who enrolled in college-level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. The Eastfield College Advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public

institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: <https://www1.dcccd.edu/coursedrops>.