

MANAGEMENT (BMGT 2382)

Cooperative work experience

Fall Semester 2009

INSTRUCTOR: Doug Richardson **OFFICE:** L-330

OFFICE PHONE: (972) 860-7089 **FAX:** (972) 860-8319

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

CATALOG COURSE DESCRIPTION:

Prerequisite: Previous credit in or concurrent enrollment in HRPO 2307 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 varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating.

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 L330. 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 Organizational Behavior. 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 or not. Complete a development plan for implementing this information into your personal growth –if you feel it is appropriate.

What's My MBTI Personality Type? (Meyers Briggs)

What's My Jungian 16-Type Personality?

What's My Emotional Intelligence Score?

Am I Likely to Become an Entrepreneur?

What's My Face-to-Face Communication Style?

How Good Are My Listening Skills?

What's My Preferred Conflict-Managing Style?

What Type of Organizational Structure Do I Prefer?

How Committed Am I to My Organization?

How well do I respond to turbulent change?

These can be turned into the instructor under office door (L-330) or email to:

DourR@dccd.edu There is no specific due date on these 10 exercises, but must be completed before the end of the semester. (Suggestion- send one to me for verification of format and form, then you may send the remainder in one additional email later.)

OBJECTIVE To monitor and manage goal attainment by reviewing, analyzing interpreting and reporting status. Includes steps 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 also 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	40 pts	Due (ongoing)	CD-ROM Self Assessment results
Assmt 3	10 pts	Due Oct. 21st	Status Report

Assmt 4 25 pts Due Dec. 2nd Objectives (Self/Supervisor/Evaluation and Final Evaluation Form)

TOTAL 100 points

*****Last day to drop with a grade of "W" is Nov. 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 12th 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