BMGT 1382 (COOPERATIVE WORK EXPERIENCE)

Spring Semester 2015
INSTRUCTOR: Barbara Henderson
CELL: (214) 478-7445
E-MAIL ADDRESS: bxh4410@dccc.edu


CATALOG COURSE DESCRIPTION:
Prerequisite: Previous credit in or concurrent enrollment in BMGT 1301 (Supervision) 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 leadership skills and goal setting.

COURSE OBJECTIVES AND ASSIGNMENTS:

Initial Assignment:
Post a short autobiography in the discussion board to introduce yourself to the other members of the class. Your name, any supervisory experience you have and what are your expectations for the class should be included. Your "bio" should be submitted no later than February 20, 2015. Please include a confirmation that you have set up a DCCCD email address and include the address in your post.

Assignment 1 objective:
The student will complete Cooperative Work Experience forms.

Assignment 1:
Your first steps in the course are to access the "start here" tab on the left hand course menu and read and take appropriate actions as instructed.

After completion in the "start here" tab, you will need to do the following:
- Send an email to bxh4419@dccc.edu with your first and last name, course you are enrolled in and your work number.
- Complete and submit the following forms:
  1) Application form for the Cooperative (COOP) Class; 2) Training Station Agreement for all COOP Classes.
- Both forms are under the "Assignment 1" tab on the left hand side menu bar, along with detailed instructions on how to submit the forms.
- CERTIFICATION: THESE DOCUMENTS MUST BE COMPLETED AND SUBMITTED BY 2-24-15 IN ORDER TO BE CERTIFIED IN THE COURSE. NOT BEING CERTIFIED CAN HAVE A NEGATIVE EFFECT ON FINANCIAL AID.

Assignment 2 objective:
The student will develop a minimum of 2 work related SMART objectives that will expand their job knowledge.

Assignment 2:
The student working with the instructor/coordinator and the supervisor should select major knowledge, skills and attitudes needed by the student to succeed in the specific job area. Meaningful objectives should focus on important aspects of the job and enable each student to achieve their optimum potential. Objectives should be attainable within the predetermined time period yet also challenging enough to encourage the student to stretch beyond his/her present level of performance.

The student should post the first draft of the 2 work related SMART objectives by February 27, 2015 for the instructor's review. The instructor will provide feedback to the student and any appropriate recommendations for revision and the final version should be posted in the course no later than March 5, 2015.
**Assignment #3 objective:**
To develop knowledge and insight into personal skills related to Supervision. The goal is to identify and improve these skills, in order to improve personal and managerial effectiveness and efficiency.

**Assignment 3:**
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 and why. Complete a development plan for implementing this information into your personal growth and how you plan to use the results in the workplace. Each summary should be a minimum of 750 words in APA format with references shown. See the “Due Dates” tab for assignment timelines.

Summary 1 includes the following assessments:
- What's My Basic Personality?
- What motivates me?
- What rewards do I value most?
- What's my view of the nature of people?

Summary 2 includes the following assessments:
- What's My Attitude toward Achievement?
- What's My Job's Motivational potential?
- What's My Leadership Style?
- How Charismatic Am I?

Summary 3 includes the following assessments:
- Do Others See Me as Trustworthy?
- How Good Am I at Building and Leading a Team?
- How Willing Am I to Delegate?
- How Motivated Am I to Manage?

These assessment summaries will be submitted as assignments on the left hand side menu bar.

**Assignment #4 objective:**
To monitor and manage goal attainment by reviewing, analyzing, interpreting, and reporting status. Include steps to correct deviations and to revise your action plans if necessary.

**Assignment 4:**
Make an oral presentation to the class that communicates the status of each of your job related objectives. The student should provide any handouts or PowerPoint slides to the class that will assist in the presentation. Include all types of measurements that would communicate clearly your progress to date. Include any steps necessary to correct deviations (if necessary). Also, include revised action plans if applicable. Revise targets if obvious over/under environment exists. Any revisions should be submitted to your instructor as an attachment to bxh4410@dcccd.edu and provide a copy to your manager (supervisor).

**Assignment #5 Objective:**
Complete an end of semester job related objectives final assessment.

**Assignment 5:**
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 the instructor. The following form is also required and is due at the end of the semester: Evaluation Form (B) for all COOP Classes. The forms should be submitted via the left hand menu bar under “Assignment 5.”
ASSIGNMENT EXPECTATIONS: Several of the assignments will require you to research the internet or other appropriate media such as, business journals, magazines or news articles. Appropriate credit should be given to the author of any material you cite or refer to in your response. Other's experience and or research lend credibility and assists in supporting your opinion. Points will be lost if a reference is not given for material other than your personal, firsthand knowledge. Remember that even if only use someone else's ideas and not their words, a reference must be used.

In grading written assignments, the following items will be evaluated:
-was your response clearly and concisely worded and supported by your research
-were references and paper in APA format (include the specific internet site and the text should always be used as a reference)
-proper use of spelling, punctuation and grammar
--was the minimum word length requirement met for each assignment

The student will be asked to read the assigned textbook, enter into discussions and to complete all required work according to the deadlines assigned. The course will offer learning opportunities by way of group discussion, outside internet research of various topics and the completion of scheduled assignments. Student-instructor cooperation is expected in order to provide for the most favorable learning experience possible.

EVALUATION: Students will be held to standards similar to those found in the workplace. Expectations are that the student will complete assignments on time with an open willingness to learn. To measure the extent to which students attain the objectives of the course the following assignments will be given:

**COURSE GRADE DETERMINATION**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Attend class, meetings or calls- Total of 16</td>
<td>See Calendar</td>
<td>8</td>
</tr>
<tr>
<td>Assignment 1</td>
<td>COOP Application</td>
<td>24-Feb-15</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Training Plan</td>
<td>24-Feb-15</td>
<td>5</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>SMART Objectives-Draft</td>
<td>27-Feb-15</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SMART Objectives-Final copy</td>
<td>5-Mar-15</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 3</td>
<td>CD ROM Self Assessments</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Summary 1</td>
<td>6-Mar-15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Summary 2</td>
<td>27-Mar-15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Summary 3</td>
<td>10-Apr-15</td>
<td>15</td>
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<tr>
<td>Assignment 4</td>
<td>Status Report</td>
<td>17-Apr-15</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 5</td>
<td>Objectives (Evaluation &amp; Form B)</td>
<td>4-May-15</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
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<td>100</td>
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**COURSE GRADE:** Work is graded on a scale of 0-100:

90 - 100 A (Excellent)
80 - 89 B (Good)
70 - 79 C (Average)
60 - 69 D (Passing)
59 - Below F (Failing)

***Last day to drop with a grade of "W" is April 16, 2015.***

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. Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**INCOMPLETES:** Incompletes will not be assigned in the course.

**Financial Aid Statement for Distance Learning Classes**

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 certification date by either e-mailing or 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.

**Repeating This Course: (Third Attempt to Enroll in a Course)**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

**Academic Honesty Statement**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at:

http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student's test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.
**Food and Drink Policy**

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**ADA Statement**

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdso@dcccd.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html)

**Religious Holidays**

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Withdrawal Policy**

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by April 16, 2015. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

**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. Your campus counseling/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](https://www1.dcccd.edu/coursedrops)

The instructor reserves the right to amend this syllabus as necessary.