
CATALOG COURSE DESCRIPTION:
Prerequisite: Previous credit in or concurrent enrollment in HRPO 2307 (Organizational Behavior) 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 demonstrating application of learned management skills and goal setting.

COURSE OBJECTIVES AND ASSIGNMENTS:
Introduction:
Introduce yourself to the class in the Discussion Board located in the Online Classroom. Inform the class of your current occupation, career aspirations, what you hope to take from this course and anything else that you would like to share about yourself.

Assignment #1 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 web address:
http://www.eastfieldcollege.edu/sshs/coop/

Once there, you will need to do the following:
- Click on the “Business Management Cooperative Education Information” link and read the information.
- Complete and submit the following forms as attachments to joegrove@dcccd.edu
  - 1) Application form for all COOP Classes; 2) Training Station Agreement for all COOP Classes; 3) Objectives Form for all COOP Classes. All 3 forms are due by January 23rd, 2015.

Assignment #2 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 with the results 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-Management 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 will be submitted as attachments to joegrove@dccd.edu. There is no specific due date on these 12 exercises, but must be completed before the end of the semester. (Suggestion-submit one for verification of format and form, then you may submit the remainder as the semester progresses – in other words, don’t submit them all at once in case your format is incorrect).

**Assignment #3 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 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 necessary to correct deviations (if necessary). Also, include revised action plans if applicable. Revise targets if obvious over/under environment exists.

**Assignment #4 Objective:**
End of Semester job related objectives final assessment.

**Assignment 4:**
Complete a self-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 (this is form A). Return both evaluations to instructor. The following form is also required and is due at the end of the semester: Evaluation Form (B) for all COOP Classes.

**COURSE GRADE DETERMINATION**
Intro: 2 pts Due Jan. 23rd Introduce yourself in Discussion Board
Assmt 1: 25 pts Due Jan. 30th App/Training plan/Objectives
Assmt 2: 30 pts Due Apr. 7th Self-Assessments (Start assessments early in the course)
Assmt 3: 10 pts Due Mar. 13th Status Report
Assmt 4: 25 pts Due Apr. 7th Objectives-Self/Supervisor/Evaluation and Form B
Attendance: 8 pts (0.5 points per class meeting) 16 meetings x 0.5 pts = 8 pts

**TOTAL 100 points**
***Last day to drop with a grade of "W" is April 16th, 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 and participating in the online introduction in the discussion board located in the online classroom. 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.

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 e-mailing/contacting the instructor and participating in the online introduction in the discussion board located in the online classroom. 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

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 before April 16th, 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

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