

FGCU Course Syllabus

Course Number [MAN 3301](#) - crn 10170 – Spring 2008

Course Title [Human Resource Management](#)

Description Provides a broad exposure to the policies, functions (such as recruitment, selection, compensation, evaluation, and development), and current issues involved in managing a firm's employees. The strategic role of HRM will be emphasized.

College/Division Business

Required Text [Human Resource Management \(2008\)](#)

By: R. Wayne Mondy
Pearson Prentice-Hall
ISBN 0-13-222595-6

Subject Area Management

Syllabus URL [MAN 3301](#)

Credit Hours 3

Syllabus URL

Meeting Information	Start Date	End Date	Days	Time	Room
	1-7-2008	4-21-2008	Mondays	6:30-9:15PM	AC111

Instructor Information

Instructor *Darlene Andert Ed.D. CMC CFM*
Office Hours Monday/Wednesday
2:00 to 3:15; and 5:00 to 6:15.
Other hours by appointment (590-7322)
Module Village – Room 7
dandert@fgcu.edu

Dr. Andert's doctoral research explores corporate governance for Fortune 1000 Boards of Directors, and provided the first understanding of Human Resource Development (HRD) as a Board oversight mandate. Dr. Andert's skills and extensive experience on various Boards and audit committees, her knowledge as an Arbitrator for the National

Association of Securities Dealers (NASD), her skills as a Certified Financial Manager (CFM), a Certified Management Consultant (CMC); and experience as a Florida Supreme Certified Court Mediator provide solid working knowledge useful to the ICRCG. Dr. Andert's education includes a BA from Alverno College with a dual major in Business Management and Professional Communications, a master's degree from Central Michigan University in Administration, and a doctoral degree from The George Washington University Executive Leadership Program in Human Resource Development, Graduate School of Organizational and Human Development. Dr. Andert has authored books and numerous articles; designed and delivered certification programs; and provided over a decade of service to organizational development projects for national and local client organizations. She currently serves as the Director for the International Center for Responsible Corporate Governance at FGCU.

University Statements

Academic Dishonesty/Cheating Policy: "All students are expected to demonstrate honesty in their academic pursuits. The University policies regarding issues of honesty can be found under the "Student Code of Conduct" on page 11, and under "Policies and Procedures" on pages 18 - 24 of the Student Guidebook. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. "

Disability Accommodations Services: Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodation to students with documented disabilities. If you need to request accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Office of Multi Access Services. The Office of Multi Access Services is located in the Student Services building, room 214. The phone number is 590-7925 or TTY 590-7930.

Course Policies, Learning Objectives, and Agenda

LEARNING OBJECTIVES

Core Student Learning Outcomes	Assessment Measures
Communication Skills <u>Upon completion of this course, the student will be able to:</u> <ul style="list-style-type: none"> ▪ Employ the conventions of standard written English ▪ Select a topic and develop it for a specific audience and purpose, with respect for diverse perspectives ▪ Select, organize, and relate ideas and information with coherence, clarity, and unity. 	Group presentation Class participation
Critical Thinking <u>Upon completion of this course, the student will be able to:</u> <ul style="list-style-type: none"> ▪ Select and organize information ▪ Identify assumptions and underlying relationships ▪ Synthesize information, and draw reasoned 	Group work Personal assessments First & Second Exam Quizzes

inferences <ul style="list-style-type: none"> ▪ Formulate an appropriate problem solving strategy ▪ Evaluate the feasibility of the strategy 	
Content/Discipline Knowledge and Skills <u>Upon completion of this course, Student should be able to think, do, or know the following as a result of full participation in this learning experience:</u> <ol style="list-style-type: none"> 1. To value workers and understand how human energy is transformed into the greatest asset of any organization. Further, to understand how the various HR-topics relate to, and support organizational development. This will be measured through the learning journals, class discussion, pop-quizzes, and the final course presentation. 2. To link current issues to the field of HR. This will be measured through submission of the learning journals. 3. To gain proficiency in HR problem solving as it relates to existing HR topics in the news. This will be measured through the submission of the learning journal and the ability to share this information during class discussions. 4. To gain proficiency in the application of HR topics by performing an assessment of existing organizations' HR policies and procedures. This will be measured through a group project/presentation and class discussions. 5. To understand the legal and ethical environment guiding the practices of HR. This will be addressed through class discussions, the peer-assessment process and the group presentation. 6. To link how various HR problems may arise during group work. This will be experienced through an action lab as students work with an assigned group to complete an HR assessment project. 	Group work Class participation Skills assessment surveys First & Second Exam Quizzes

Course Policies

TEACHING METHODS

This is a participatory course and you must be able to actively participate in group work and keep up with course reading and regularly attend classes to be successful in this course. **The professor will not lecture the text.** Instead, class discussions and activities will expand pre-read course material.

Student group presentations serve as action learning labs and provide the foundation for application of course theory and content. The group experience and work also serves as the foundation for peer assessments in which students will apply evaluations techniques.

GRADING

Grades are based on how well the student performs in-class and out-of-class group work, unannounced in-class quizzes, class discussions and in-class exercises, and the

attention to the content and delivery of the final course presentations. Attendance is not taken at each class session, but students are responsible for gathering the course content offered during each class and applying it to the group project; ALL in-class work is considered an important dimension of performance.

Course points will be translated into a course grade as follows:

A = 90 to 100 B = 80 to 89.99 C = 70 - 79.99
D = 60 to 69.99 F = Below 60

At the end of the semester, your assigned grade for the course will be available via Gulfline at: <http://gulfline.fgcu.edu>

The grade of "Incomplete" will be given **by exception only** in accordance with University policy, and there is **NO EXTRA CREDIT** in this course or **make-up assignments for missed work**.

A worksheet is attached to support personal grade management. GRADES DISPUTES MUST BE SUBMITTED WITHIN TWO WEEKS OF GRADE.

Student Grade Summary Worksheet

PARTICIPATION: IN-CLASS WORK, QUIZZES, and SELF-ASSESSMENT (30%):

Pre-Course Student Learning Contract Form: 100 90 80 70 60 0

Week Two Class exercise (date):	_____	(grade) _____
Week Three Class exercise (date):	_____	(grade) _____
Week Four Class exercise (date):	_____	(grade) _____
Week Five Class exercise (date):	_____	(grade) _____
Week Seven Class exercise (date):	_____	(grade) _____
Week Eight Class exercise (date):	_____	(grade) _____
Week Nine Class exercise (date):	_____	(grade) _____
Week Ten Class exercise (date):	_____	(grade) _____
Week Eleven Class exercise (date):	_____	(grade) _____
Week Twelve Class exercise (date):	_____	(grade) _____
Week Thirteen Class exercise (date):	_____	(grade) _____
Week Fourteen Class exercise (date):	_____	(grade) _____
Week Fifteen Class exercise (date):	_____	(grade) _____

Week Two Quiz (date)	_____	(grade) _____
Week Three Quiz (date)	_____	(grade) _____
Week Five Quiz (date)	_____	(grade) _____
Week Six Quiz (date)	_____	(grade) _____
Week Seven Quiz (date)	_____	(grade) _____
Week Eight Quiz (date)	_____	(grade) _____
Week Nine Quiz (date)	_____	(grade) _____
Week Ten Quiz (date)	_____	(grade) _____
Week Eleven Quiz (date)	_____	(grade) _____
Week Twelve Quiz	_____	(grade) _____
Week Thirteen Quiz:	_____	(grade) _____
Week Fourteen Quiz	_____	(grade) _____
Week Fifteen Quiz	_____	(grade) _____

Post-Course Learning Contract Self-Evaluation Form: 100 90 80 70 60 0

Total average and multiply by .30

INTERACTIVE GROUP PRESENTATION: (20%): _____

Multiply by .20

PERIODIC PEER REVIEWS OF GROUP MEMBERS: (10%):

Multiply by .10

(1) _____

(2) _____

FINAL PEER REVIEWS OF GROUP MEMBERS: (10%):

Late = minus 10 points – No submission or submission past grace period =0 points

FIRST COURSE EXAM: (15%):

Multiply by .15

SECOND AND COURSE FINAL EXAM: (15%):

Multiply by .15

Final Grade =

Add column numbers to obtain grade

GRADING PERCENTAGES:

PARTICIPATION: is **30%** of your grade. Students will provide a self-assess survey fully describing their participation in the group projects. A self assessment form is attached. Students will also complete the [Pre-Course Student Learning Contract Form](#) and [Post-Course Learning Contract](#) self-evaluation form (attached) and are encouraged to review the criteria in advance of the course completion. The instructor reserves the right to apply a final grade to the [Post-Course Learner-Self-Evaluation Form](#) based on student course participation.

PARTICIPATION REQUIREMENTS

Students are responsible for the following:

- ▶ All material in the syllabus and in the text.
- ▶ All readings and written assignments.
- ▶ Participate ALL class discussions and activities.
- ▶ Turn in assignments at the beginning of class, when due.
- ▶ All work assigned in class whether in the syllabus or not.
- ▶ Clearly label homework and include a *signed* cover sheet.
- ▶ Information disseminated in class whether in the syllabus or not.
- ▶ Follow-up with fellow students to seek missed information.

QUIZZES: Quizzes may be given without notice on reading material at the beginning or end of the class and completed within the designated time. Please be on time and stay for the whole class as there are **no make-up quizzes**. *Quizzes will be considered part of your "participation" grade.*

FIRST COURSE EXAM: This is worth **15%** of your grade.

SECOND AND COURSE FINAL EXAM: This is **15%** of your grade.

=====

INTERACTIVE GROUP PRESENTATION: The Group presentation is **20%** of your grade. Please see **GROUP PRESENTATION GRADING CRITERIA**.

Group Presentation: Groups are assigned to present an overview of the Human Resources policies, procedures, and practices of an actual organization. This is an on-going semester project and students **MUST** attend class and stay in communication with group members throughout the semester.

Groups will deliver a report about findings in the following areas of the organization:

- (1) Ethical, social, and legal considerations of HR;
- (2) Staffing Approach including: Recruiting, Orientation, and Placement/Promotions;
- (3) Human Resource Training and Development policies, practices and scheduling;
- (4) General compensation philosophies and practices;
- (5) Safety and Health practices;
- (6) Employee Relations, Union status, and Cultural Norms; and
- (7) General Strategic HR approaches for the 2008 economic environment.*

*Please reference the text's "Table of Contents" to link each of the points above to the specific chapter(s).

It is also helpful to obtain the following organizational documents as foundation for the group's organizational analysis:

- (1) Mission, Vision, Goals, Values and/or Objectives statements;
- (2) description of the strategic intent of the firm, which may be available in the annual report;
- (3) printed HR documents and the handbook (if possible); and
- (4) training & development offerings/schedule.

The group will also need to interview the HR manger plus other management from the firm.

The group should also conduct "mystery shopping" to observe personnel in action.

A **minimum of ten research sources** must be utilized (and clearly cited) supporting and expanding the group research. Please see the on-line FGCU Library page for APA citation resources (see <http://library.fgcu.edu/RSD/Guides/CitationStyles/index.htm>).

The presentation may include a power point slide presentation, posters, flip charts, videos, organizational ads, skits and/or role play (e.g. audience as new employees at an orientation). Be creative. Be exciting.

Presentation timing is no less than 30 minutes and no greater than one hour. Groups will provide the professor with an overview of the presentation materials (three slides per page if using power point, a signed cover sheet (below) and a complete reference page) **BEFORE THE PRESENTATION** begins.

GROUP PRESENTATION COVER SHEET: The Group Report **MUST** have the following over sheet **SIGNED BY ALL GROUP MEMBERS**.

GROUP REPORT COVER SHEET: Please down load template

<p style="text-align: center;">MAN3025 Contemporary Management Concepts Group Report</p>
--

Name of Group Members:

Assignment Title: GROUP REPORT

Chapter Number/Title:

Report Due Date (MM/DD/YY): ____/____/____

Report Submission Date (MM/DD/YY): ____/____/____

"I certify that this written paper is (a) original work containing full citations indicating the source of research material(s) and (b) that work was NOT previously submitted for credit in this or any other course"

Student's signature

Date

Student's signature

Date

Student's signature

Date

Student's signature

Date

Student's signature

Date

Student's signature

Date

Student's signature

Date

Student's signature

Date

Student's signature

Date

Student's signature

Date



The Group presentation is **50%** of your grade. Please see **GROUP PRESENTATION GRADING CRITERIA** below.

GROUP PRESENTATION GRADING CRITERIA

Dr. Darlene Andert

Organization Name: _____

Date: ____/____/ 2006

Group Members: _____

Introduction

Presenters and organizational name fully introduced 5/

Content

The organizational mission, vision, goals, values and or objectives were fully described 5/

The strategic intent of the firm and Strategic HR approach was crisply/comprehensively described 5/

A description of the recruiting approaches was crisply/comprehensively described 5/

A description of the placement approaches was crisply/comprehensively described 5/

A description of the training approaches was crisply/comprehensively described 5/

A description of the personnel development approaches was crisply/comprehensively described 5/

A description of the general compensation approaches was crisply/comprehensively described 5/

A description of the employee relations patterns was crisply/comprehensively described 5/

Analysis

An analysis of the goodness of firm's HR documents displayed *strong analysis and/or original thinking* 10/

An analysis of the goodness of firm's HR practices displayed *strong analysis and/or original thinking* 10/

Recommendations

Recommendation for changes or improvements were supported by theory and/or citable material 10/

Conclusion

Ten or more sources were used to expand and/or support the text material 5/

Research was orally cited 5/

Research was noted on the power point slides 5/

The presentation was not less than 30mins. OR greater than 1 hour** 3/

** Excluding questions and interruptions

Start Time: _____ End Time: _____ Total Time: _____

The presentation included not less than 20 OR more than 45 power point slides* 2/

*An overview sheet showing power point slides was submitted BEFORE the presentation

Slides were free of typos and improper formatting errors 5/

General Comments: _____ Final Grade: _____



PERIODIC PEER REVIEWS OF GROUP MEMBERS: The two periodic Group Peer Review grades are **10%** of your grade. Group members will practice periodic personnel evaluation of group member performance during the preparation of the "Group Presentation". Completed peer review forms are confidential. Please place completed forms in an individual, sealed envelope, and hand it to the professor. **Periodic Group Peer Review Forms are as listing in the Homework Outline.** Students not completing a timely Peer Review will receive a zero for their peer review grade. Please see [GROUP PEER REVIEW FORM](#) and the [SELF EVALUATION FORM: PEER REVIEW ATTACHEMENT \(BELOW\)](#).

FINAL PEER REVIEWS OF GROUP MEMBERS: The Final Peer Review grading is **10%** of your grade. Are due at the time of the final presentation. Late Peer Evaluation Forms loss ten (10) points and No submission or submission past grace period will result in zero (0) score. Please see [GROUP PEER REVIEW FORM](#) and the [SELF EVALUATION FORM: PEER REVIEW ATTACHEMENT \(BELOW\)](#).

Please download template

MAN3025 GROUP PEER REVIEW FORM*

(*CONFIDENTIAL - SUBMIT IN SEALED ENVELOPE TO PROFESSOR)

Your Name: _____
Presentation Date: _____

Organization: _____
Today's Date: _____ / _____ / 2008

Directions: Please reflect on your participation in the course's group assignment and respond to the following questions. Grade your fellow group members on their overall effort using the five categories below.

Provide a numeric grade for their performance in each category using the scale:

0 = no effort provided 1 = minimal effort 2 = met few expectations
 3 = met expectations 4 = exceeded expectations 5 = far exceeded expectations

PLEASE PROVIDE A FULL RATIONALE FOR ALL FOUR AND FIVE RATINGS*
 (If needed, please use the back side of page)

Group Member's Name	Reliability	Interpersonal Comm. w/ others	Comm. w/ the Group	Timeliness of Work Submitted	Research Efforts
	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>
	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>
	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>
	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>
	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>

	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>
	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>
	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>
	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>	<u>0 1 2 3 4 5</u>

QUESTION TWO: Using an external locus of control perspective, what will you personally do differently to improve your interpersonal skills?

ANY GENERAL COMMENTS YOU WISH TO ADD:

Student Signature

Date

***** Incomplete forms will be returned and will result in a loss of 11 points from the earned peer grade.



Please down load template and include with each Group Peer Review Form submitted

MAN3301 SELF EVALUATION FORM: PEER REVIEW ATTACHEMENT:*

ATTACH TO GROUP REPORT WHEN SINGED BY ALL GROUP MEMBERS

Student Name: _____

Text Chapter: _____

Presentation Date: _____

Today's Date: Date: ____ / ____ / 2007

Directions: Please reflect on your participation in the group assignment and respond to the following questions.

A completed copy of this form (with your signature) MUST be included in the Appendix of your Group Report.

QUESTION ONE: Describe the work you were assigned by fellow group members to complete. _

QUESTION TWO: Specifically, describe the work *you performed* in support of the group project:
☐ All work assigned and listed above. ☐ Most of the work listed above ☐ None of the work listed above

QUESTION THREE: What hampered *your efforts* or caused you to provide less than the maximum effort and support to your group?

Was this information shared with your other group members? ☐ yes ☐ no, why not:

QUESTION FOUR: Grade *your* personal overall efforts:

- ☐ "F" -- Provided little or no effort to support the work of your group
- ☐ "D" -- Provided limited effort to support the work of your group
- ☐ "C" -- Provided effort equal to the efforts of most group members
- ☐ "B" -- Provided more effort and resources *when compared against group members*
- ☐ "A" -- *Consistently* exceeded the expectations of my fellow group members

Student's signature

Date

Team Members

Signatures

Date

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



This is a NO FREE RIDING COURSE. As attested in the Pre-Course Student Contract, ALL group members are expected to equivalently participate in all aspects of the group action-learning project. Any group member(s) who engages in free-riding on the group efforts may expect to be terminated by unanimous group action. The instructor also reserves the right to terminate a group member for free-riding.

Group members will complete the form below and submit a copy to the instructor, fellow group members, and a copy to the terminated group member. Members terminated from the assigned group will: (1) meet with the instructor to select a new presentation topic, (2) prepare and present their own interactive exercise, and (3) will present during exam week in a one-on-one session with the instructor (and a select audience) with the final presentation report due at the time of presentation.

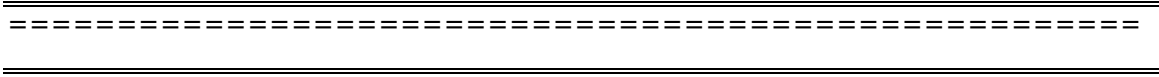
Please down load template

Group Number/Title: _____
 First Verbal Warning occurred on (date): _____
 Second Written Warning occurred on (date): _____

Respectfully signed,

[illegible]

Please submit an emailed form to the terminated group member with a copy to the Instructor and ALL group members



Homework Requirements

Submitting Homework When NOT in Class : Any student missing a class may timely submit the homework due by following these steps: (1)EMAIL a copy of the assignment BEFORE the start of the missed class, (2) BRING A HARD COPY of the assignment to the next class, (3) ATTACH a copy of the email to verify the timely submission of the paper. **Failure to follow these steps will result in a late paper.**

The instructor will NOT download emailed homework.

Homework is **due at the beginning of each class session**. Late homework loses one grade from the earned grade, and must be received by the **beginning** of the next class session (allowing a ONE WEEK GRACE PERIOD).

Homework received past the one-week grace period receives a zero.

Homework Overview

<i>Week</i>	<i>Dates</i>	<i>Pre-Class Reading</i>	<i>Classroom Discussion</i>	<i>Group Presentation</i>	<i>Homework Due.</i>
1	1-7-08	NONE	Course overview and Labor Market Review – Chapter 1	NONE “Speed Dating” “DISC”	NONE
2	1-14-08	Chapter 3	Workforce Diversity, Equal Employment Opportunity, and Affirmative Action	NONE FILM: “with Deliberate Speed”	Pre-Course Learning contract Due Announced Quiz
3	1-21-08		NO CLASS – MLK Day		
4	1-28-08	Chapter 2	Business Ethics and Corporate Social Responsibility	NONE	Answers to Film Questions
5	2-4-08	Chapter 4	Job Analysis, Strategic Planning, and Human Resource Planning	NONE	
6	2-11-08	Chapter 5 Chapter 6	Recruitment Selection	NONE Hiring Outline	Periodic Review of Group Members
7	2-18-08	Chapter 7	Training and Development	NONE Training Matrix	
8	2-25-08	Chapter 8	Performance Management and Appraisal	NONE	
9	3-3-08		NO CLASS – Spring Break		
10	3-10-08	Chapter 9	Direct Financial Compensation	NONE	Periodic Review of Group Members
11	3-17-08	Chapter 10	Benefits, Nonfinancial Compensation, and Other Compensation Issues	NONE	
12	3-24-08	Chapter 11	A Safe and Healthy Work Environment	NONE	

13	3-31-08	Chapter 12 and Chapter 13	Labor Unions and Collective Bargaining AND Internal Employee Relations	NONE	
14	4-7-08	Chapter 14	Global Human Recourse Management	NONE	
15	4-14-08		GROUP 1, 2, 3 PRESENTATIONS	GROUP PRESENTATIONS	
16	4-21-08		GROUP 4, 5, 6 PRESENTATIONS	GROUP PRESENTATIONS	Post-Course Learning Contract Due

This syllabus is subject to change

Please download template and submit

Pre-Course Learning Contract

Name: _____

Directions: These are the components and needed effort participants **MUST** expend to be successful in this class. Please indicate your personal willingness to accurately and completely meet the course expectations.

Preparation and Research:

- | | | |
|-----|----|---|
| YES | NO | I have read the course syllabus and understand the class requirements. |
| YES | NO | I will refer to the syllabus throughout the semester. |
| YES | NO | I will prepare for each class sessions by reading ALL required course material(s). |
| YES | NO | I will read The Financial Times or The Wall Street Journal to seek applications for course topics |
| YES | NO | I will execute solid research when completing the required course assignments. |
| YES | NO | I will use the on-line course links to expand my knowledge concerning the course topics and cite appropriately. |
| YES | NO | I will fully utilize the library or other the resources to prepare class work. |

General Class Effort:

- | | | |
|-----|----|--|
| YES | NO | MY primary focus will be to learn ALL course material. |
| YES | NO | I will ask well-developed questions to expand topic knowledge. |
| YES | NO | I will not leave a class session without asking ALL my questions. |
| YES | NO | I will fully and appropriately supported fellow class members' learning. |
| YES | NO | I will fully and appropriately participate in ALL class exercises. |
| YES | NO | I will be present for all in-class quizzes. |

Group Work:

- | | | |
|-----|----|---|
| YES | NO | I will fully and frequently communicate with fellow class members throughout the entire semester. |
| YES | NO | I will support and respected fellow class members during ALL in-class exercises. |
| YES | NO | I will support and respected fellow class members during ALL group efforts. |
| YES | NO | I will provide <u>timely work</u> to support my group's efforts. |
| YES | NO | I will provide <u>excellent work</u> to my fellow class members. |
| YES | NO | I will attend ALL group meetings. |
| YES | NO | I will contacted my group members when they don't contact me. |

Please review any statements that you may have marked with a "no" and re-evaluate and re-assess your ability to succeed in this comprehensive program. Are there any reason(s)/issue(s) hampering your ability to achieve excellence in this program? Please check one response:

/_ / No /_ / Yes, if "yes" **how do you plan to address the concerns/issues?**



Please download template and submit

Post-Course Learning Contract Results

Name: _____

Directions: Please ASSESS YOUR LEVEL OF WORK during this semester by answering the following questions as accurately and frankly as possible. The scale is listed here:

- 1 = expended no effort
- 2 = placed limited effort
- 3 = average effort
- 4 = above average effort
- 5 = consistently exceeded stated expectations

Preparation and Research:

- | | |
|-----------|---|
| 1 2 3 4 5 | I fully read the syllabus the first week of classes and referred to it throughout the semester. |
| 1 2 3 4 5 | I prepared for LIVE class sessions by reading ALL required course material(s). |
| 1 2 3 4 5 | I read The Financial Times or The Wall Street Journal seeking applications for course topics. |
| 1 2 3 4 5 | I used the on-line course links to expand my knowledge concerning the course topics . |
| 1 2 3 4 5 | I fully utilized library or other the resources to prepare class work. |

General Class Effort:

- | | |
|-----------|--|
| 1 2 3 4 5 | MY primary focus throughout the semester was learning ALL course material. |
| 1 2 3 4 5 | I asked well-developed questions whenever I didn't understand the material. |
| 1 2 3 4 5 | I never left a class session without asking ALL my questions. |
| 1 2 3 4 5 | I fully and appropriately supported fellow class members' in-class learning. |
| 1 2 3 4 5 | I fully and appropriately participated in ALL in-class exercises. |
| 1 2 3 4 5 | I was present for ALL in-class quizzes. |

Group Presentation Work:

- | | |
|-----------|---|
| 1 2 3 4 5 | I fully communicated with fellow class members throughout the entire semester. |
| 1 2 3 4 5 | I contacted my group members when they didn't contact me. |
| 1 2 3 4 5 | I supported and respected fellow class members during ALL group meetings and efforts. |
| 1 2 3 4 5 | I provided <u>timely work</u> to support my group's efforts. |
| 1 2 3 4 5 | I provided <u>excellent work</u> to my fellow group members. |

Major Learnings

Directions: Please review the content of this course and provide your top three to five major course learnings.

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Behavioral Changes

Directions: Please review your "Major Learnings" list above and consider the behavioral changes required to implement these major learnings. Then, list the top three to five behavioral changes you will make as a result of your major course learnings.

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Based on my computation, my final NUMERIC grade should be: _____