

## CHAMINADE UNIVERSTIY

Winter 2008

### Professional Development, MGT 422 (Online)

**INSTRUCTOR:** Dr. Gholam Khaleghi

**Email:** All the correspondence should be done using: [gkhaleghi@gmail.com](mailto:gkhaleghi@gmail.com). All correspondence will be replied within 24 hours.

**Required Textbook:** Developing Management Skills by David A. Whetten and Kim S. Cameron; 6<sup>th</sup> Edition; Prentice Hall; 2008. You may purchase eTextbook for \$56.67 at:

1. The online bookstore: <http://www.coursesmart.com/0132397064/ch00?imagepage=1>

**MEETING TIMES:** Online.

#### **COURSE DESCRIPTION:**

This course provides a laboratory for examining the abilities, perspectives, and self-knowledge needed for personal and professional effectiveness in a managerial career. Experiential learning and reflection provide the basis for enhancing self-management skills and personal empowerment at work.

**Prerequisite:** None.

#### **STUDENT LEARNING OUTCOMES:**

This course integrated approach to learning is designed to introduce students to broad perspectives in various professional skills: develop the students' critical thinking skills, and enhance their intellectual curiosity. The themes include Communication Skills, issues of self-assessment, understanding of self-awareness, ethical and moral decision relating values and choices. This course vigorously supports these themes, with projects and discussions and assignments. Specifically, the main objectives of this course are to:

1. Promote self-awareness regarding student's opinions on defining issues, their cognitive style, locus of control, tolerance for ambiguity, and interpersonal relations orientation.
2. Learn how to overcome resistance to self-examination.

3. Understand how developing ones own self-awareness can aid in working with others.
4. Examine four core aspects of the self-concept: values, attitudes, cognitive style and interpersonal needs.
5. Assess individual stress management and time management skills.
6. Develop skills that will help foster creativity and innovativeness among other people.
7. Develop communication skills that support positive interpersonal relationships.
8. Stay on top of the power curve by gaining power and converting power effectively into interpersonal influence in ways that avoid the abuse of power.
9. Distinguish between ability and motivation and diagnose the cause(s) of inadequate performance.
10. Understand the nature of conflict and its positive and negative aspects.
11. Understand the nature of empowerment.
12. Recognize the prevalence of teamwork in all aspects of work and life.

### **STUDENT EXPECTATIONS:**

This course is delivered entirely on the Internet using WebCT as a medium of instruction. Students are expected to visit the course WebCT and check their email daily.

Your Chaminade student ID number is your WebCT ID and your password is the last four digits of your social security number. If you see another name after logging in, notify the system administration immediately at jnakason@chaminade.edu. If you have problem log in, please contact the base you registered at or email Donna at dyoshi@chaminade.edu or call 808-735-4755.

**IMPORTANT (STUDENTS ONLY)!!!** If you have access to a course, but are not officially registered, you will NOT receive any credit or incomplete for any work done. Please make sure what you are taking is reflected in your registration information!

This WebCT course module requires several common browser plug-ins. Your system most likely has them installed, but if you need a plug-in, visit the Installation Wizard to download and install what you need! After the installation of the plug-ins, please visit the WebCT website at <http://webct.chaminade.edu>, then click on the **MGT 422 Professional Development** main page.

All of your weekly activities (i.e. quizzes, exams, homework, and articles for discussion) with beginning and due dates are located on the Course Content page. =>



[Week 01 Learning Module \(Jan. 07-Jan. 13\)](#)



[Week 02 Learning Module \(Jan. 14- Jan. 20\)](#)



[Week 03 Learning Module \(Jan. 21-Jan. 27\)](#)



[Week 04 Learning Module \(Jan. 28-Feb. 03\)](#)



[Week 05 Learning Module \(Feb. 04-Feb. 10\)](#)



[Week 06 Learning Module \(Feb. 11-Feb. 17\)](#)



[Week 07 Learning Module \(Feb. 18-Feb. 24\)](#)



[Week 08 Learning Module \(Feb. 25-Mar. 02\)](#)



[Week 09 Learning Module \(Mar. 03-Mar. 09\)](#)



[Week 10 Learning Module \(Mar. 10-Mar. 16\)](#)

All required communications for this online course are asynchronous (no mandatory chat sessions). Please email me if you need help with any of the assigned chapters. I am available 24/7 in the four following ways to help you with this course:

- A) You can email me your questions and I will provide answers to them.
- B) You can come to chat session via Internet. We will discuss your questions, clarify issues, and provide answers to your questions.
- C) You can ask for a conference call via phone. I will call you to discuss problems you have with any of the assigned chapters.
- D) You can make an appointment to meet with me at the Chaminade main campus.

**ONLINE REQUIREMENTS:**

Students are required to have an access to a reliable computer with the Internet connection.

This course is taught entirely online. Accordingly, you are expected to have the computer skills necessary for you to navigate the site and successfully complete the course.

Furthermore, you will be required to have access to computer hardware and software that will allow you to access the site and perform tasks required by the course of instruction.

**METHODS OF COURSE INSTRUCTION (ONLINE ACTIVITIES & POLICIES)**

Our online class will not have any chat sessions when everybody gets online at the same time. You will log onto the system to complete all required activities whenever it is convenient for you. However, keep in mind that there are deadlines for all required online activities, including quizzes, exams, homework, and writing assignments. Do not fall too far behind because it is very difficult to catch-up. We totally depend on communication technology so do not wait until the last day to complete your assignments. Something you do not expect may happen at the last minutes! The network may be down! and/or your computer may not function properly.

**Makeup Tests, Late Submissions Policy, Technical Problems:**

I am dropping the scores of two quizzes, one exam, and two weekly homework assignments. This is due to the fact that there is NO extra credit activities available and you may not be able to finish any of the required activities within the given time period. Also, you may run to technical problems or just not happy with the results. Thus, late submission of paper and homework assignments as well as weekly discussion will not be accepted and makeup or retake of any of the tests will not be allowed.

**Students will be graded based on the following:**

The very first message from your instructor posted on the weekly Discussion Board will list all the online activities required for that week along with the deadlines. Usually, you'll have a reading assignment, a 20-question quiz to take, and discussion board activities.

**1. Online Discussion:**

You should join in the discussions in THE GENERAL DISCUSSION CONFERENCE by leaving messages in response to the posted discussion topics/questions and in response to each other. This is the ONLY conference which counts for participation credit. You can earn 10 points per week by posting notes to this conference by answering all the questions and by responding to another student's note for each question.

I will facilitate the course discussion every week by posting articles and/or discussion questions. You will be graded based on your weekly answers and comments. The purpose of the discussion is to promote and encourage the exchange of ideas among students. Each discussion board assignment is available Monday, 12:30am through the following Sunday, 11:00am (Hawaii Standard Time).

Make sure that your comments contribute to the class discussion. Your comment or response to your classmates will be evaluated based on the quality of arguments used in it. "I agree", "Cool stuff!" remarks are not considered valuable contribution to the discussion and will not be graded. You can certainly cheer your classmates but do not expect to receive any points for participation based solely on those "Way to go!" type postings.

When you post messages online, follow the basic principles of netiquette - rules for communicating online. [Click on this link to read more about those.](#)

As your instructor, I'll be facilitating course discussion. I'll post discussion questions, answer any of your questions, and comment on some but not every message posted on the discussion board. The purpose of the discussion is to promote and encourage the exchange of ideas between students.

## 2. Quizzes:

Every week, students are required to study and prepare the assigned chapter/s, complete homework, and take the weekly quiz and/or exam.

There are 8 quizzes and you have 30 minutes to complete each quiz containing 20 questions (one point each). Only 6 quizzes with the highest scores will be counted, a total possible point of 120. You can see the Thus, if you run to any problem or with one or two quizzes, consider them as your lowest quiz scores which have no effect in your final grade. The correct answers to the quizzes will appear on the test page of the WebCT with 48 hours after the due date of any of the quizzes.

Each quiz is available Monday, 12:30am through the following Sunday, 11:00am (Hawaii Standard Time). If you start taking a quiz Sunday at 10:57 am, it will save only answers provided by 11:00 am. After that the system will not save any answers and it will freeze. You will be able to view the questions, but you won't be able to submit any answers after the expiration time. Do not refer to it as a technical problem, the quiz is programmed to stop at 11:00 AM HST and it will.

When you take the quiz, remember to save each answer. Since all the quizzes are based on multiple-choice questions, after each question you will find five possible answers. Click on the radio button (circle) next to the best answer, then under the question click on the Save answer button.

To make sure that you have indeed answered the question, look at the right upper corner of the screen. It shows the status of your answers. 10 dots refer to 10 questions. A yellow dot below the number means that you did not answer that question, the exclamation mark tells you that you

answered the question, but did not save it, and a check mark means that you answered the question and saved the answer.

You can change your answer as many times as you want before submitting the quiz. Just remember to save the answer each time you change it. To move from one question to another just scroll the bar down the screen. If you need to go back to a certain question, you can either scroll up or down until you see the question, or click on the question number above the dot in the right upper corner.

After answering and saving all questions, click the Finish button. The system will ask you if you want to submit your quiz for grading. Click OK. Then you can click on the View Submission and see your score.

### 3. Exams:

There are 2 exams and you have 75 minutes to complete each exam containing 50 questions (two point each). Only your higher exam score will be counted, a total possible point of 100. Same as your quiz scores, if you run to any problem with one of the two exams, then consider it as your lowest exam score. Taking exams are the same as taking quizzes in terms of availability and saving the answers. The correct answers to the exams will appear on the test page of the WebCT with 48 hours after the due date of any of the exams. Each exam is available Monday, 12:30am through the following Sunday, 11:00am (Hawaii Standard Time). **Exam 1 covers chapters: 1,2, 3, 4, and 5. Exam 2 covers chapters: 6, 7, 8, 9, and 10.**

**Please make sure that you are absolutely ready to take any of the tests within the specified time period. Your computer must be in excellent working condition. Do NOT use wireless connection as it tends to disconnect from time to time. Once you start a quiz or an exam there is no turning back and it is beyond my control and I can NOT change any thing once you start a test and there is no makeup or retake of any quizzes and exams.**

**NOTE: If for any reasons you can not complete any of the activities and/or run to problems, consider that one as one of your lowest score which will be dropped.**

### 4. Article Report:

Please write a three-comments on the article that will be posted on the course WebCT page. Students can earn maximum of 20 points provided their comments are posted on the discussion area of the WebCT before **March. 11, 2008. Please note that no points will be earned if posted after this date. I will email you my feedback and the grade of your paper on Mar. 16, 2008.**

## GRADING SYSTEM

	Total Possible Points	Your Points
Weekly Discussion	10	1. _____
	10	2. _____
	10	3. _____
	10	4. _____
	10	5. _____
	10	6. _____
Total Possible Points for Discussion ➔		60
Quizzes	20	1. _____
	20	2. _____
	20	3. _____
	20	4. _____
	20	5. _____
	20	6. _____
Total Possible Points for Quizzes ➔		120
Exam	100	1. _____
Total Possible Points for Exam ➔		100
Article Report	20	1. _____
Total Possible Points for Report ➔		20
Total Possible Points for All Activities ➔		300

**Final grades will be based on the total points accumulated.**

**270≥A; 240≥B; 210≥C; 180≥D; 180< F.**

## TENTATIVE COURSE SCHEDULE

<b>Week No.</b>	<b>Period</b>	<b>Chapters</b>	<b>Topics</b>
<b>Week 01</b>	<b>Jan. 07 – Jan. 13</b>	Chapter 01	Developing Self-Awareness
<b>Week 02</b>	<b>Jan. 14 – Jan. 20</b>	Chapter 02	Managing Stress
<b>Week 03</b>	<b>Jan. 21 – Jan. 27</b>	Chapter 03	Solving Problems Creatively
<b>Week 04</b>	<b>Jan. 28 – Feb. 03</b>	Chapters 04 and 05	Communicating Supportively & Gaining Power and Influence
<b>Week 05</b>	<b>Feb. 04 – Feb. 10</b>	Ch: 1, 2, 3, 4, & 5	Review and Exam 1
<b>Week 06</b>	<b>Feb. 11 – Feb. 17</b>	Chapter 06	Motivating Others
<b>Week 07</b>	<b>Feb. 18 – Feb. 24</b>	Chapter 07	Managing Conflict
<b>Week 08</b>	<b>Feb. 25 – Mar. 02</b>	Chapter 08	Empowering and Delegating
<b>Week 09</b>	<b>Mar. 03 – Mar. 09</b>	Chapters 09 and 10	Building Effective Teams and Leading Positive Change
<b>Week 10</b>	<b>Mar. 10 – Mar. 16</b>	Ch: 6, 7, 8, 9, & 10	Review and Exam 2

### STUDENT CONDUCT FOR ONLINE PROGRAMS:

In addition to the on-campus student conduct policy, students enrolled in online program are expected to demonstrate the same tolerance, respect, and understanding that would prevail in any campus situation. All online users are expected to support the same respect for individuals, commitment to issue and problem resolution, and open communication and feedback as in the face-to-face environment.

Specifically, online students are expected to:

- Accept responsibility and accountability for all use actions and content posted to any online classroom, public meeting or personal inbox (email).
- Maintain the same ethical standards expected in a collaborative, academic environment.
- Demonstrate respect for all faculty, students, and staff regardless of age, race, gender, religion, national origin, veteran's status, disability, or sexual orientation.

In the online environment, the following will not be tolerated:

- Harmful, threatening, libelous, or abusive content
- Profanity of any kind
- Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements Plagiarism.
- Misrepresentation of identity through alteration of inbox (email) names
- Posting unsolicited advertisements to public meetings or private inboxes (no spamming)
- Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.



Users who are in violation of the terms listed above are subject to the following sanctions:

- Student may be suspended from a class in which the student disrupted the learning environment.
- The student's user account, by which the student may access the virtual classroom, may be terminated
- The student may be terminated from the course.
- In the case of academic dishonesty in the form of plagiarism, the student will receive, at minimum, an "F" or zero points for the assignment that was plagiarized, including essays, examinations, term papers, projects, theses, messages posted to discussion boards, email messages, and chat sessions

### **ACADEMIC HONESTY POLICY:**

Honesty and integrity are expected from students at all times. General guidelines regarding academic honesty are outlined in **Chaminade's Academic Honesty Policies and Procedures**.

### **Student with Disabilities Statement:**

Chaminade University abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulate that no student shall be denied the benefits of an education "solely by reason of a handicap." Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact Chaminade Student Services Office.