

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Organisational communication (A0088), 10.0
Toteutus	MHA1213: 1/2012-2013 (05.09.2012 - 05.12.2012)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A012)
Ryhmät	Ensisijainen: MHA11KN Muut:
Projektissa mukana	
Luennoitsijat	Ilona Rönkä, Kristina Henriksson
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	21.05.2012 08:00 - 03.06.2012
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Ei Vapaasti valittaviin: Ei Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Kyllä
Opettajat	Rönkä Ilona (Vastuupettaja), Henriksson Kristina (Muu opettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Projekti/Hanke/T&K, Verkko/virtuaali Kieli: suomi Virtuaalisuus: 0 op T&k-integraatio: 0 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	05.01.2013 Suoritusmateriaalin arkistointi päättyy: 05.12.2013
Tenttipäivät	Uusinnat: 17.01.2013, 21.02.2013
Opintojakson suoritettuaan opiskelija osaa	*plan, implement and evaluate an organisation's communications in English *communicate in English as experts
Edeltävät opinnot	
Edeltävät opinnot, lisätietoja	The student has passed the level test or successfully completed the remedial course in English.
Keskeinen sisältö	Organizational communication
Arviointikriteerit ja arviointimenetelmät	EXCELLENT grade 5 - Students are able to: - Justify activities using research knowledge. - Work independently and take initiatives in line with objectives. Operations are often flexible, systematic, development-oriented, creative and active. - Select the appropriate techniques and models for activities, and justify the choices. - Act in customer-oriented ways and according to the situation. - Promote group activities also by working systematically in meetings during project work. - Critically apply ethical principles in the subject field in one's conduct and tasks. - Apply concepts concerning communication expertly in project work. - Use excellent professional oral and written English language during the study unit. - Write an excellent report with a laudable structure and language. - Use excellent professional oral and written English language during the study unit. GOOD grade 3 - Students are able to: - Apply communication concepts systematically. - Justify, compare and analyse their activities using general guidelines. - Cope well in different tasks in in project work during the studies. - Apply acquired techniques and models diversely. - Work in a group in line with objectives and participates in and works actively in project meetings. - Justify their activities in accordance with ethical principles. - Write a good report with a clear structure and language. - Use fluently good professional oral and written English language during the study unit. SATISFACTORY grade 1 - Students are able to: - Apply most important/individual and appropriate communication concepts, and indicate their familiarity with the knowledge base. - Writes a rather satisfactory report with a satisfactory structure and language. - Act safely, although activities are often schematic/ experimental/ fumbling/ self-involved. - Comply with rules

**TOTEUTUSSUUNNITELMA Valmis**

and instructions, and justify their activities using provided instructions. • Act appropriately under guidance as a team member in project work. • Have participated in the project regularly and performed all necessary tasks and work. • Use acquired techniques and models. • Act as group members and participates regularly in project meetings and project work.

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
				NB! This schedule is subject to change. Extra consultation sessions can be booked by email.		
05.09.2012	9-12	3	Introduction	- FIRST MEETING WITH TEACHERS - Introduction - Presentation of theory task - Lecture - Project task		Kristina Henriksson, Ilona Rönkä
06.09.2012	9-12	3	Project work	- Team meetings - Start working on project plan - Work on first theme started - PROJECT PLAN HANDED IN IN OPTIMA'S RETURN FOLDER (Sun 9 Sep, 1600 hrs) - FIRST THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sun 16 Sep, 1600 hrs) - FIRST TASK HANDED IN IN OPTIMA'S RETURN FOLDER (Wed 19 Sep, 1600 hrs) - PEER ASSESSMENT ON FIRST TASK HANDED IN IN OPTIMA'S RETURN FOLDER (Tue 25 Sep, 1600 hrs)		Kristina Henriksson, Ilona Rönkä
12.09.2012	9-10.30	1	Guidance	- Guidance with teachers - Project plan presentations		Kristina Henriksson, Ilona Rönkä
12.09.2012	11.30-16	4	Project work	Team meetings		Kristina Henriksson, Ilona Rönkä
13.09.2012	9-12	3	Project work	- Team meetings - Work on second theme started		Kristina Henriksson, Ilona Rönkä
19.09.2012	9-16	7	Project work	- Team work - Continue working on the second theme		Kristina Henriksson, Ilona Rönkä
20.09.2012	9-12	3	Project work	- Continue working on the second theme - Team meetings - SECOND THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sun 23 Sep, 1600 hrs) - INTERVIEW THEMES		Kristina Henriksson, Ilona Rönkä

TOTEUTUSSUUNNITELMA Valmis

				FINISHED (Sun 23 Sep, 1600 hrs)		
26.09.2012	9-9.45	3	Guidance	Guidance with teachers		Kristina Henriksson, Ilona Rönkä
26.09.2012	10-16	6	Project work	Team meetings		Kristina Henriksson, Ilona Rönkä
27.09.2012	9-12	3	Project work	- Team meetings - Start working on the third theme		Kristina Henriksson, Ilona Rönkä
03.10.2012	9-16	7	Project work, interviews conducted	- INTERVIEWS CONDUCTED THIS WEEK - Team meetings		Kristina Henriksson, Ilona Rönkä
04.10.2012	9-12	3	Project work	- Team meetings - Start analyzing the interview results - THIRD THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sun 7 Oct, 1600 hrs)		Kristina Henriksson, Ilona Rönkä
10.10.2012	9-11	2	Guidance	Optional guidance		Ilona Rönkä
10.10.2012	12-13	1	Guidance	Optional guidance		Ilona Rönkä
10.10.2012	13-16	3	Project work	Team meetings		Kristina Henriksson, Ilona Rönkä
11.10.2012	9-12	3	Project work	- Team meetings - Start working on the fourth theme		Kristina Henriksson, Ilona Rönkä
17.10.2012	9-16	7	Project work	- Team meetings - Continue working on the fourth theme		Kristina Henriksson, Ilona Rönkä
18.10.2012	9-12	3	Project work	- Team meetings - FOURTH THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sun 21 Oct, 1600 hrs)		Kristina Henriksson, Ilona Rönkä
24.10.2012	9-16	7	Project work	Team meetings		Kristina Henriksson, Ilona Rönkä
24.10.2012	11-12	1	Optional guidance	Optional guidance available in 141		Kristina Henriksson
24.10.2012	13-14	1	Optional guidance	Optional guidance available in 141		Kristina Henriksson
25.10.2012	9-12	3	Project work	- Team meetings - Start working on the fifth theme		Kristina Henriksson, Ilona Rönkä
07.11.2012	9-11.30	1	Team meetings	Team meetings		Kristina Henriksson, Ilona Rönkä
31.10.2012	9-16	7	Project work	Team meetings		Kristina Henriksson, Ilona Rönkä
01.11.2012	9-12	3	Project work	Team meetings		Kristina

TOTEUTUSSUUNNITELMA Valmis

				FIFTH THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sun 4 Nov, 1600 hrs)		Henriksson, Ilona Rönkä
07.11.2012	11.30-12.15	15	Guidance	Guidance with teachers		Kristina Henriksson, Ilona Rönkä
07.11.2012	13-16	3	Project work	Team meetings		Kristina Henriksson, Ilona Rönkä
08.11.2012	9-12	3	Project work	Team meetings		Kristina Henriksson, Ilona Rönkä
14.11.2012	9-16	7	Project work	- Team meetings - Communication plan polished		Kristina Henriksson, Ilona Rönkä
15.11.2012	9-12	3	Project work	- Team meetings - COMMUNICATIONS PLAN PACKAGE HANDED IN IN OPTIMA'S RETURN FOLDER (Sun 18 Nov, 1600 hrs)		Kristina Henriksson, Ilona Rönkä
21.11.2012	9-16	7	Project work, communication plan, study unit feedback	- Team meetings - Study unit feedback collected via SoleOPS		Kristina Henriksson, Ilona Rönkä
22.11.2012	9-12	3	Project work	Preparing for the exam		Kristina Henriksson, Ilona Rönkä
28.11.2012	10-12	2	Group exam	Group exam		Ilona Rönkä
05.12.2012	9-16	7	Spoken exam	- Filling in details on the written group exam as a team - Study unit feedback		Kristina Henriksson, Ilona Rönkä