

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Organisational communication (A0088), 10.0
Toteutus	MHA1221: 2/2012-2013 (22.01.2013 - 30.04.2013)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A012)
Ryhmät	Ensisijainen: MHA11SN Muut:
Projektissa mukana	
Luennoitsijat	Kristina Henriksson, Ilona Rönkä
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	26.11.2012 08:00 - 02.12.2012
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, Projekti/Hanke/T&K, Verkko/virtuaali Kieli: suomi Virtuaalisuus: 2 op T&k-integraatio: 7 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	30.05.2013 Suoritusmateriaalin arkistointi päättyy: 19.12.2013
Tenttipäivät	
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

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	<i>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.</i>
Muut toteutusjärjestelyt	Lectures are held on Tuesday mornings at 9-12. Tuesday afternoons (13-16) as well as Monday afternoons (12-16) are booked for team working. The study unit begins on Tuesday, 22 January 2012, and ends on Tuesday, 30 April 2012. A detailed schedule can be found under "Oppimistapahtumat" in SoleOPS.

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
22.01.2013	9-12	3	Introduction	- FIRST MEETING WITH TEACHERS - Introduction - Presentation of theory task - Lecture - Project task		
22.01.2013	13-16	3	Team meetings	- Team meetings - Start working on project plan - Work on first theme started - Work on first task started		
28.01.2013	12.30-16	3	Team meetings	Team meetings		
29.01.2013	9-12	3	Mandatory guidance	- Guidance with teachers - Project plan presentations		
29.01.2013	13-16	3	Team meetings	- Team meetings - PROJECT PLAN HANDED IN IN OPTIMA'S RETURN FOLDER (Sunday 3 February, 1600 hrs) - FIRST TASK HANDED IN IN OPTIMA'S RETURN FOLDER (Sunday 3 February, 1600 hrs)		
04.02.2013	12.30-16	3	Team meetings	Team meetings		
05.02.2013	9-12	3	Team meetings	Team meetings		
05.02.2013	13-16	3	Team meetings	- Team meetings - PEER ASSESSMENT FOR FIRST TASK HANDED IN IN OPTIMA'S RETURN FOLDER (Sunday 10 February, 1600 hrs) - FIRST THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sunday 10 February, 1600 hrs)		
11.02.2013	12-14	2	Guidance	Optional guidance available in 176		
11.02.2013	12.30-16	3	Team meetings	- Team meetings - Work on second theme started		
12.02.2013	9-16	7	Team meetings	- Team meetings - RESEARCH THEMES FINISHED		

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				(Sunday 17 February, 1600 hrs)		
18.02.2013	12.30-16	3	Team meetings	• Team meetings		
19.02.2013	9-12	3	Team meetings	• Team meetings		
19.02.2013	13-16	3	Team meetings	• Team meetings		
25.02.2013	12.30-16	3	Team meetings	• Team meetings • RESEARCH CONDUCTED THIS WEEK		
26.02.2013	9-12	3	Mandatory guidance	• Guidance		
26.02.2013	13-16	3	Team meetings	• Team meetings • SECOND THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sunday 3 March, 1600 hrs)		
04.03.2013	12.30-16	3	Team meetings	• Team meetings • Work on third theme started • Start analyzing the research material		
05.03.2013	9-16	7	Team meetings	• Team meetings		
11.03.2013	12.30-16	3	Team meetings	• Team meetings		
12.03.2013	9-12	3	Mandatory guidance	• Guidance • THIRD THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sunday 17 March, 1600 hrs)		
12.03.2013	13-16	3	Team meetings	• Team meetings		
18.03.2013	12.30-16	3	Team meetings	• Team meetings • Work on fourth theme started this week		
19.03.2013	9-16	7	Team meetings	• Team meetings		
25.03.2013	12.30-16	3	Team meetings	• Team meetings		
26.03.2013	9-11	2	Team meetings / Guidance	• Team meetings • Optional guidance available		
26.03.2013	13-16	3	Team meetings	• Team meetings		
02.04.2013	9-16	7	Team meetings	• Team meetings • FOURTH THEME HANDED IN IN OPTIMA'S RETURN FOLDER (Sunday 7 April, 1600 hrs)		
08.04.2013	12.30-16	3	Team meetings	• Team meetings • Giving Communications Plan Package finalizing touches		
09.04.2013	9-16	7	Team meetings	• Team meetings • COMMUNICATIONS PLAN		

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				PACKAGE HANDED IN IN OPTIMA'S RETURN FOLDER (Sunday 14 April, 1600hrs)		
15.04.2013	12.30-16	3	Team meetings	- Team meetings - Preparing for the essay		
16.04.2013	10-12	2	Essay	- Essay - Study unit feedback collected via SoleOPS		
22.04.2013	12.30-16	3	Team meetings	- Team meetings - Getting ready for the oral exam as a team		
23.04.2013	10-12	2	Spoken exam	- SPOKEN EXAM - Study unit feedback collected via SoleOPS		
30.04.2013	9-16	7	Evaluations compiled	Teachers compiling evaluations		