

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Organisational communication (A0088), 10.0
Toteutus	MHA1312: 1/2013-2014 (11.09.2013 - 20.12.2013)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A012)
Ryhmät	Ensisijainen: MHA12SN Muut:
Projektissa mukana	
Luennoitsijat	Ilona Rönkä, Kristina Henriksson
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	20.05.2013 08:00 - 02.06.2013
Pääsääntöinen toteutusajankohta	
Soveltuvuus	Vaihto-opiskelijoille: Kyllä Vapaasti valittaviin: Ei Avoimen opisk: Ei Soveltuu virtuaali-AMK:n opintoihin: Kyllä
Opettajat	Henriksson Kristina (Vastuupettaja), Rönkä Ilona (Muu opettaja)
Kampus	Laurea Leppävaara
Pääsääntöinen toteutuspaikka	
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Projekti/Hanke/T&K, Verkko/virtuaali Kieli: englanti Virtuaalisuus: 4 op T&k-integraatio: 6 op
Toteutusluokka	
Painoalat	
Arviointi viimeistään	05.01.2014 Suoritusmateriaalin arkistointi päättyy: 05.12.2014
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. 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 and instructions, and justify their activities using provided instructions. • Act

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	<i>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>
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Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
11.09.2013	9-16			Class/study unit work		
17.09.2013	13-16			Study unit work 1st theme essay, dl Sunday noon 22 Sep 16-22 Sep group discussion in Optima		
18.09.2013	9-16			Study unit work 1st theme essay, dl Sunday noon 22 Sep 16-22 Sep group discussion in Optima		
24.09.2013	13-16			Study unit work		
25.09.2013	9-16			Class/study unit work joint session 9-11.30 hrs 25 Sep Pre-reading: Smith, Lyn: Effective Internal Communication: Chapters 5, 15, Appendices 1-3, in Laurus		
01.10.2013	13-16			Study unit work 2nd theme essay, dl Sunday noon 6 Oct		
02.10.2013	9-16			Study unit work, teams formed in Optima 2nd theme essay, dl Sunday noon 6 Oct Peer feedback dl Wed evening 9 Oct (team members' essays)		
08.10.2013	13-16			Study unit work Peer feedback dl Wed evening 9 Oct (team members' 2nd theme essays)		
09.10.2013	9-16			Class/study unit work 9-12 Class Team meetings, guidance Remember Peer feedback dl Wed evening 9 Oct (team members' essays) Project Plan dl Sunday noon 13 Oct		
15.10.2013	13-16			Study unit work 3rd theme essay, dl Sunday noon 20 Oct		
16.10.2013	9-16			Study unit work 3rd theme essay, dl Sunday noon 20 Oct		
22.10.2013	13-16			Study unit work This week research at your target company		
23.10.2013	9-16			Study unit work This week research at your target company. Drop-in guidance 23 oct at 9-10.30 in Café Beat		
29.10.2013	13-16			Study unit work 4th theme essay, dl Sunday noon 3 Nov Prepare for next week's joint session/short presentations (instructions in Optima)		
30.10.2013	9-16			Study unit work 4th theme essay, dl Sunday noon 3 Nov Team feedback on essays of team members, comments and improvements after deadline (3-8 Nov).		

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				Memo of meeting where you have discussed the essays and the feedback. Prepare for next week's joint session/short presentations (instructions in Optima)		
05.11.2013	13-16			Study unit work Prepare for tomorrow's session		
06.11.2013	8.30-16			Class, Study unit work Joint session 6 Nov at 8.30-12.30 Workshop on Planning Communication (see instructions in Optima) Prepare your team for the session		
12.11.2013	13-16			Study unit work Work on your communications plan package		
13.11.2013	9-16			Class/study unit work Class (guidance if necessary, booked with the teachers) 13-15 hrs Work on your communications plan package		
19.11.2013	13-16			Study unit work Continue working on your communications plan package		
20.11.2013	9-16			Study unit work Start finalizing your communications plan package		
26.11.2013	13-16			Study unit work Finalizing your communications plan package dl 28 Nov at noon		
27.11.2013	9-16			Study unit work Finalize your communications plan package dl 28 Nov at noon Prepare for next week's joint session		
03.12.2013	13-16			Study unit work Prepare for tomorrow's joint session		
04.12.2013	8.30-12.30			Class/study unit work Joint session: see instructions in Optima Preparations in advance required		
05.12.2013				collecting study unit feedback		
11.12.2013				Evaluations		
18.12.2013				Evaluations ready		