

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Organisational communication (A0088), 10.0
Toteutus	MHA1321: 2/2013-2014 (28.01.2014 - 30.04.2014)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A012)
Ryhmät	Ensisijainen: MHA12SN Muut:
Projektissa mukana	
Luennoitsijat	Kristina Henriksson, Ilona Rönkä
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	02.12.2013 08:00 - 08.12.2013
Pääsääntöinen toteutusajankohta	Päiväaikaan arkin
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	Palveluliiketoiminta
Arviointi viimeistään	29.05.2014 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
Oppimateriaali	
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

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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	

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
28.01.2014	9-16		Introduction	Class/study unit work	class 12.30-16	
29.01.2014	9-11.30		independent study	Study unit work		
04.02.2014	9-16		Online	Study unit work1st theme essay, dl Sunday noon 9 Feb3-9 Feb group discussion in Optima		
05.02.2014	9-11.30		Online	Study unit work1st theme essay, dl Sunday noon 9 Feb3-9 Feb group discussion in Optima		
11.02.2014	9-16		Lessons	Class/Study unit workSession on Managerial Communication 11 Feb at 12.30 - 16 hrsPre-reading: Smith, Lyn: Effective Internal Communication: Chapters 5, 15, Appendices 1-3, in Laurus	class 12.30-16	
12.02.2014	9-11.30		independent study	Study unit work2nd theme essay, dl Sunday noon 23 Feb		
18.02.2014	9-16		independent study	Study unit work, teams formed in Optima2nd theme essay, dl Sunday noon 23 FebPeer feedback dl Wed evening 26 Feb (team members' essays)		
19.02.2014	9-11.30		independent study	Study unit work, teams formed in Optima2nd theme essay, dl Sunday noon 23 FebPeer feedback dl Wed evening 26 Feb (team members' essays)		
25.02.2014	9-16		Class	Study unit workClass: 25 Feb at 12.30-> Team meetings, guidanceRemember peer feedback dl Wed evening 26 Feb (team members' essays)Project Plan dl Sunday at noon on 2 March	class 12.30-16	
26.02.2014	9-11.30		Teamwork	Study unit workRemember peer feedback dl Wed evening 26 Feb (team members' essays)Project Plan dl Sunday noon 2 March		
04.03.2014	9-16		Teamwork	Study unit work3rd theme essay, dl Sunday noon 9 March		
05.03.2014	9-11.30		Teamwork	Study unit work3rd theme essay, dl Sunday noon 9 March		
11.03.2014	9-16		Guidance/team/ drop-in at 12-13.30	Study unit workThis week research at your target companyDrop-in guidance 11 March at 12-13.30 hrsPrepare for next week's joint session/ short presentations(instructions in Optima)		

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12.03.2014	9-11.30		Teamwork	Study unit workThis week research at your target companyPrepare for next week's joint session/ short presentations(instructions in Optima)		
18.03.2014	9-16		Class	Class/ Study unit workSession 18 March at 9-12Workshop on Planning Communication (see instructions in Optima)Prepare your team for the session	class 9-12	
19.03.2014	9-11.30		Teamwork	Study unit work4th theme essay, dl Sunday noon 23 March(instructions in Optima)		
25.03.2014	9-16		Teamwork	Study unit workTeam feedback on essays of team members, comments and improvements after deadline (23-28 March). Memo of meeting where you have discussed the essays and the feedback.		
26.03.2014	9-11.30		Teamwork	Study unit workWork on your communications plan packageTeam feedback on essays of team members, comments and improvements after deadline (23-28 March). Memo of meeting where you have discussed the essays and the feedback.		
01.04.2014	9-16		guidance	Class/study unit workClass (compulsory guidance) 13-14.30 hrsWork on your communications plan package	guidance 13-14.30	
02.04.2014	9-11.30		Teamwork	Study unit workContinue working on your communications plan package		
08.04.2014	9-16		Teamwork	Study unit workStart finalizing your communications plan package		
09.04.2014	9-11.30		Teamwork	Study unit workFinalizing your communications plan package dl 17 April at noon		
15.04.2014	9-16		Teamwork	Study unit workFinalize your communications plan package dl 17 April at noonPrepare for next week's session		
16.04.2014	9-11.30		Teamwork	Study unit workPrepare for final session		
22.04.2014	9-16		Final session	ClassSession: see instructions in OptimaPreparations in advance required	class 9-12	
24.04.2014			online	collecting study unit feedback		
29.04.2014				Evaluations		
06.05.2014				Evaluations ready		