

TOTEUTUSSUUNNITELMA Valmis

Opintojakso	Organisational communication (A0088), 10.0
Toteutus	MHA1411: 1/2014-2015 (09.09.2014 - 09.12.2014)
Tyyppi	AMMATILLISEN OSAAMISEN MUODOSTUMINEN (A012)
Ryhmät	Ensisijainen: MHA13KN Muut:
Projektissa mukana	
Luennoitsijat	Ilona Rönkä, Kristina Henriksson
Osallistujamäärät	Minimi: Maksimi:
Ilmoittautumisaika	19.05.2014 08:00 - 02.06.2014
Pääsääntöinen toteutusajankohta	Päiväaikaan arkisin
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	Kampuksella
Toteutustapa	Muu toteutustapa, Optimatoteutus/opiskelijaryhmä, Projekti/Hanke/T&K, Verkko/virtuaali Kieli: englanti Virtuaalisuus: 4 op T&k-integraatio: 6 op
Toteutusluokka	Paikalliseen hankkeeseen/projektiin/kehittämistehtävään perustuva LbD
Painoalat	Palveluliiketoiminta
Arviointi viimeistään	05.01.2015 Suoritusmateriaalin arkistointi päättyy: 05.12.2015
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

TOTEUTUSSUUNNITELMA Valmis

	<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>
--	---

Oppimistapahtumat

Pvm	Klo	H	Aihe	Sisältö	Tila	Opettajat
09.09.2014	9-16	7	Introduction	Class, introduction, bring your tablets or laptops, please.1st theme essay.***N.B. there might be small changes to the program due to possible external lecturers/visitors. Please take this into account. Thank you!***	class 9-12	
10.09.2014	9-11.30	2	Planning	Planning essay writing with materials given.1st theme essay.		
16.09.2014	9-16	7	e-discussions	Online discussions the whole week, 15-21 September1st theme essay deadline Friday 19 Sep at noon	online	
17.09.2014	9-11.30	2	e-discussions	Online discussions the whole week, 15-21 September1st theme essay deadline Friday 19 Sep at noon	online	
23.09.2014	9-16	7	Workshop	Joint session 9-12 in class.Pre-reading: Smith, Lyn. Effective Internal Communication. chapters 5 and 15. Appendices 1-3. Available in Laurus.Afternoon: team meetings, memos, and joint summary of online discussions into the teamblog.2nd theme essay.	Class 9-12	
24.09.2014	9-11.30	2	Teamwork	Teamwork.2nd theme essay, deadline 3 Oct at noon.		
30.09.2014	9-16	7	Teamwork	Study unit work.Planning your projects.2nd theme essay, deadline 3 Oct at noon.		
01.10.2014	9-11.30	2	Teamwork	Study unit work.Planning your projects.2nd theme essay, deadline 3 Oct at noon.		
07.10.2014	9-16	7	Class	Class, study unit work. Team meetings, guidance.3rd theme essay.**Project plan deadline 10 Oct at noon.**	Class 9-10.30	
08.10.2014	9-11.30	2	Teamwork	Study unit work.3rd theme essay.**Project plan deadline 10 Oct at noon.**		
14.10.2014	9-16	7	Research	Study unit work.This week research at your target organization.Drop-in guidance 14 Oct at 9-10.15 in Café Beat.3rd theme essay deadline on 17 Oct at noon.		
15.10.2014	9-11.30	2	Research	Study unit work.This week research at your target organization.3rd theme essay, deadline on 17 Oct at noon.		
21.10.2014	9-16		Teamwork	Study unit work. Project work.4th theme essay.Team feedback on 3rd theme essays of team members during this week 22-26		

TOTEUTUSSUUNNITELMA Valmis

				Oct. Memo of meeting where you have discussed the essays and feedback. Prepare for next week's joint session; short presentations according to the instructions in Optima.		
22.10.2014	9-11.30	2	Teamwork	Study unit work. Project work. 4th theme essay. Team feedback on 3rd theme essays of team members during this week 22-26 Oct. Memo of meeting where you have discussed the essays and feedback. Prepare for next week's joint session; short presentations according to the instructions in Optima.		
28.10.2014	9-16	7	Class	Class and study unit work. Joint session on 28 Oct at 9-12. Workshop on planning communication. (Please see instructions in Optima.) Prepare your team for the session. 4th theme essay, deadline 31 Oct at noon.	Class 9-12	
29.10.2014	9-11.30	2	Teamwork	Project work. Draft communications plan deadline 5 Nov. (one page) 4th theme essay, deadline 31 Oct at noon.		
04.11.2014	9-16	7	Teamwork	Project work in your team. Work on your communications plan package. Draft communications plan deadline 5 Nov.		
05.11.2014	9-11.30	2	Teamwork	Project work, work on your communications plan package. Draft communications plan deadline 5 Nov.		
11.11.2014	9-16	7	Guidance session	Class, study unit work. Guidance session in class. Work on your communications plan package.	Class 9-10.30	
12.11.2014	9-11.30	2	Teamwork	Teamwork: continue working on your communications plan package		
18.11.2014	9-16	7	Teamwork	Continue working on your communications plan package. Prepare for next week's joint session, please. Instructions in Optima. Deadline on 26 Nov at 23.59 hrs		
19.11.2014	9-11.30	2	Teamwork	Continue working on your communications plan package. Prepare for next week's joint session, please. Instructions in Optima. Deadline on 26 Nov at 23.59 hrs		
25.11.2014	9-16	7	Teamwork	teamwork. Deadline for communications plan package is on 26 Nov at 23.59 hours.	teamwork	
26.11.2014	9-11.30	2	Finalizing work	Finalizing the communications plan package, deadline 26 Nov at 23.59 hours.		
27.11.2014			Feedback	Collecting study unit feedback in Soleops.		
02.12.2014	9-14.45	7	Class	Joint session at 9-14.45 hrs. Please see instructions in Optima. Morning joint activities, afternoon individual essay writing. Preparations in advance are	Class	

TOTEUTUSSUUNNITELMA Valmis

				required.Evaluations		
09.12.2014				Evaluations ready.		