

[REDACTED] CAREER SEMINAR

## OBJECTIVES

"Group Process" refers to the end-means procedure utilized by a group of individuals of varying interests, thinking, discussing, planning, deciding, acting, and evaluating together for the purpose of attacking and solving a common problem. It implies the meeting and interacting of minds in face-to-face relationships in which cooperative and creative thinking takes place and action and growth ensue. The goal of the group process is group productivity, that is, getting something done which could not have been done by a single individual.

In today's world, we are all part of and act in groups. In fact, we are controlled for the main part by groups, particularly politically. We have in our population a wide range of interests and opinions that affect us in the work place. Even though we as people are interested in agriculture, landscape horticulture, and natural resources feel we are independent, we rely heavily on special interests' influence on the group decision. In the work place we are surrounded by groups that we interact with. Globally, we are influenced by what occurs in other countries and how they treat their environment.

We have a unique opportunity in this class to experience how groups operate and make decisions. All students will participate in a series of mini groups that will present their findings as a group to the class. The main purpose of this class is for you to participate in groups, experience how they make decisions, and get work completed. It is then important for you to be present and be on time for each class meeting. If you have a conflict or will be absent, you need to let the instructor know before hand so that arrangements can be made for the time and materials that you will miss. Topics will vary, as will the techniques on how you are to approach the problems.

[REDACTED]

The class will meet **promptly** at 1200 each Tuesday, unless otherwise notified by the instructors. Class sessions will run full time. Good attendance is most important as this course is a team effort -- excessive absences will not only seriously affect your grade, but hurt the team concept of the course.

Two weeks of unexcused absences (total) can result in the student being dropped from the course. Excused absences: illness; medical, dental, and similar appointments; death or serious injury/illness in your immediate family; and some court appearances (on a case-by-case basis) are allowed. The instructor will evaluate any other absence as to whether or not it qualifies as "excused". When you know you are going to miss class, it is your responsibility to contact the instructor at 638-3641, extension 3275 or 3310.

If you arrive late to class, it is your responsibility to inform the instructor after class so that your absence will be changed to a "tardy". Two tardies constitute one absence. After two weeks of consecutive absences, the student will be dropped. Students will also be dropped after any 2 unexcused absences. Reinstatement will be allowed only if extenuating circumstances can be shown. The responsibility for attendance -- rests with the student.

[REDACTED]

## COLLEGE POLICIES

Campus code requires shoes (sandals acceptable) and a shirt be worn at all times. No eating, drinking, or smoking (including use of smokeless tobacco) is allowed in classrooms or during class activities. No children and/or pets will be allowed to "sit in" and no animals allowed in the buildings.

No student may carry a knife of any kind with a blade which exceed 3 inches in length.

No skateboards or rollerblades, etc. are allowed in class or on campus grounds.

The student must complete the entire course (including the final exam) in order to receive a passing grade.

If a student is caught cheating or plagiarizing another's work, he/she will be dropped from the course with a subsequent grade of "F".

## INSTRUCTOR'S POLICIES

During lectures there will be no talking with associate students. Repeated violations of this policy will result in dismissal from class at the discretion of the instructor for the student's return.

Male student's will remove their hats while in the classroom.

No "horseplay" will be tolerated at any time.

Anything you bring with you to class will be removed when you leave. If you have refuge to be disposed of, use the trash receptacle provided in the room.

Misuse of equipment and/or supplies will be paid for by the student(s) responsible. All damage to equipment must be reported to the instructor.

## GRADING

There are no tests in this class. Evaluation will be based on participation in class, group projects, and written critiques of projects. All projects will be typed. Grades will be assigned on a straight percentage basis. 90% and above = A, 80 - 89% = B, 70 - 79% = C, 60 - 69% = D, and below 60% = F.

Missed work will be allowed a one-week grace period (with 10% reduction in possible score) after which no credit will be allowed.

Course points are as follows:

	<u>Points</u>
Projects 1, 2 & 3	90
Attendance/Participation (5 pts./session)	85
Final Evaluation	<u>30</u>
<b>Total</b>	<b>205</b>

## OFFICE HOURS

Bemis: (FEM 3)	Monday, Tuesday, Wednesday, Friday	10:00 - 11:00
Clark: (AGM 5) Tuesday	Tuesday, Thursday, Friday 1000 - 1100	1:00 - 2:00

Please see the instructor at the above time or make an appointment for other times if you need help with problems, etc.

## SCHEDULE

<u>Date</u>	<u>Activity</u>
1/11	Introduction, Assignments
1/18	Group Process & Dynamics
1/25	Listening, Communication
2/1	Non-Verbal Communications
2/8	Communications in Management
2/15	Motivation - Personality Types
2/22	Ground Rules & Norms
2/29	How Decisions Are Made
3/7	Making Meetings Work
3/14	Civil Rights & Sexual Harassment
3/21	Group Meeting - Problem 1
3/28	Report to Class - Problem 1
4/4	Group Meeting - Problem 2
4/11	Report to Class on Problem 2
4/18	Spring Break - NO CLASS
4/25	Group Meeting - Problem 3
5/2	Report to Class on Problem 3
5/9	Finish Report - Problem 3
5/18	Thursday - 1300-1500 - ALL TO ATTEND