



## (HRT261-WB1) Org & Mgmt Hum Res Hosp Ind Ray Guydosh (Offered by: Plattsburgh / University College)

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Welcome!

CLASS COMMUNITY

Meet Your Classmates

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Your Evaluations

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### COURSE INFORMATION

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### YOUR NEXT STEPS

### LEARNING MODULES Last addition: 09/05 12:14 PM

- [1. Supervising and Managing](#)
- [2. Leadership versus Management](#)
- [3. Omit Module 3](#)
- [4. Communicating](#)
- [5. Motivating](#)
- [6. Job Description](#)
- [7. Recruiting](#)
- [8. Training](#)
- [9. Evaluation](#)
- [10. Discipline](#)
- [11. Planning](#)
- [12. Omit Module 12](#)
- [13. Delegating](#)
- [14. Other Supervision Topics](#)
- [15. Finishing The Course](#)

**DOCUMENT by:** Ray Guydosh  
**Subject:** What Is Expected Of You

You are expected to **participate** regularly. Think of this as a class that meets three times each week. But you can pick at which hours those three times happen. So you are expected to show up for "three classes" each week by **logging on to the web site at least three times each week** and by participating in discussions each time. (Your instructor will indeed count.)

You are expected to read -- **actually read** -- the assigned reading materials. **IF READING IS NOT SOMETHING YOU DO WELL, YOU MIGHT WANT TO THINK OF TAKING ANOTHER COURSE IN A DIFFERENT FORMAT. Make that decision quickly, while you still can.** You are expected to read all documents, including all discussion contributions and questions. You are expected to make quality contributions to class discussions. You are expected to not look foolish by making a comment that you would not have made if you had read the text and other students contributions.

You are expected to complete all course assignments. You are expected to **allow time for things to go wrong**. It is expected that you will **not** submit assignments late. (Late assignments will **not** be graded - your instructor won't even see them.) Your instructor understands that sometimes doing an assignment late still teaches you something, but he also understands that following the order and timing of course material teaches you more. Doing an assignment late keeps you from spending your full energy on both it and on the next assignment. Often doing an assignment late can inconvenience your classmates and your instructor and keep them from giving their full energy to their own activities.

It is expected that all of your behavior in this course will be responsible, moral, legal, and legitimate, as defined by your instructor's judgment.

**DOCUMENT by:** Ray Guydosh  
**Subject:** How You Will Be Evaluated

## **DISCUSSIONS**

Your evaluation will be based partly on your demonstrating your learning and understanding to me through your participating in class discussions. Since there will be a small number of students participating in the course, your contributions will be both necessary and valuable to all of us in the course. Since we will not be meeting face-to-face, and since we will all be friendly and supportive to one another, there will be no need to fear making any contribution. I will be checking discussions and keeping track of both the quantity and the quality of your input. I expect each student to log-on a minimum of 3 times per week, and contribute. These are minimums -- not suggestions or recommendations. I expect that your participation will contribute to about 45% of your course grade.

## **ASSIGNMENTS**

There will be various assignments to turn in as well. Those assignments will be explained in each of the course modules. I expect that your grades on assignments will count for about 45% of your course grade.

## **GRADING SCALE**

I grade everything on a scale of 0 to 4. (Although something really exceptional may receive a 5.) For discussions, I grade each contribution separately and then do a rough average which takes into account both quality and quantity for the particular discussion topic **AND THE REQUIREMENTS THAT YOU LOG ON AT LEAST THREE TIMES PER WEEK.** You will have a better understanding of how this all works after you see the **GRADEBOOK**, which will be ready after Module 1 concludes.

## **TOTAL**

You have probably noticed that 45 percent plus 45 percent does not equal 100 percent. I want to reserve the possibility of the remaining 10 percent of your grade for other potential evaluation opportunities, for personal subjective judgments, and for whatever other things that might come up during the semester.