SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: EVENT MANAGEMENT

CODE NO. :   OAD203   **SEMESTER:**   4

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE

AUTHOR: SHEREE WRIGHT

DATE: JAN.2002   **PREVIOUS OUTLINE DATED:**   JAN.2001

APPROVED:

_____   _____
                                     DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S):

HOURS/WEEK: 3

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I.   COURSE DESCRIPTION:

The OAD203 course is designed to provide students with the strategies and organizational skills needed to plan, organize and administer conferences, meetings, and special events, including the preparation of related documentation. As part of the learning activities, students will organize, host, and participate in two out-of-class events. Attendance and participation, both in class and at event planning meetings, are essential elements of this course. Students will also develop minute-taking techniques needed to prepare effective minutes.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Apply organizational/project management techniques to organize meetings, conferences, and special events, including the preparation of related documentation.

Potential Elements of the Performance:
* Research requirements for meetings, conferences, and special events.
* Organize appropriate facilities, equipment, services, and supplies.
* Coordinate arrangements and office activities associated with advance publicity and registration for a seminar, including preparation of brochures, fliers, registration forms, etc.
* Prepare documentation to support and follow-up meetings, conferences, and special events, including letters of confirmation, thank-you letters, agendas, programs, name tags, budget summaries, etc.

This module will constitute 40 percent of the course grade.

2.   Apply minute-taking techniques to organize formal and informal meetings and prepare accurate minutes for a variety of meeting fomats.

Potential Elements of the Performance:
* Identify types of organizational and operational meetings.
* Outline the roles and duties of the chair, minute-taker and meeting participants.

- Prepare agendas and notices of meetings.
- Identify situations that are enhanced when a meeting is run by parliamentary procedures.
- Outline key elements of parliamentary law.
- Prepare minutes based on a formal meeting.
- Prepare minutes based on an informal meeting.
- Describe techniques to improve listening at meetings.
- Outline hidden variables that can affect the meeting group's interaction.
- Describe how a minute-taker can portray a successful image.
- Display teamwork skills by attending and participating in all regularly scheduled classes, as well as those classes and meetings scheduled outside of class.

This module will constitute 45 percent of the final grade.

3.   Participate in and prepare for a simulated interview experience.

Potential Elements of the Performance:
- Prepare cover letter, envelope, and resume in response to a simulated job posting.
- Conduct background research on the organization posting the position.
- Prepare questions to ask interviewers.
- Attend an out-of-class simulated interview.
- Attend an out-of-class debriefing session.
- Prepare a summary report.

This module will constitute 15 percent of the final grade.

III.   TOPICS:

1.   Minute-taking Techniques
2   Conference Planning Strategies/Organizing a Student Function
3.   Participating in Simulated Interview Experience

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IV.   REQUIRED RESOURCES/TEXTS/MATIERALS:

1. The Minute-Taker's Handbook, 2nd Edition, Jane Watson, Self-Counsel Press, 1998. (Photocopied text available with copyright permission.)
2. Diskettes – 3 – 3 ½" high density, 1.44 mb diskettes – disk pockets
3. Manilla file folders – 8 ½" X 11" – (letterhead size only) and file labels.
4. The Gregg Reference Manual and Gage Dictionary.

V.   EVALUATION PROCESS/GRADING SYSTEM:

Minute-taking (Assignments):

Students will be evaluated on their ability to record accurate formal
minutes in an acceptable format.   **(5%)**
Students will be evaluated on their ability to record accurate informal
minutes in an acceptable format.   **(10%)**

Minute-taking (Theory Tests):

Students will complete one quiz on minute-taking
theory.   **(10%)**

Conference Planning Techniques/Planning a Student Function:

Students will attend class meetings to plan and host a student function.

Participation/attendance (regular class hours and planning
meetings held outside of class)*   **(20%)**
Preparation of meeting documentation.   **(40%)**
(*To develop teamwork skills, it is important that students attend all regularly scheduled
classes, as well as any classes scheduled outside of the regular class time. A 1 percent
deduction will be applied each time a student is absent (to a maximum of 20 percent.)

Mock Interview Experience:

Students will complete all required interview documentation, and all
documentation must be completed by the deadlines set.
Students are required to attend **both** the interview and debriefing
interview in order to receive the 15 percent.   **(15%)**

- Cover Letter/Envelope
- Resume
- Attendance at out-of-class interview (may be held off-campus)
- Attendance at out-of-class debriefing (may be held off-campus)
- Summary report of experience

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BONUS – A 5% bonus will be assigned to students who, over the course of the semester, have volunteered their time and skills to assist in the hosting of a local event. (To be eligible for the bonus, students must have volunteered their time for a minimum of 5 hours, and documentation (i.e. letter of support) will be required to support the bonus.)

Marking Deductions: (see attached marking grade sheet)

- -5 points for each proofreading, spelling, or major format error.
- -2 points for all other types of errors (alignment problems, minor format errors, run-on sentences, pronoun-contraction errors), etc.
- -½ to –5 points for each punctuation error.

The following semester grades will be assigned to students in postsecondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

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VI.   SPECIAL NOTES:

1.   Special Needs:
      If you are a student with special needs (e.g. physical limitations, visual
      impairments, hearing impairments, or learning disabilities), you are
      encouraged to discuss required accommodations with your instructor
      and/or the Special Needs office. Visit Room E1204 or call Extension 493,
      717, or 491 so that support services can be arranged for you.

2.   Retention of Course Outlines:
      It is the responsibility of the student to retain all course outlines for possible
      future use in acquiring advanced standing at other postsecondary
      institutions.

3.   Plagiarism
      Students should refer to the definition of "academic dishonesty" in *Student
      Rights and Responsibilities*. Students who engage in "academic
      dishonesty" will receive an automatic failure for that submission and/or
      such other penalty, up to and including expulsion from the course, as may
      be decided by the professor. In order to protect students from inadvertent
      plagiarism, to protect the copyright of the material referenced, and to credit
      the author of the material, it is the policy of the department to employ a
      documentation format for referencing source material.

4.   The Professor reserves the right to change the information contained in
      this course outline depending on the needs of the learner and the
      availability of resources.

5.   Substitute course information is available in the Registrar's office.

6.   It is expected that 100 percent of classroom work be completed and
      submitted on time. A late assignment with an attached Extension form will
      be accepted if submitted within 72 hours of the due date and time.
      Twenty-five percent will be deducted from late/incomplete assignments
      automatically. Failure to follow this procedure will result in a zero grade for
      the assignment. (Mock interview documentation will not be accepted
      beyond the assigned due date.)

7.   Students are expected to be present to write all tests during regularly
      scheduled classes. In the event of a failed course grade, a supplementary
      test will be administered at the end of the semester to replace either the
      lowest failed or one missed test.

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8.   Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the instructor who will keep them on file for one year.

9.   Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the student.

10.   A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

11.   All work must be labeled with the student's name and the project information. All work must be submitted in a labeled folder complete with a plastic disk pocket.

12.   Proofreading is an integral part of this course. Marks will be deducted for all proofreading, spelling, grammar, and format errors.

13.   Regular attendance is expected so the professor can observe work and provide guidance as necessary.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.