

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 out-of-class events. Participation and attendance, 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 an event, including preparation of brochures, fliers, registration forms, etc.
- Prepare documentation to support meetings, conferences, and special events, including letters of confirmation, thank-you letters, agendas, programs, name tags, budget summaries, etc.
- 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 75 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 formats.

Potential Elements of the Performance:

- Identify types of organizational and operational meetings and describe reasons why organizations hold meetings.
- Outline the roles and duties of the chair, minute taker and meeting participants.

- Prepare agendas and notices of meetings.
- Describe the role of the minute taker, before the meeting, at the meeting, and following the meeting.
- Identify situations that are enhanced when a meeting is run by parliamentary procedures.
- Outline key elements of parliamentary law.
- Explain what types of information must be recorded in minutes.
- Prepare minutes based on a formal and informal meeting.

This module will constitute 25 percent of the final grade.

III. TOPICS:

1. Conference Planning Strategies/Organizing Student Function(s)
2. Minute-taking Techniques

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. CD-RW or memory stick
2. Manilla file folders – 8 ½" X 11" – (letterhead size only) and file labels.
3. The Gregg Reference Manual and/or The Office Guide
4. Oxford Dictionary

V. EVALUATION PROCESS/GRADING SYSTEM:

Minute-taking (Assignments)

Students will be evaluated on their ability to prepare accurate “formal” and “informal” minutes (including team meeting summaries) in an acceptable format. **(25%)**

Conference Planning Techniques/Planning Student Function(s):

Class Participation/Commitment/Attendance/Teamwork* **(50%)*

- 20% - attendance at events
- 20% - attendance in class
- 5% - peer-based evaluation of teamwork and participation
- 5% - faculty-based evaluation of teamwork and participation

Participation, attendance, contribution, effort, and feedback are essential elements of event planning. To develop teamwork skills, it is important that students actively participate in all classes. Participation includes:

- attending all regularly scheduled classes, as well as any classes, group meetings, or tours/presentations scheduled outside of regular class hours
- arriving on time and prepared
- actively participating in, and contributing to, the class or group discussions and/or activities
- listening to others
- remaining attentive
- staying focused and on track
- making commitments to perform tasks
- completing a fair share of the work
- following through and completing assigned tasks
- acting in a cooperative fashion
- helping promote a climate of trust and mutual respect
- handling conflicts in an open and constructive fashion
- exhibiting positive body language
- displaying respect for others

Students will be allowed one missed class hour before a 2 percent penalty per missed class hour will be enforced.

Note: Any student not in attendance at the planned event(s) will receive an automatic grade of 0 out of 20 for the event participation/attendance component of the course.

Preparation of Meeting Documentation **(25%)**

Depending on the event format, meeting documentation could include preparation of programs, fliers, labels, summary reports, thank-you letters, etc.

BONUS – A 5 percent 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 (as outlined in the Office Administration Detailed Grading Scheme):

- -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 post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject areas.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

Disability Services:

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 professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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/dean. 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.

Course Outline Amendments:

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.

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

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the dean

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment 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.

A CD-RW/memory stick **MUST** be available with the assignment. All work must be submitted in a labelled folder. 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 file will not be an acceptable reason for a late or incomplete assignment.

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

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college E-mail twice daily as a minimum.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. 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 advance credit transfer (advanced standing) should obtain an Application for Advance Credit form from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide a transcript and course outline related to the course in question.