

**COOPERATIVE EDUCATION PROGRAM
ASSIGNMENTS - LEVELS II AND III
(93v, 293v)
Spring 2008**

LEADERSHIP

(detailed information and instructions)

Name _____ Major _____

As a Level II or Level III Co-op student, you have reached a level of competence, proficiency, and experience which has provided you with sufficient background to research and address workplace issues more comprehensively. We also expect that you will demonstrate leadership in the seminar setting. That may include presenting research-type findings, leading group discussions, assisting with or answering questions about assignments, facilitating case study analyses. In lieu of basic case studies, we are offering the following opportunities to meet the course requirements.

ASSIGNMENTS: Besides the assignments which are required, you may choose the others from the selections below or design one yourself. Please check the Per Credit and Grade Requirements for specific details. You will discuss the details with your Co-op Instructor by Week 3 and include your choices, deadlines, and other information on your individual contract.

INFORMATION INTERVIEW: Required for all Level II / III students.

You will interview a person in a supervisory or management position in your organization/company. It must be someone other than your immediate supervisor or manager. We will provide the procedures and format for the interview. Present a summary to your seminar.

HAWAII TOURISM STRATEGIC PLAN ANALYSIS: Required for all Level II and III HOST majors only. See separate guidelines.

INDIVIDUAL CASE STUDY: Option

For a change of pace--think about a conflict, problem or situation from your field site or in your career field. Write a description of it, including all of the necessary details so that the reader will be able to understand clearly what the problem is and can then propose solutions. Make enough copies for your seminar group.

You will present your case study to the seminar and will lead the discussion. In other words, you are now the instructor, taking the students through the problem-solving process. You may use any problem-solving strategies and discussion techniques you have learned in Co-op and other courses to facilitate the class discussion. In other words, you may have students work in groups or call on them, just as the teacher does. You should be prepared to use the Elmo or whiteboard as the discussion progresses. After you are satisfied with the students' responses and discussion, then you can share what actually happened or your own solution.

OBSERVATIONS (select at least 5): Option

Observations provide you with learning opportunities to help you enhance your technical and interpersonal skills. Your observations will also help you to see how other people solve problems or handle situations as well as what employers expect from their employees. Write a 1-page double-spaced description of each observation you select and present a summary to your seminar.

Observation 1: If you recently started a new Co-op job, describe how your co-workers and supervisors made you feel welcome. If you've been on the job for awhile, describe your observations about how your co-workers and supervisor(s) get along with each other.

Observation 2: Describe the communication style of a co-worker who you believe is very effective in his/her job.

Observation 3: Describe how people in your work environment dress and present themselves. Does it depend on their position or other factors? If the workers wear uniforms, is there a difference in "how they wear it?"

Observation 4: Based on your observations of your own supervisor, what qualities and personal characteristics do you believe are important for an effective supervisor to possess?

Observation 5: Based on your observations, what are the expectations of your work site regarding attitude, appearance, and fitness? How are these expectations presented to the employees (in writing; verbally only; never told)?

Observation 6:

Based on your observations, what technology are employees in your workplace or field required to use, operate, be proficient in on a regular basis? What was your proficiency level when you began working there? What training was provided? How did your MCC education prepare you for using the technology?

Observation 7:

Based on your observations, how comprehensive and effective is the training provided to new hires? Is it formal and structured? Is it informal and more of the "OJT" (on-the-job training) type? Who does the training?

Observation 8:

You select a scenario or theme to observe.

SPECIAL TOPICS: Option

The instructor will provide a list of books and/or magazine/newspaper/on-line articles and other resources with instructions. You will write a summary (summaries), including responses to questions, and present the information to your seminar.

BOOKS: You may identify others too.

Welina—Traditional and Contemporary Ways of Welcome and Hospitality by Malcolm Naea Chun.

Working at Warp Speed-The New Rules for Project Success in a Sped-up World by Barry Flicker.

The Three Signs of a Miserable Job (A Fable for Managers and Their Employees) by Patrick Lencioni.

Managing With Aloha by Rosa Say.

Customer Relations & Rapport by Dr. John Forde.

Leadership in Organizations by Ann Cooper.

Business Etiquette & Protocol by Carole Bennett.

Who Moved My Cheese? Or another book from the "Cheese" series by Spencer Johnson.

Fish! Or another book from the "Fish" series by Stephen Lundin.

MAGAZINES/NEWSPAPERS/ON-LINE: You may identify others too.

Hawaii Business

SHRM HR Magazine

Industry specific material/annual reports/newsletters

Career Builder.com

Mau No Ka Oi magazine

Airline in-flight magazines

Pacific Business News