

Hr	Day	Date	Lecture Topic	focus	Deliverables and Due Dates Due by 5PM of Due Day	Discussion Leader	
1	Tu	Jan 9	Introduction to the Course and the "Capstone Project"	capstone		JF	
2	Th	Jan 11	Resume Discussion	employment		JF	
3	Tu	Jan 16	Library Resources & Search Strategies (Optional) <b>MCL 155</b>	capstone	1 – Updated and Current Resume	B. Rozum	
4	Th	Jan 18	Time Management and Time Management Plan Discussion	capstone		JF	
5	Tu	Jan 23	Capstone project details, discussion, and Q&A	capstone	2 – Topic & Outline w/ Time Management Plan	JF	
6	Th	Jan 25	D3 instruction & Capstone project details, & Q&A	both c/e		JF	
7	Tu	Jan 30	Capstone project, discussion, and Q&A	both c/e	3 – Score Sheet & Outline Sections	JF	
8	Th	Feb 1	Presentation Score Sheet, & David Chamorro Presentation	both c/e		Guest	
9	Tu	Feb 6	Student Ice Breaker : 5-7 min to present their Topic	both c/e	4 – Prepared and Completed Icebreaker	Class	
10	Th	Feb 8	D5 Instruction & Capstone project discussion, and Q&A	both c/e		JF	
11	Tu	Feb 13	Applications of Epidemiology and Data Analysis	both c/e	5 – Literature search matched with Outline	SB	
12	Th	Feb 15	Written Communication and Common Problems	both c/e		JF	
	Tu	Feb 20	<b>No Class, Monday Class attends today because of Presidents Day</b>				
13	Th	Feb 22	Health Risks and Cost Considerations	both c/e	Cover Pg, Intro & Description	JF	
14	Tu	Feb 27	Future Employment, Graduate School, and Certification	both c/e		JF	
15	Th	Mar 1	Management of Programs, Projects, and Information	employment	Evaluation	JF	
<b>Spring Break (no class M-F March 5-9, 2018)</b>							
16	Tu	Mar 13	Team Building	employment		JF	
17	Th	Mar 15	Team Building	employment	Adverse Effects and Existing Liability	JF	
18	Tu	Mar 20	Brainstorming and Decision Making	employment		JF	
19	Th	Mar 22	Brainstorming and Decision Making	employment	Control/Intervention	JF	
20	Tu	Mar 27	Employee Benefits	employment		JF	
21	Th	Mar 29	Org Structures, Supervision, and Personnel Evaluations	employment	Benefits, Savings, Conclusion	JF	
22	Tu	Apr 3	Total Money Makeover (Optional)	employment		JF	
23	Th	Apr 5	Total Money Makeover (Optional)	employment	Ex Sum, Search Method/Ref List	JF	
24	Tu	Apr 10	Professional Ethics, Trade Secrets, and Record Privacy	employment		JF	
25	Th	Apr 12	Professional Ethics, Trade Secrets, and Record Privacy	employment		JF	
26	Tu	Apr 17	10:30, 10:55, 11:20	both c/e	Each person will have 25 minutes for their presentation and Q&A Presentation days are 10:30 to 11:50	Class	
27	Th	Apr 19	10:30, 10:55, 11:20,	both c/e		<b>Final version due 5PM Apr 20<sup>th</sup></b>	Class
28	Tu	Apr 24	10:30, 10:55, 11:20,	both c/e	Turn in Paper copies of Lecture Evaluations to John Please Complete Idea Course Evaluations	Class	
29	Th	Apr 26	10:30, 10:55, 11:20,	both c/e	Please Complete Idea Course Evaluations	Class	

Grading for this course will be determined as follows:

15%	"Deliverables" (1, 2, 3, 4, and 5 as shown on schedule above)
15%	Classroom participation (attendance & contributions to discussions)
15%	Culmination of 1 <sup>st</sup> written version scores of the capstone project
35%	Final written version of the Capstone Project
20%	Presentation of the Capstone Project to your audience (role play to class)
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100%	

In order to encourage you to treat this class like a job, punctuality will also be graded: on time = 1 point; 0-5 minutes late = ¾ pt.; > 5 minutes late = ½ pt.; pre-approved absence = ½ pt. **Attendance to student presentations are required:** for presentation days, a preapproved excused absence will be a "0" and an unexcused absence will be assessed "-3pts" for the absence, > 5min late -2, -1 if late.