

ENG 451: Success in the Workplace Course Syllabus

Required text: None.

Credit: 2 undergraduate hours.

Instructors: Sarah Zehr, Ray Price, and Bruce Vojak

Course description: This guided experiential learning course is designed to facilitate a student's successful transition from campus to the workplace. The core concepts of success in the workplace are covered, both business facts and interpersonal / communication insights. Additionally, students are guided through a mentored consideration of the deeper issues in their own workplace, so that they are prepared to understand their environment and make insightful career decisions.

Grading: Online quizzes (multiple choice and true-false questions) following each online session totaling 50% of the final grade and a series of written assignments on workplace insights in the form of a guided project, which is carried out over the course of the term, totaling 50% of the final grade.

Meeting schedule: online/asynchronous on a weekly basis, over the course of the Summer term per the following schedule:

Week	Session	Approximate Minutes of Streaming Video	Topic
1	1	11	"You are always being evaluated"
1	2	21	Internship 101: Success factors & common errors to avoid
1	3	23	Know your audience: The executive's perspective
1	4	13	Know your audience: Communicating with executives
1	Assignment 1		
2	5	17	Strategic issues: Customers
2	6	26	Strategic issues: Marketing
2	7	15	Strategic issues: The concept of strategy
2	8	18	Strategic issues: Business unit strategy as gaining market share
2	9	23	Strategic issues: Basic business unit strategies
2	10	14	Strategic issues: Corporate strategy as exploiting synergies
2	11	12	Strategic issues: Basic corporate strategies
2	Assignment 2		
3	12	22	High performance & high potential Part 1
3	13	21	High performance & high potential Part 2
3	14	25	Emotional intelligence Part 1: Understand & manage yourself
3	15	21	Emotional intelligence Part 2: Understand & relate to others
3	16	18	Initiative: "Blazing trails in the organization's white spaces"
3	17	22	Learning agility: The key to high potential
3	Assignment 3		
4	18	19	Project management: The basics
4	19	14	Project management: Making it happen
4	20	28	Change: Technical, personal, political
4	Assignment 4		
5	21	9	Leadership Part 1: Listen & understand
5	22	8	Leadership Part 2: Will others follow?
5	23	15	Networking: Kelley's guide to "knowing who knows"
5	24	11	Crucial conversations Part 1: Safety
5	25	13	Crucial conversations Part 2: Stories & your path
5	Assignment 5		
6	26	23	Financial issues: Reading an annual report to shareholders
6	27	16	Financial issues: Breakeven analysis
6	28	31	Financial issues: Discounted cash flow basics of time and risk
6	29	12	Financial issues: Discounted cash flow analysis
6	Assignment 6		
7	30	19	Legal issues: Contracts
7	31	16	Legal issues: Negotiation
7	32	22	Legal issues: Intellectual property
7	Assignment 7		
8	33	8	Course wrap-up & summary
8	Assignment 8		

* Each of the 33 sessions is followed by an online quiz.