

## Appendix: Assignment

### MSD 206 Winter 2019 Assignment Instruction

**Follow the instructions below:**

**MSD 206 The Troubled Employee**

**Week 10 Drop Box Assignment**

*Length: 1000-1200 words, or at least 3 pages.*

*Checklist: [MSD206Wk10.checklist.docx](#)*

**Learning objective:**

Analyze a specific "troubled employee" case and apply strategies from each week of the course to an action plan for helping this employee.

**Instructions:**

*The Final paper is due no later than Monday, 11:30 P.M. Make it at least **1000-1200 words** in length. It can be longer, but not shorter. **80 Points***

Choose an issue from the list below, or one that I approve before you complete your paper. Please refer to **each** of the *course lecture notes*, and *text readings* completed this term to find support for your final paper. As you refer to each concept or strategy, be sure to identify which lecture or what page in the text it came from. Use at least one reference for each week of the term (9 weeks), as this project is intended to provide you with a comprehensive review and application of the course material.

**Use the Checklist to be sure you include everything in your paper and to see the points breakdown for each part.**

For your final paper, *select a troubled/problem employee problem from the types that we have discussed in the class*. This is not a resubmission of work you already wrote. Create a **new** scenario based on the problem you selected: attendance, conduct, performance, or another approved topic. Provide a detailed

outline of steps you would take to manage the behavioral concerns. Choose a scenario from any of the following categories:

1. Attendance
2. Conduct
3. Performance
4. Other (preapproved by instructor)

For example, if you select *Anger* (from the text example) and *Conduct*, I will expect a complete step-by-step outline of your action/strategy to manage the situation from beginning to end. Document where you got the ideas for your steps. Be as thorough and detailed as possible – this paper takes the place of a final exam. As this is your final paper in this class, I am expecting a thorough and detailed report that includes:

1. How you will prepare for this conversation;
2. How you will execute your plan;
3. What the dialog will contain
4. Any follow-up steps.

Your paper **must** contain *terminology*, and other specific references to what you have learned in this class. Please use the Classlist to email me if you have questions about the paper and need my assistance. Here is an [MSD 206 final-CaseStudy - example.pdf](#) of a paper that meets all the expectations. ***If you submit your paper a week early, you may have a chance to rewrite if it needs any work!***

- Remember, the key to good writing is to *Be Organized*, and have a *Clear Idea of What you Want to Say!*
  - Make an *Outline* before you start writing.
  - Introduce your topic.
  - Write about your topic and use references and quotes where appropriate.
  - Make a conclusion = What is the "so what?" What do you think?