

# Appendix: Assignment

## MSD 206 Winter 2022 Revised Assignment Instructions,

**Length: 1000-1200 words, or at least 3 pages, double-space with subheadings or you have an option to do a 15 minute PowerPoint video narrative presentation (your choice!)- worth 80 points!**

**Review [Final Presentation Checklist](#). I will be using this checklist to grade your final presentations.**

**Learning objective:**

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

**Instructions:** In detail, include the following:

**Introduction:** *Select a troubled/problem employee problem from the types that we have discussed in the class. This is not a resubmission of the work you already submitted. Create a new scenario based on the problem you selected, such as:*

1. attendance,
2. conduct
3. performance
4. another approved topic.

**Content:** Develop an action plan to include a detailed explanation for each specific step below on how you would manage the behavioral concerns including answers to the following questions:

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?

**Review course lecture notes and text reading. Use at least one reference for each week of the term (9 weeks),** in support of various terms and strategies you use in your paper.

**Conclusion:** Describe in detail, at least one strong paragraph, what you gained from completing your plan. What did you learn from this process? How will this help you as a supervisor or future superior effectively manage employee problems?

**Tips for writing your paper.**

Follow the [Final Presentation Checklist](#) to be sure you include everything in your presentation and to see the points breakdown for each.

An 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:

- How you will prepare for this conversation;
- How you will execute your plan;
- What the dialog will contain--write out a script of what you will say
- 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 presentation a week early, you may have a chance to rewrite it 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?