

Ateneo de Manila University

John Gokongwei School of Management
Department of Leadership & Strategy

L&S 129 - Work Practicum and Career Development

<http://groups.yahoo.com/group/lS129ateneo5>

COURSE SYLLABUS

Summer School Year 2011-2012

Sec.	Facilitator	Email	Room	Schedule
A	Gabriel Ma. J. Lopez (09228110749)	gabby.lopez@gmail.com		9-12 AM Sat

A. Course Description

- Immerses the incoming senior in the corporate jungle where theory and practice on leadership and strategy begin to go hand-in-hand. The student takes a summer job with a minimum of 200 working hours.
- Career development implies lifelong learning and fulfillment in one's work. Lifelong learning is "the development of human potential through a continuously supportive process which stimulates and empowers individuals to acquire all the knowledge, values, skills and understanding they will require throughout their lifetimes and to apply them with confidence, creativity and enjoyment in all roles, circumstances and environments" (Longworth and Davies 1996).
- To plan one's career, the student must first sharpen self-awareness as well as organizational awareness, and focus on the linkages between a job and a career; the career and one's life. One must also sharpen one's financial IQ as well as improve one's EQ to gain better control of ones future.

B. Course Rationale

- The course enables students to discover whether they share the company's vision and goals, enabling them to link the job with a career and the career with life, and compare how other students cope with the challenges and difficulties of various other jobs.
- It also allows students to gain a financial head start in attaining great wealth; and embark on a lifelong learning process, a basis for a distinct competitive advantage

C. Course Objectives

At the end of the course, students should have a deeper and more reflective understanding of the context within which they pursue their career and goals in life. Specifically, they are expected to:

1. Appreciate the nuances of their job and the relation and contribution it may have to the objectives and strategy of the team, unit, department or function they are assigned to as well as to the overall corporate mission, vision, objectives and strategy.
2. Be aware of the many different geniuses people have and find their own genius, develop it and continually enrich it to embark on a lifelong learning process.
3. Sharpen their ability to make finer distinctions, for example, between an asset and a liability, a good and bad investment or debt, and the *four quadrants*.
4. Discover and develop several winning formulas they would need for success in their career and in life.

D. Course Outline & Timeframe

Parts	Topics
1 st Week April 16	A BIG WARM WELCOME TO EVERYONE <ul style="list-style-type: none">• Introduction & Course Overview / Class requirements and guidelines• Group discussion (expectations and goals) / Lecture on Career Development
2 nd Week April 30	Overview of Good to Great / The Three Circles of the Hedgehog Concept Overview of Rich Kid Smart Kid / Finding my Genius & Winning Formulas
3 rd Week May 7	Overview of Cashflow Quadrant / Cashflow 101: Rules of the Game, Cash Flow 101, Learning by playing
4 th Week May 14	Overview: The 5 Disciplines of the Learning Organization / Career as a Vocation
5 th Week May 21	INTEGRATION: Course Summary/Evaluation / Group Presentations – 5 Winning Formulas

E. Readings (Excerpts from the following books)

1. **Rich Kid Smart Kid. Giving Your Child a Financial Head Start.** Dr. Robert T. Kiyosaki with Sharon L. Lechter. Warner Books. 2001
2. **The Fifth Discipline: The Art and Practice of the Learning Organization.** Peter M. Senge. Currency Doubleday. 1990.
3. **Good to Great. Why some companies make the leap... and others don't.** Jim Collins. Random House 2001.
4. **Cashflow Quadrant: Employee, Self-employed, Business Owner, or Investor... Which is the Best Quadrant for You?** Dr. Robert T. Kiyosaki with Sharon L. Lechter. Warner Books 1999.
5. **Calling, New Careers and Spirituality: A Reflective Perspective of Organizational Leaders and Professionals.** Joseph Weiss, Michael Skelley, Douglas Hall and John Haughey, S.J. (from the Internet)

F. Course Requirements (details to be given later):

- 1st Reflection Paper: My Genius and My Passion (due April 24)
- 2nd Reflection paper: Cashflow 101 and My Financial IQ (due May 8)
- 3rd Reflection paper: My Company, My Job, My Career and Vocation (due May 22)
- Group Presentation: 5 Winning Formulas (May 212)
- Certifications and Performance Appraisal (after your work practicum)
 - 1) Certification from employer (company letterhead) of completion of 200-hour work practicum
 - 2) Your Job Description (company letterhead) noted by your supervisor or by an officer in your unit/department or in the Personnel or HR Department.
 - 3) Performance appraisal signed by your supervisor in a sealed envelope.

G. Grading System

• 1st Reflection Paper	10%
• 2nd Reflection Paper	10%
• 3rd Reflection Paper	30%
• Group Presentation	10%
• Performance Appraisal*	30%
• Class Participation	10%
Total	100%

*To be submitted by one's superior or the officer in charge of the training program. Your grade here may be calibrated, i.e. adjusted depending on the responsibility assigned to you. A student with a very challenging job who does not get perfect in his/her appraisal may still get a higher grade in this criterion than a student who gets a perfect appraisal in a very simple job.

Grade Conversion for Final Marks

Final Mark	Numerical Equivalent	Quality Point Equivalent
A	92-100	3.76 to 4.00
B+	87-91	3.31-3.75
B	83-86	2.81-3.30
C+	79-82	2.31-2.80
C	76-78	1.81-2.30
D	70-75	1.00-1.80
F	Below 70	Below 1.0
W	Overcut	Overcut

H. Consultation Hours: Monday to Friday by appointment / Saturday 8-9 am before class

- I. Policy on Dishonesty:** The Student Handbook emphasizes that dishonesty runs counter to the very essence of the Ateneo de Manila University as an educational institution and all cases involving dishonesty will be treated as major cases. Dishonesty includes intellectual dishonesty (passing off someone's work as one's own) and falsifying or tampering with documents (e.g. certifications submitted by the student for this class)..