

MORAVIAN COLLEGE

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| COURSE: | MGMT 290: Happiness & Flow in the Workplace Fall 2015 |
| TIME/DAY: | M & W 1:10-2:20PM |
| LOCATION: | Comenius Hall 201 -- <i>Be There!</i> |
| INSTRUCTOR: | Katie P. Desiderio, MBA, Ph.D. |
| E-MAIL: | desideriok@moravian.edu |
| OFFICE: | Comenius Hall 202 ~ come visit me! |
| HOURS: | WED. 10AM-NOON, TUES/THURS. 2:30-3:30PM & <i>BY APPOINTMENT</i> |

REQUIRED TEXT:

Achor, S. (2010). *The Happiness Advantage*. New York, NY: Random House.

ISBN 978-0-307-59154-8

Lundin, S.C., Paul, H., & Christensen, J. (2000). *Fish! For Life*. New York, NY: Hyperion.

ISBN 978-1-401300715

MISSION RELEVANCE: In this course, students will learn *how to learn* and apply effective management, organizational behavior and leadership concepts to the world of work. Examples of current organizational behavior and leadership opportunities will be reviewed as a basis for learning *how* and *why* to connect theories learned to practice. An awareness of the dynamic environment of work, specifically understanding *the people*, will better prepare the student for a successful career. Learning will occur through reading, writing, deep reflection, and experience(s), hence the instructor will mostly serve as a facilitator of learning how to learn – not just a lecturer or test-giver.

COURSE DESCRIPTION: By enrolling in this course, you have taken a step to invest in your own happiness! Using Blanchard and Thacker's human performance formula, $P = \sum (M * A * E)$, as the theoretical framework to guide this course, together we will explore happiness in our individual lives in the context of optimizing performance using flow theory. We will explore ways of thinking, reactions to our readings, self-reflection, and how to express responses in an analytical and thoughtful way. In an effort to create awareness for our own happiness, we must understand the cultural implications that stimulate our lives. Discovering the FISH! philosophy, as a way of life, will encourage our learning in terms of how we affect the happiness of others, too! "Habits are life financial capital - forming one today is an investment that will automatically give out returns for years to come" (Archer, 2010, p.148).

STUDENT LEARNING OBJECTIVES:

LIBERAL ARTS:

1. To appreciate how a liberal arts education, at Moravian College, can enhance your life and prepare you for the future
2. To collaborate with faculty, students, staff, and alumni to fully engage with the College community
3. To live and work with personal and academic integrity
4. To practice writing as a way of thinking while constructing new knowledge in the *process*
5. To appreciate how success in writing lies in attention to the *process* as much as in the form of the final product – you will experience the power of collaboration as part of that process
6. To enhance your ability to read critically and comprehensively to synthesize ideas from sources with your own ideas
7. To enhance written expression and communication through the use of formal and informal writing as tools for learning



ORGANIZATIONAL BEHAVIOR & LEADERSHIP:

1. To recall the performance formula and understand this as a theoretical framework to manage your performance
2. To identify the areas in which you can realistically invest in your subjective happiness through practice of assigned action plans and wellness campaign
3. To recall the four principles of the FISH! philosophy and be able to effectively employ them
4. To integrate technology, media, and interpersonal competencies to effectively communicate to the class and professionals.
5. To work, in partnership with the Center for Career & Civic Engagement, Institutional Advancement, & alumni, to plan, organize, lead, and control an alumni networking event

COURSE PROCEDURES: Learning is most effective when the students are *actively* involved and responsible for the experience. The major approach to gaining mastery in writing will be individual study, reflection, and teamwork combined with class discussions and sharing of ideas, discoveries, and reports. This is your class—your learning experience. Make the most of it by:

1. Reading **all** assignments prior to class
2. Coming to class prepared to actively engage in our class learning & discussions
3. Utilizing ALL resources (online, human, writing center, library...) available to you
4. Being respectful (in this collaborative learning environment)
5. Attending and fully participating in this class (workshops, discussions, G+ community...)
6. Completing all assignments, which involve opinion generation, analysis, observation and research
7. Maintaining and sharing your work with the class
8. Employing the FISH! philosophy principles in our classroom and beyond

COURSE ACTIVITIES TO MEET OBJECTIVES: The student will read the textbooks and understand the material presented through class discussions, presentations, group discussions, exercises, ASKING QUESTIONS, as well as through a series of writing assignments. In order to fully meet the course objectives, YOU MUST BE FULLY PRESENT IN CLASS!

ATTENDANCE: Students demonstrate their responsibility in the regularity and punctuality of their attendance. Please plan to arrive on time and remain the entire class period. Leaving class early will constitute an absence. As part of this policy, 3 days tardy constitutes 1 absence. Absences due to illness or other reasonable causes may entitle the student to make up missed work if communicated to course facilitator. Absences beyond 3 *for exceptional reasons* may be excused only upon presentation of a letter from a physician or other acceptable documentation. If the number of absences exceeds 3, the student’s grade will be lowered by one letter with NO EXCEPTIONS. If the absences exceed 6 in a semester, the student will be issued an “F” for the course. YOU are responsible for all information, assignments, revisions, announcements, and etcetera. Arrange for a few peers, that you can rely on, to assist you in the case of your absence. **ATTENDANCE IS MANDATORY ☺**

GRADING: You will have the opportunity to demonstrate your learning through scheduled assignments, active participation, exercises, and projects. Students will be assessed both qualitatively and quantitatively in this class. **Excessive absences will lower your final grade evaluation.** In addition, expect a penalty of one half a letter grade per day for late assignments.

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| Energy, Ideas, Buzz, & Engagement in class | 20% |
| Reading, Discourse, & Quizzes | 20% |
| # HappyHounds Project | 20% |
| Happiness Investment Portfolio | 20% |
| Community Networking Project | <u>20%</u> |
| | 100% |



GRADING SCHEDULE:

Grades will be determined as follows:

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| Superior Achievement | A (4.0) | 93-100 | Attention Students! * You are responsible for your grades and are encouraged to question every aspect of your grade and/or performance throughout the course of the semester. |
| Great Performance | A- (3.67) | 90-92.9 | |
| Very Good Work | B+ (3.33) | 86-89.9 | |
| Good Work | B (3.0) | 80-85.9 | |
| Above Average | C+ (2.33) | 76-79.9 | |
| Average Performance | C (2.0) | 70-75.9 | |
| Below Average | D (1.0) | 60-69.9 | |
| Failure | F (0.0) | 59.9 & below | |

DEFINITION OF ASSIGNMENTS: Your work is a reflection of your commitment to this learning adventure and you are all capable of great things! Take pride in your work, but most of all take the time to have fun and enjoy challenging yourself. All exercises must be typed, proofread, and delivered on or before the due date. As per the instructor’s direction, delivery may be posted to the designated forum on blackboard or via e-mail attachment as a Word document. *Please use a left justified header with your name, exercise name, course #, and date unless otherwise specified.*

◆ **ENERGY, IDEAS, BUZZ & ENGAGEMENT**

- **CREATIVE & EXPLORATORY EXERCISES:** In an effort to enhance your understanding of the components included in writing, be prepared to use writing to explore your reactions to both contemplated and learned materials. You will be reacting to scenarios, readings, as well as to peer-work. You will use writing to explore your thinking, feeling, and learning. These informal exercises will also serve as formative assessments (identifying the areas that you and I can take action on to improve both instruction and learning) for our class. This involves observations and perceptions, which will ultimately inform your writing – all very exciting!
- **FISH! BUZZ WITH DR. D.:** As a value-add to build on our class discussions, you will contribute to our learning environment by sharing interesting, effective, ineffective, and stimulating “buzz” pertaining to employee happiness, flow theory, and the FISH! Philosophy. **Each week**, you will share personal and professional reactions to your findings as well as those discussed in class. Your goal is to watch the news, listen to the radio, read relevant journals and/or magazines, and surf the web for the latest and greatest employee happiness, flow theory, and FISH! buzz – using progressive critical examination as your learning increases. *Hint: set a Google alert for related buzzwords! Please share buzz* pertaining to topics (of your choice) that we are covering each week for discussion. You can earn up to 10 stars for each of the 10 weeks we will cover chapter material. *Note: you cannot earn more than one star per week. 1 star = 10pts.*

◆ **READING, DISCOURSE & QUIZZES:** You are responsible to read, recall, discuss, reflect, connect, examine, create, and justify all readings assigned in this course. Together, we will shape our map(s) of the world [knowledge] to better inform our decision-making process. Be prepared to transform raw data into meaningful information where we will contextualize the information into knowledge and eventually build our understanding of not only *how* we do things, but *why* we do them!

◆ **#HAPPYHOUNDS PROJECT:** What is the purpose of learning if we don’t learn how to learn? As developing learners, we will share, reflect, and contemplate our learning and apply suitable concepts to the Moravian College community. We will gather data through observation and feedback on the impact of our work in developing #HappyHounds. So, too, we will further reflect on why this matters for people in the world of work. Let’s explore the opportunities for a wellness campaign, community



gardening, #HappyHounds on social media, celebrating our community members with MoPaws (<http://www.moravian.edu/about/mopaw>) and altruistic behaviors on campus. Who is excited?!

- ◆ **HAPPINESS INVESTMENT PORTFOLIO:** After reading each chapter in Part 2 and Part 3 of the Happiness Advantage text, you will complete a *happiness action plan* for each in an effort to enhance your learning (action plan prompts will be handed out to you). In order to holistically develop your skills as a student learner and aspiring professional, it is imperative that your experiences extend beyond the classroom. Get ready to explore your (good and bad) habits, create new habits, practice FISH, and serve as a change agent in the Moravian College community! ☺
- ❖ **COMMUNITY ENGAGEMENT PROJECT:** Congratulations! You have been hired by Moravian College to contribute to the mission of the College:

Moravian College's liberal arts education prepares each individual for a reflective life, fulfilling careers, and transformative leadership in a world of change.

And our vision:

Moravian College will challenge each individual, at all stages of life, with a revolutionary professional educational experience embedded within and strengthened by a liberal arts education in the service of self and community.

Included in this are the 4 essential functions of management (Planning, Organizing, Leading, and Controlling). For the second year, we have partnered with the Center for Career and Civic Engagement and Institutional Advancement to explore ways to embrace our alumni while concurrently implementing a student-focused event! Even more, YOU will be a behind-the-scenes contributor of making this event a success! Wait, there is more. This is an exhilarating year to be a HOUND and we are presented the opportunity to embrace our ability to leave our mark at Moravian College. Are you excited yet?

In an effort to holistically develop your skills, as a student learner and aspiring professional, it is imperative that your experiences extend beyond the classroom. Our class will fully engage in this partnership with Dean Saul, Pat Hanna, and Julia Gasdaska where your efforts will inform your direction. Don't take this College for granted -- start learning more about how you can impact the lives of current and future students by understanding and appreciating what it means to be a Hound: <http://www.moravian.edu/strategicplan>.

- **TASK.** The experiential-learning venture involves having students enrolled in this class partner with the Center for Career and Civic Engagement and Institutional Advancement from August through December 2015 in partial fulfillment of this course. Each student is responsible for fully engaging in this partnership. In an effort to fully enhance your experience, we will meet our community partners regularly. You will plan, organize, and lead a *Day with Alumni* event on November 11, 2015. Please note that you will be working on this hands-on learning experience for the entire semester.
- **ROLE AND AUDIENCE.** Based on our learnings in class, students will be asked to explore concepts of engagement in this real world applied learning experience. The learning venture will be an environment that enhances your knowledge while developing critical thinking skills that will drive the creation of a comprehensive, management-focused alumni-networking event. What a great opportunity for us!
 - ❖ $\text{Performance} = \sum(\text{Motivation} * \text{Ability} * \text{Environment})$
- **WEEKLY COMMUNICATION(S).** Each team-member is responsible for contributing to the weekly, out-of-class, meetings with your assigned teams. You will explore themes, alternative approaches, and new perspectives to make this the very best event possible! Be prepared to work with



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community members, to communicate with key stakeholders (Alumni, Faculty, Staff, Students...), to evaluate, give and receive peer and instructor feedback and, of course, to discuss learnings prior to the special networking event on Wednesday, November 11th. In fact, our goal is to create an independent, peer-supported learning environment for sharing struggles and insights, heights and depths, and learning through our mutual adventure. Please be prepared to formally present your progress over the course of the semester.

- **EXPECTATIONS ABOUT THE PROCESS.** Did you know that **learning is a process**? “If the process is sound, the product will take care of itself” (W. Zinsser).

- ◆ **MGMT 290** will be responsible for working in partnership with Dean Amy Saul, Pat Hanna, and Julia Gasdaska to plan, organize, and lead an Economics & Business professional panel & networking event. We will have special teams of students in place that will be working together to bring this event to fruition.

Students enrolled in MGMT 290 will be working on our 2nd annual *Day with Alumni* event that will engage distinguished alumni for **two panel discussions** and a networking lunch during the day of the Bethlehem networking event (previously called Coffee & Connections) on November 11th. This class is tasked with launching this event in terms of planning, organizing, leading and controlling this exciting networking experience. Each team will have duties that, together, will result in the launch of this special *Day with Alumni*; all students will consider the logistics, promotional efforts, planning a networking lunch, parking, registration, and involving/engaging the key stakeholders in the Moravian community to make this event as meaningful and engaging as it should be. Please note that there will be two panel sessions (Panel A will run from 1:10-2:20PM and Panel B will run from 4:00-5:10PM). All students enrolled in MGMT 290 will be invited to the networking lunch.

Teams will consist of:

- **PANEL A LOGISTICS TEAM (4-5 STUDENTS)**
 - Responsible for room set up, name tags, welcome gifts, parking, registration, welcome address, panel discussion focus, moderator
- **PANEL B LOGISTICS TEAM (4-5 STUDENTS)**
 - Responsible for room set up, name tags, welcome gifts, parking, registration, welcome address, panel discussion focus, moderator
- **NETWORKING LUNCH TEAM (4-5 STUDENTS)**
 - Responsible for menus, headcount, swipes, welcome address, hospitality suite, organizing alumni guests, discussion focus
- **MARKETING & PROMOTIONS TEAM (4-5 STUDENTS)**
 - Both panel sessions will be open to all students who are majoring/minoring in Economics & Business. Additionally part of the *Day with Alumni* includes the Bethlehem Alumni Networking event that evening. How will you engage your peers to attend both? Strong attendance will be up to you!
- **ALUMNI ENGAGEMENT TEAM (4-5 STUDENTS)**
 - Responsible for connecting with our alumni guests, preparing an itinerary for the day, introductions of alumni including bios, scheduled downtime, follow-up thank you cards signed by students...
- **PROJECT MANAGEMENT TEAM (5 STUDENTS)**—each project manager will oversee a team to ensure all efforts align with intended direction and outcome(s) of assignment while concurrently working together to ensure overall team synergy. Please ensure goals are legal, safe, and SMART (specific, measurable, attainable, realistic, and timely). Please work with campus safety to ensure your direction and final plan is sound. You will also encourage **PLAY!** as this is going to be nothing short of fun learning. ☺



At the end of the semester, students will prepare a final presentation (e.g., wix, prezi, google slides may be used, but powerpoint is not permitted) that communicates your exploration of this experience **using an OB engagement lens**. Using resources such as the required texts, class discussions, and articles shared by peers, observations, and interviews, this project is to be professionally developed and delivered.

- o **CRITERIA FOR EVALUATION.** The final product will be graded holistically with a single letter grade, as per the grading schedule listed in this syllabus. An ‘A’ final project meets all the criteria for this assignment. **Student(s) will show an understanding of the key concepts learned in this class by synthesizing what has been learned in class with the experiential-learning venture.** The final presentation will be organized, well written, fully developed and will be free of ambiguity, grammatical and mechanical errors. This will be a professional communication to the class of your semester long experience.
 - ❖ Representatives from the College, including Dean Amy Saul, Pat Hanna, and Julia Gasdaska will be invited to attend; professional delivery and attire are required! All components of the project will be submitted to the professor on or before the designated due date.

The experiential-learning venture is the culmination of your learning, thinking, problem solving, and executions. The experience **should be** exciting, frustrating, fun, difficult, and an excellent learning adventure. *Be certain to reference specific learnings from class, concepts discussed, and material covered in class in your work. It will be fascinating to reflect back on what you have learned!!*

THIS EXPERIENCE IS A PERFECT CANDIDATE FOR INCLUSION IN YOUR LEARNING PORTFOLIO.

ASSESSMENTS: In addition to summative assessment tools, (exercises, which include Google +community assignments, completed projects, and completed presentations) we also will be engaging in formative assessment techniques (identifying the areas that you and I can take action on to improve both instruction and learning). **Together**, you and I will share responsibility for creating and maintaining a supportive, exciting learning environment in our classroom!

The writing projects, discussions, exercises, and presentations are opportunities for you to enhance your conceptual and practical skills. They are also opportunities to develop and enhance your written and oral communication skills. You will participate in workshops and peer-group meetings to evaluate and revise assignments and develop strategy. Both the exercises and the investigative proposal will require out-of-class meetings.

- ❖ Please use a word processor program for all assignments and keep your personal copy on file. All members of this class should have a personal copy of all individual and team-based assignments for their portfolio.

RESOURCES:

1. Library Materials include (but are not limited to):

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| <i>Human Performance</i> | <i>Journal of Organizational Behavior</i> |
| <i>Journal of Happiness Studies</i> | <i>Journal of ethics</i> |
| <i>Journal of Behavioral Studies in Business</i> | <i>Wall Street Journal</i> |
| <i>Journal of behavioral and applied management</i> | <i>New York Times</i> |
| <i>Culture and Society: Journal of Social Research</i> | <i>Journal of business ethics</i> |
| <i>Journal of gender, race and justice</i> | <i>Organizational Behavior & Human Performance</i> |
| <i>Journal of business and psychology</i> | <i>Leadership Excellence</i> |
| <i>Business Performance Management</i> | <i>Leadership Quarterly</i> |



- Most of the listed journals are not available in hard copy in the Reeves Library but are available on-line or through inter-library loan. The Reeves Library Web site can be accessed at <http://home.moravian.edu/public/reeves/>. EbscoHost and Lexis-Nexis are excellent resources and bibliographic instruction is available upon request.
- 2. WEB Materials: Resources are available for APA formatting – please use them. One helpful URL is: <http://owl.english.purdue.edu/owl/resource/560/01/> (*Hint: bookmark address*)
- 3. The MORAVIAN COLLEGE WRITING CENTER is an excellent resource. The Writing Center is located on the 2nd floor of Zinzendorf and the phone number is 610.861.1592. Become a regular visitor to the writing center, as it is a great tool readily available to you!
- 4. The MORAVIAN OFFICE OF LEARNING SERVICES is another great resource available to ALL students; the center exists so that any student (not just those who are struggling) can work with a learning support professional in order to improve his/her academic performance. A series of support workshops that focus on many academic skills and strategies useful for students at any stage in their academic career are offered. This office also supports students who wish to request accommodations in this class for a documented disability.
 - Students who wish to request accommodations in this class for a disability should contact Ms. Elaine Mara, Assistant Director of Academic & Disability Support, located on the first floor of Monocacy Hall (extension 1401). Accommodations cannot be provided until authorization is received from the Academic Support Center. The Counseling Center is located at 1307 Main Street, 610-861-1510. Please refer to the Moravian College Student Handbook under Academic Resources for more information.
- 5. The MORAVIAN CENTER FOR CAREER & CIVIC ENGAGEMENT is a fabulous resource to you, as a student of Moravian College. Please take the opportunity to visit the Center in *the HUB* or on the web at: <http://home.moravian.edu/public/career/>.
- 6. **I AM ONE OF YOUR RESOURCES** so please contact me at any time to arrange a personal, telephone or video conference. PLEASE SEE ME AS SOON AS POSSIBLE IF YOU ARE HAVING ANY DIFFICULTIES AND, OF COURSE, TO SHARE AHA! MOMENTS. **QUESTIONS ARE ENCOURAGED ☺**

DISABILITY STATEMENT: Moravian College encourages persons with disabilities to participate in its courses, programs, and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the course instructor.

MIDDLE STATES ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS ACCREDITATION: The Middle States Commission on Higher Education accredits Moravian College based on an evaluation of the school as a whole rather than on just one program; this designation acknowledges our commitment to educational excellence.

ACBSP ACCREDITATION: The ACBSP Board of Commissioners awarded accreditation to Moravian College's undergraduate majors in accounting, management, and economics. ACBSP accreditation was also achieved by Moravian College's Master of Business (MBA) and Master of Science in Human Resource Management (MSHRM) degrees. Founded in 1988, ACBSP is a leading specialized business accreditation association committed to advancing excellence in business education worldwide, emphasizing quality in teaching and learning. ACBSP was the first business accreditation association to be recognized by the Council for Higher Education Accreditation.

STATEMENT ON ACADEMIC INTEGRITY: Moravian College exists to educate our students. Since Moravian is a community whose purpose is the pursuit of knowledge and holistic development, the entire campus is committed to the principles of academic integrity and honesty.



In our class, academic integrity is the responsibility of everyone – students and teacher. We are responsible for honest effort in the pursuit of knowledge. In taking this class you are responsible for attending class, being alert in class, completing all assignments to the best of your ability, contributing to a nurturing learning environment both in and out of class, and researching and studying with the spirit of discovery and competence building. I am your resource person in this endeavor and I am always willing to work with you.

CLASSROOM ETHICS: We are all expected to respect the learning environment of others; supportive, constructive comments are encouraged and humor is welcome. Harassment, cheating¹, plagiarism², and other similar behaviors will not be tolerated. Anyone who engages in such behavior may be removed from the class and earn a grade of 0 for the course.

¹ In this class, cheating is defined as intentionally using or attempting to use the words, ideas, or answers of another student or using unauthorized materials in any academic exercise. Please protect your work from unauthorized use.

² In this class, plagiarism is using the words or ideas of another without clearly acknowledging the source of that information. To avoid plagiarism, you must give credit or give a citation whenever you use another person's idea, opinion, or theory or use facts, statistics, graphs, drawings, and/or quotations.

TECHNOLOGY POLICY: To provide an optimum environment for learning, responsible use of technology while in the classroom is mandatory. Please refrain from text messaging, checking email or searching the web during class time. Additionally, your technology devices are to be off your desks while taking quizzes and exams.


Ushindi Kujiamini Timu Oyee” * Faith within Yourself Completes the Victory



HAPPINESS & FLOW IN THE WORKPLACE CLASS SCHEDULE



(SUBJECT TO CHANGE)

NOTE: PLEASE COME PREPARED TO DISCUSS *BUZZ WITH DR D.* IN EACH CLASS MEETING -- EACH DAY WE SPEND TOGETHER WILL START WITH YOU!

| GATHERING DATE | THEME | READINGS & ASSIGNMENTS |
|----------------|---|--|
| AUGUST 31 | Introductions | <p>★ Mindfulness Exercises Begin! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection.</p> <p>★ Form project teams (happiness discourse team & community engagement project team)</p> <p>★ Join Google + community</p> <p style="text-align: center;">READ (for next class):</p> <p>A. Happiness Advantage (HA): Part One pg. 3-33 (bring 5 points for further discussion and be ready for a quiz!)</p> <p>B. FISH! – the entire book is to be read by Sept. 7th for quiz!</p> |
| SEPTEMBER 2 | HAPPINESS WORKSHOP! | <p>★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection.</p> <p>★ Discuss HA Part One pg. 3-33</p> <p style="text-align: center;">READ (for next class):</p> <p>A. FISH! A Proven Way to Boost Morale and Improve Results <i>Note: You should have the entire FISH! book read before class on Mon (7th) for our quiz ☺</i></p> <p style="text-align: center;"><i>Special Guests: Dean Saul, Pat Hanna & Julia Gasdaska</i></p> |
| 7 | <p>HAPPY LABOR DAY!</p>  | <p>★ Mindfulness Exercises Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection.</p> <p>★ Discuss FISH!</p> <p>★ [Always] be prepared for a quiz!</p> <p style="text-align: center;">READ (for 9.14.15):</p> <p>A. HA: pg. 37-61 (Principle #1: Happiness Advantage)</p> <p>B. Complete Action Plan 1: Happiness Advantage (3 days – will discuss on 9.14.15)</p> <p><i>Note: You should have Action Plan #1 completed for class on 9.14</i></p> |
| 9 | FISH! & HAPPINESS WORKSHOP! | <p>★ Mindfulness Exercises Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection.</p> <p>★ Discuss FISH!</p> <p>★ [Always] be prepared for a quiz!</p> <p style="text-align: center;">READ (for next class):</p> <p>A. HA: pg. 37-61 (Principle #1: Happiness Advantage)</p> <p>B. Complete Action Plan 1: Happiness Advantage (will discuss on 9.14.15)</p> <p><i>Note: You should have Action Plan #1 completed for class on 9.14</i></p> |
| 13 | <p style="color: red; font-weight: bold;">NATIONAL POSITIVE THINKING DAY!</p> | REFLECT AND TAKE ACTION! |
| 14 | HAPPINESS WORKSHOP! | <p>★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection.</p> |


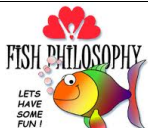


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| | <i>Happiness Discourse Team Leaders</i> | <ul style="list-style-type: none"> ★ Discuss HA Principle #1 reading ★ Review completed Action Plan #1 (bring to class) ★ [Always] be prepared for a quiz! <p style="text-align: center;">READ (for 9.21.15):</p> <ul style="list-style-type: none"> A. HA: pg. 62-86 (Principle #2: Fulcrum & Lever) B. Complete Action Plan 2: Flow |
| 16 | FISH! workshop – LET’S PLAY! | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection, |
| 21 | <p style="text-align: center;">WORLD GRATITUDE DAY!</p> <p style="text-align: center;"><i>Happiness Discourse Team Leaders</i></p> | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Discuss HA: pg. 62-86 (Principle #2: Fulcrum & Lever) ★ Review completed Action Plan 2: Flow ★ [Always] be prepared for a quiz! <p style="text-align: center;">READ (for 9.28.15):</p> <ul style="list-style-type: none"> A. HA: pg. 87-104 (Principle #3: Tetris Effect) B. Complete Action Plan 3: Make Stress Work for You |
| 23 | | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Special guest: Ryan Mancini, Product Manager Aesculap, Inc. www.aesculapusa.com |
| 28 | <p style="text-align: center;">NATIONAL GOOD NEIGHBOR DAY! #MYMOPAW</p> <p style="text-align: center;"><i>Happiness Discourse Team Leaders</i></p> | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Discuss HA: pg. 87-104 (Principle #3: Tetris Effect) ★ Review completed Action Plan 3: Make Stress Work for You ★ [Always] be prepared for a quiz! <p style="text-align: center;">READ (for 10.5.15):</p> <ul style="list-style-type: none"> A. HA: pg. 105-127 (Principle #4: Falling Up) B. Complete Action Plan 4: Celebrate Your People! C. Use MoPaws and FISH! ecards: http://www.charthouse.com/ecards.aspx?nodeid=7183 D. Create a Wikipedia entry on MoPaws #MyMoPaw |
| 30 | | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. |
| OCTOBER 2 | WORLD SMILE DAY! | REFLECT AND TAKE ACTION! |
| 5 | <p style="text-align: center;">DO SOMETHING NICE DAY!</p> <p style="text-align: center;"><i>Happiness Discourse Team Leaders</i></p> | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Discuss HA: pg. 105-127 (Principle #4: Falling Up) ★ Review completed Action Plan 4: Celebrate Your People! ★ Share MoPaws and FISH! Ecard celebrations <p style="text-align: center;">READ (for 10.19.15):</p> <ul style="list-style-type: none"> A. HA: pg. 128- 144 (Principle #5: Zorro Circle) B. Complete Action Plan 5: Regaining Control |
| 7 |   | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. |



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| 12 |  | Fall Break! NO CLASS -- Try to have fun without us! |
| 14 | NATIONAL DESSERT DAY! | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. |
| 19 | EVALUATE YOUR LIFE DAY! <i>Happiness Discourse Team Leaders</i> | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Discuss HA: pg. 128- 144 (Principle #5: Zorro Circle) ★ Review completed Action Plan 5: Regaining Control ★ [Always] be prepared for a quiz! READ (for 10.26.15): A. HA: pg. 145-170 (Principle #6: 20 second rule) B. Complete Action Plan 6: 20-second rule |
| 21 | G+ Workshop | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. FISH! Workshop – PLAY WITH SOME IDEAS! |
| 24 | MAKE A DIFFERENCE DAY! | REFLECT AND TAKE ACTION! |
| 26 | <i>Happiness Discourse Team Leaders</i> | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Discuss HA: pg. 145-170 (Principle #6: 20 second rule) ★ Review completed Action Plan 6: 20-second rule ★ [Always] be prepared for a quiz! READ (for 11.2.15): A. HA: pg. 171-196 (Principle #7: Social Investment) B. Complete Action Plan 7: Social Investment |
| 28 |  | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. |
| NOVEMBER 2 | <i>Happiness Discourse Team Leaders</i> | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Discuss HA: pg. 171-196 (Principle #7: Social Investment) ★ Review completed Action Plan 7: Social Investment ★ [Always] be prepared for a quiz! COMPLETE (for 11.9.15): A. Complete Action Plan 8: Mirror Neurons |
| 4 | | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. |
| 9 | CHAOS NEVER DIES DAY! <i>Happiness Discourse Team Leaders</i> | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Review completed Action Plan 8: Mirror Neurons ★ INTRODUCE CHAOS THEORY ★ [Always] be prepared for a quiz! READ (for 11.18.15) A. HA: pg. 199-210 (The Ripple Effect) B. Complete Action Plan 9: Toxic Employees |



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| 11 | COMMUNITY NETWORKING EVENT! | Welcome Moravian College Alumni! |
| 13 | WORLD KINDNESS DAY! | REFLECT AND TAKE ACTION! |
| 16 | | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Community Networking Debrief |
| 18 | <i>Happiness Discourse Team Leaders</i> | <ul style="list-style-type: none"> ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. ★ Discuss HA: pg. 199-210 (The Ripple Effect) ★ Review completed Action Plan 9: Toxic Employees |
| 23 | | ★ Mindfulness Exercises! Watch your breath go in and out for 2 minutes to quiet your mind. Record your reflection. |
| 25 | HAPPY THANKSGIVING – COUNT YOUR BLESSINGS DAY! | NO CLASS -- enjoy quality time with the people who make your heart smile! |
| 30 | | PRESENTATIONS! ☺ |
| DECEMBER 2 | | PRESENTATIONS! ☺ |
| 7 | LETTER WRITING DAY! | PRESENTATIONS! ☺ |
| 9 | NATIONAL HOLIDAY CARD MAKING DAY! | PRESENTATIONS! ☺ |
| 10-15 | FINAL EXAMS | |

* Please note that the contents of this syllabus are subject to change.

PLEASE SEE ADDITIONAL RESOURCES IN THE APPENDICES!



CENTER FOR CAREER AND CIVIC ENGAGEMENT FALL EVENTS CALENDAR

SEPT 1 **OPEN HOUSE**
11:00-1:00PM - Center for Career and Civic Engagement
Come and join us as we celebrate the renaming of our office and meet our new Director of Civic Engagement and Assistant Director of Career Development for Experiential Learning!

SEPT 10 **HOW TO CREATE A RESUME WORKSHOP**
11:45-1:00PM - TBD
Need a Resume? Applying for an Internship or Job? This session will help you to start your resume.

SEPT 15 **NEW YORK NETWORKING RECEPTION**
Depart 2:00PM, Event 6:00-8:00PM
Athletic Club, New York
Back by popular demand! Connect with alumni in the NYC area. Students are encouraged to attend if they are interested in living/working/interning in NYC or the surrounding areas. Advanced registration and prep session attendance is REQUIRED. Space is limited. There is a cost of \$10 which is returned when you attend the event. Note-bus departs campus at approximately 2:00pm due to employer site visits taking place before the event. Watch your Moravian College email for more information.
Junior and Senior Sign-Ups
• Sept 1 - 11:30-1:00pm and 5:00-7:00pm
• Sept 2 - 8:00-4:30pm
Underclassman Sign-Ups
• Sept 3 - 8:00-4:30pm

SEPT 29 **VOLUNTEER AND INTERNSHIP FAIR**
11:30-1:00PM - HUB
Non-profits and Community Partners will be on campus to meet with students about volunteering and internships. Every major and year of study is encouraged to attend; there will be opportunities for everyone! Professional dress and polished resumes are required. No advanced registration necessary.

OCT 8 **CHOOSING A MAJOR WORKSHOP**
11:45-1:00PM - TBD
Unsure what major to choose? Deciding between a few majors? Learn about your options, things to consider when choosing, and how to declare your major.

OCT 22 **ETHICS AND INTEGRITY IN THE WORKPLACE**
11:45-1:00PM - TBD
This session will engage students with real stories of ethical decision making dilemmas and tools for identifying your own ethical standards in life and the workplace.

OCT 23 **HABITAT FOR HUMANITY HOMECOMING BUILD**
TBD - TBD
Our annual homecoming build event in partnership with Moravian College's Habitat for Humanity.

QUESTIONS?
CONTACT THE CENTER FOR CAREER AND CIVIC ENGAGEMENT
career@moravian.edu and/or
communityservice@moravian.edu - 610-861-1509

2015



CENTER FOR CAREER AND CIVIC ENGAGEMENT FALL EVENTS CALENDAR

**NOV
8**

SOPHOMORE SUCCESS

2:00PM - TBD

The Sophomore Success program will engage students in interactive workshops that will provide information and hands-on activities on topics including creating a personal brand, creating/tailoring resumes and cover letters, exploring hands-on learning opportunities, practicing interviewing and learning about the graduate school admissions process/timeline.

**NOV
11**

STUDENT ALUMNI NETWORKING RECEPTION

7:00-8:30PM - TBD

Mingle with alumni right here on campus. Alumni from diverse occupations will be here to help you as you plan your career path. Lots of great desserts and conversation will be had. Business dress is required. Pre-register for business cards.

**NOV
16-20**

HUNGER AND HOMELESSNESS AWARENESS WEEK

TBD - TBD

National Hunger & Homelessness Awareness Week is held each year the week before Thanksgiving. During this week the Center for Career and Civic Engagement will be hosting events related to this theme.

**NOV
TBD**

HUNGER BANQUET

TBD - TBD

A focus event in Hunger and Homelessness Awareness week that demonstrates to students the meaning and understanding of hunger as shown through various cultures.

BACKPACK TO BRIEFCASE

A 2-day professional development seminar for juniors & seniors! This event includes mock interviews with industry professionals, resume reviews, an etiquette dinner and great sessions about what it's like in the "real world". Topics include professionalism and avoiding pitfalls in the workplace, finding success in employment and graduate school, personal branding and marketing skill-sets and life management skills. Pre-registration is required. Register at <http://home.moravian.edu/career>.

**JAN
15-16**

CENTER FOR CAREER AND CIVIC ENGAGEMENT FALL 2015

DROP-IN HOURS

Mondays 2:00 - 4:00pm

Tuesday 2:00 - 4:00pm

Wednesday 2:00 - 4:00pm

Thursdays 11:30 - 1:30pm

COUNSELORS

- AMY SAUL
- ASHLEY FORSYTHE
- KATHLEEN NEMCHIK



No need to make an appointment, just drop-in!

Moravian College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation regarding physical accessibility, please contact the Center for Career and Civic Engagement at 610-861-1509 at least one week prior to the event