

Bachelor of Applied Science **Organizational Management -** Student Handbook

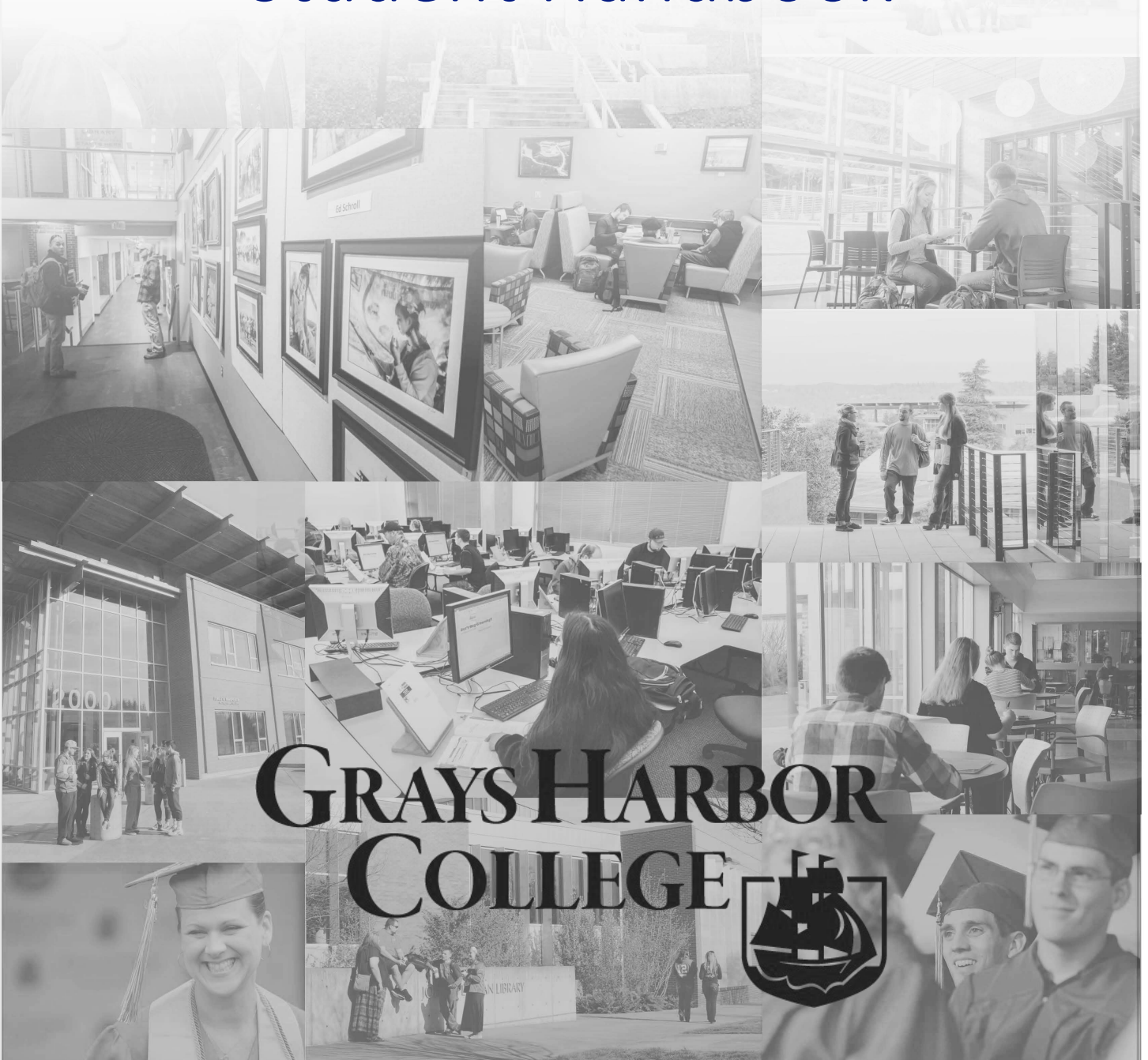


Table of Contents

Program Introduction	5
Accreditation.....	5
BAS Programs in Washington State	5
Program Outcomes	5
Communicate.....	6
Think Critically.....	6
Lead.....	6
Innovate	6
Understand	6
Opening Doors for you.....	7
Local Jobs	7
Additional Education.....	9
Getting Started (and Finished).....	10
Degree Requirements	10
Course Requirements	10
Prerequisites	10
Degree Required Courses:	10
Recommended Skills	10
Application Process.....	10
Application Deadline.....	11
Request Transcripts	12
Financial Aid	12
The Selection Process	12
Conditional Admission	12
Graduation Requirements	13
Graduation Criteria	13
More about classes.....	14
BASM 302 Introduction to Leadership.....	14

BASM 303 Human Resources Systems	14
ENG 304 Advanced Business Writing.....	14
BASM 301 Writing and Managing Grants	14
BASM 305 Program Assessment and Evaluation	15
SOC 306 Organizational Behavior	15
BASM 307 Quantitative Design, Data, and Analysis	15
BASM 308 Emerging Technologies (Including Collaborative and Project Software).....	15
BASM 309 Project Management – Time, Goals and Budget Management.....	16
BASM 401 Business Processes and Excel.....	16
BASM 402 Leading and Managing in a Diverse World	16
SOC 403 Organizational Communication in a Social Context	16
BASM 404 Interpretation of Accounting - Accounting for Decision Making	17
SOC 405 Legal and Labor Issues of Supervision and Management	17
BASM 406 Seminars in Private or Public Service	17
BASM 407 Professional Ethics and Social Responsibility.....	18
BASM 408 Facilitating Change and Development	18
BASM 409 Administrative/Management Internship	18
Services for BAS-OM Students	19
Student Advising, and Success.....	19
Library integration	19
Evening hours.....	19
Workshop series for additional support	19
Registration	20
Advising	20
Financial aid	20
FAFSA Facilitator	20
Financial Aid Portal	21
Scholarships	21
Learning Center.....	21
Writing Center.....	21
Computer Labs	21

Disability Support Services (DSS)	22
Veterans Services	22
eLearning Support.....	22
The John Spellman Library	22
Bookstore	23
Policies	23
GHC College Catalog	23
Student Handbook	23
Tuition Waivers	23
Leave of Absence	23
Satisfactory Progress and Grading.....	23
Probation and Dismissal:	24
Grievances.....	24
Equal Opportunity Statement.....	24
Contact Information.....	25



Spring 2017

Dear Students,

Congratulations on being accepted into the Bachelor of Applied Science – Organizational Management program at Grays Harbor College! We are excited to have this program on our campus, and excited for the opportunities that it provides local individuals, and the companies where our students and graduates work.

This program has been put together thanks to the dedicated efforts of many individuals on campus. After an extended amount of time put towards the planning and drafting of necessary forms, Grays Harbor College was granted accreditation as a four-year degree-granting institution by the NWCCU in July 2015! Our first cohort of BAS-OM students started in September 2016, and we have the first BAS-TE, and BAS-FRM cohorts starting September 2017.

We're confident that this program will serve you well in your future career and educational goals. Although the work will be difficult at times, it will be worth it once you're able to say that you've **earned** your Bachelor of Applied Science degree.

Please read through this handbook carefully. Included are the policies and procedures followed by the BAS Programs Office, along with our expectations for students. If you need any help in the future, or have any questions, I'm available to listen and consult.

Thank you for your support of our BAS-OM program, and your support for Grays Harbor College.

Sincerely,

Katie Dailey

BAS – Completion Facilitator
Grays Harbor College

Program Introduction

Grays Harbor County and Pacific County communities are ripe for development, with both human and physical capital. However, the area has a limited number of individuals educated to the level required to move forward. The Twin Harbor communities need a more broadly educated, technologically savvy, and economically strategic workforce to take on key roles in management and organizational development. The Bachelor of Applied Science degree in Organizational Management (BAS-OM) provides a pathway for students to take leadership roles in both non-profit and profit-based organizations.

In order to support the growth of the community we are focusing beyond management of the status quo, and stepping into organizational development to make organizations stronger. This degree presents a community/industry-driven curriculum, encompassing management, business and administrative operations, fiscal management, community development, as well as staff supervision. Graduates will possess a core of technical skills, expertise in the operations of profit or non-profit businesses, and a proactive understanding of managerial principles. *Students will develop a higher-order thinking skills allowing them to analyze, synthesize, and evaluate situations within the work place.*

Accreditation

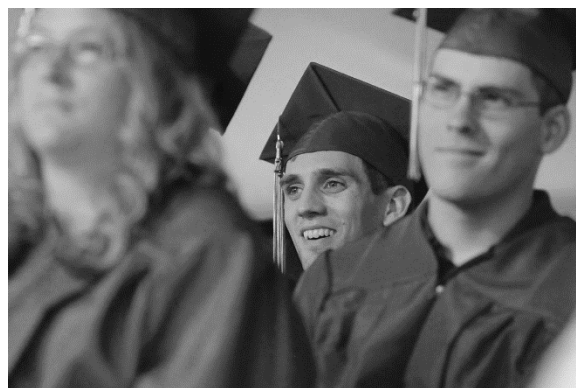
In May of 2015, the Washington State Board for Community and Technical

Colleges approved the BAS-OM. Then in July of 2015, GHC received accreditation as a four-year degree granting institution from the Northwest Commission on Colleges and Universities (NWCCU).

BAS Programs in Washington State

BAS degrees began in Washington State in 2005, and have now grown to 25 colleges offering more than 69 different degrees.

The BAS programs at GHC have been developed based on local employer demand and are designed to take students with the college's two-year degrees to baccalaureate level achievement.



Program Outcomes

The BAS-OM Student Learning Outcomes are based on the needs of local employers and were identified through a survey process. They represent the knowledge and abilities every student graduating with BAS-OM degree from GHC will have. Students will achieve these outcomes, as well as specific program outcomes, for their academic or technical area of study. Students who finish a BAS degree in Organizational Management will be able to:

Communicate

- Demonstrate ability to communicate effectively and use the language, tools, concepts, and models of management applicable to the professional/technical discipline.
- Utilize current systems of communications: written, oral, and digital.



Think Critically

- Demonstrate ability to apply critical thinking and knowledge in a field-specific context related to the job. Gathering, analyzing, and interpreting in order to make informed, reasoned, equitable decisions.

- Prepare and complete cost control processes, including the ability to establish a budget, prepare cost reports, and forecast expenditures, as well as analyze quantitative data.

Lead

- Utilize the leadership theories and skills needed to bring a group together for a common goal.
- Develop the specific knowledge and skills to supervise, develop, and apply human resource systems for employment, compensation, and training.

Innovate

- Employ new and developing information technologies.
- Originate multiple approaches to problems with complex and competing priorities.

Understand

- Propose and design community and business solutions that address diverse perspectives.
- Develop and articulate a statement of values or code of ethics.

*The BAS in Organizational
Management degree
outcomes align closely with
GHC's college-wide Desired
Student Abilities.*



These openings create a regional need for an applied degree which students can mold to fit into local niche employment markets.

In order to determine local employer demand for graduates with a 4-year level of education, we asked them what they needed. We discovered there is a need for a degree that is applicable to a number of employers throughout the region, in both the for-profit and non-profit sectors. The BAS-OM has been developed after extensive communications with our community stakeholders who have identified specific areas of need within the community.

Opening Doors for you

Where will your BAS-OM degree take you?

We have two answers for you, your BAS-OM degree will help in landing you a local job and opening doors for additional education.



Local Jobs

Grays Harbor and Pacific counties are poised for growth. In an employment forecast the regional job growth of new and replacement positions requiring a baccalaureate education is projected to grow. *The second fastest growing occupation cluster in the region includes management, business, and financial, projects at 14% growth.*



In the spring of 2013, Grays Harbor College surveyed employers within Grays Harbor/Pacific counties. The survey data showed employers found it “often difficult to find qualified applicants” with a baccalaureate degree in the following three areas:

Managerial – General Manager, Executive Director, Project Manager

Operational – Human Resources Specialist, Loan Officer, Cost Estimator

Community – Social Services Counselor, Police/Corrections Officer

Positions in these three general employment areas made up 65% of the total job titles identified in a survey of our local employers. A recent job vacancy and hiring report put out by Washington State Employment Security Department identified these three areas are seen as the “most difficult to hire.”

Manager, Operational, and Community based positions in the local area are poised for growth according to Washington State Employment Department.

Growth in Pac Mountain Workers Development Area (Regional)			
	Short Term	Long Term	Annual Openings
General Mangers	Growth	Growth	239
Operations	Growth	Growth	144
Community Services	Growth	Growth	147
Total Openings Annually			530



Graduate Programs Accepting the BAS-OM Degree		
Name	Degree	Distance
The Evergreen State College	Master of Public Administration	48 miles
Saint Martin's University	Master of Business Administration	56 miles
Bradman University - Lacey	Master of Business Administration, Master of Arts in Organizational Leadership	58 miles
University of Washington - Tacoma	Master of Business Administration	80 miles
Washington State University - Vancouver	Master of Public Affairs, Master of Business Administration	133 miles
Western Governors University	Master of Business Administration	Online program



Additional Education

The BAS-OM has a number of pathway options for those students wishing to progress beyond the baccalaureate level. A key question that BAS-OM graduates must ask themselves is in which professional direction (private, public, or non-profit) they want to go. This choice will affect any graduate school decision the student makes. GHC's BAS-OM program administration have been assured the BAS-OM degree articulates to a number of Master's in Business Administration, as well as a Master's in Public Administration (or Affairs.) graduate programs.

These articulation agreements guarantee that a number of graduate programs in the area have agreed to accept the BAS-OM degree for entry into their programs. The table above outlines these programs and their distance from GHC.

Also, GHC has had conversations with the Director of the Center of Excellence for Global Trade and Supply Chain Management at Highline Community College. The BAS-OM graduates could complete certifications

in Import/Export and Logistics, which could help them gain employment in a port town like Aberdeen.

Getting Started (and Finished)

Degree Requirements

Completion of a two-year degree, with cumulative GPA of at least 2.5

Course Requirements

Prerequisites: Applicants must have a grade of 2.0 or higher in the following courses prior to program start.

- ACCT& 201 Principles of Accounting I
- ENGL& 101 English Composition I
- MATH 146 Introduction to Statistics
- Natural Science w/ lab
- SPCH 101 Fundamentals of Speech

Degree Required Courses: Degree required courses are not a pre-requisite to the program, they are a requirement for earning your bachelor's degree. Some degree required courses may be prerequisites to upper division courses. Students are encouraged to complete these courses in their associate's degree if possible. Courses must be completed with a grade of at least 2.0.

- Natural Science (5 credits)
- Humanities (5 credits)
- 5 credits of General Education Coursework

Combined, the prerequisite courses, degree required courses, and courses taken during the applicant's associate's degree must equal to at least 40 credits of general education coursework.

Recommended Skills

Proficiency in:

- Microsoft Word
- Microsoft Excel
- APA style, formatting, and citation rules
- Online Learning Systems
- Web Based Research Databases

Application Process

A BAS-OM degree admission application must be completed as instructed below. Applicants who have not been enrolled at GHC within the four quarters prior to applying must also fill out the GHC admission form. Forms are available online at www.ghc.edu or in the Welcome Center at GHC. Please note, incomplete applications will not be considered.

1. **Review all the pre-requisites:** If you feel that you qualify to apply at this time continue to the next step. If you have any questions about qualifications, you can contact the BAS Completion Facilitator via email at bas@ghc.edu or call (360) 538-4030.
2. **Apply to Grays Harbor College:** All students, even if currently attending Grays Harbor College, must apply to Grays Harbor College to receive a student ID. This application is separate from the application to the Bachelor program, but it enables Grays Harbor College to provide you with streamlined service once your Bachelor's application is received. *Question #4 of the general admissions application asks "What is your intended major area of study?" Please answer BAS.* The Grays Harbor College application is free of charge.

3. **Work experience:** GHC is looking for where you worked, when you worked there and what you did.
4. **Provide references:** Each applicant is asked to provide three references with contact information. Provide individuals who personally know your work (such as a current or past supervisor), that can discuss your contributions to your workplace and how they believe you will benefit from completion of the BAS program. No letters of recommendation are needed.



5. **Your personal statement** is an essential part of your BAS-OM admissions application. It is a chance for you to reflect upon your experiences with management and, an opportunity for you to discuss your vision of an effective manager. This statement provides an opportunity for you to share aspects of your life that may not be apparent from your application form, transcripts, work experience, and recommendations. Your statement is limited to 1,000 words, roughly two pages of text. We recommend that you write your personal statement before starting the BAS application form.

The Personal Statement should include:

- How the BAS in Organizational Management degree will help you accomplish your career goals.
 - Your philosophy of management, as you understand it today.
 - Another dimension of yourself not generally apparent in your application that will enhance your involvement and commitment to the program.
6. **Click submit, and pay your application fee:** The BAS-OM \$25 application fee can be paid in person, by check, or credit card. Please contact Stephanie, GHC's cashier, to make this payment. The cashier's window is located in the HUB Building, her phone number is (360) 538-4040 and email is stephanie.gibson@ghc.edu. This is a non-refundable processing fee.
- Pay by mail, please send your check with "BAS-OM" written in the memo of the check. The mailing address for the cashier is: Cashier – Business Office, Grays Harbor College, 1620 Edward P. Smith Dr., Aberdeen WA 98520.
 - Pay in person, come to the cashier's window in the HUB, weekdays between the hours of 8:30 to 4:30.
 - Credit card payments may be made in person, or over the phone by calling GHC's cashier.

Application Deadline

Priority Application Dates start the first workday of the new year (January 2 for 2018 consideration), and will be due by the end of the month.

Pending space availability, a second round of general applications will open February 1 –

March 15. The BAS programs are competitive entry programs. For increased likelihood of program admittance, submit your application as soon as possible.

Feeling like these dates are in the distant future? Don't worry! There's plenty you can do prior to application dates in order to be prepared:

- Meet with the BAS Completion Facilitator or program directors to have your transcripts reviewed for prerequisite and "degree required" courses
- Review the online application for requirements
- Start writing your Personal Statement (Instructions below)

Following application dates, the BAS administration will send letters to applicants regarding their admission status in early April. Students will then attend a meet and greet in June and a new student orientation in September.

Request Transcripts

Past Grays Harbor College students need not include transcripts. If you are not a Grays Harbor College student, request transcripts from each of the other colleges you have attended and have them sent to GHC to be evaluated. Students need to submit copies of their Official Transcripts to the GHC Admissions and Records Office.

NOTE: You can apply for admission before we receive your official transcripts from other institutions. Your prior credits will only be evaluated when Grays Harbor College receives official transcripts. Transcript evaluations can take 4 to 6 weeks depending on the number of applicants.

Financial Aid

Complete your Free Application for Federal Student Aid (FAFSA). It is critical that you indicate you are now pursuing your 1st bachelor's degree on the FAFSA. GHC's FAFSA code number is 003779

The Selection Process

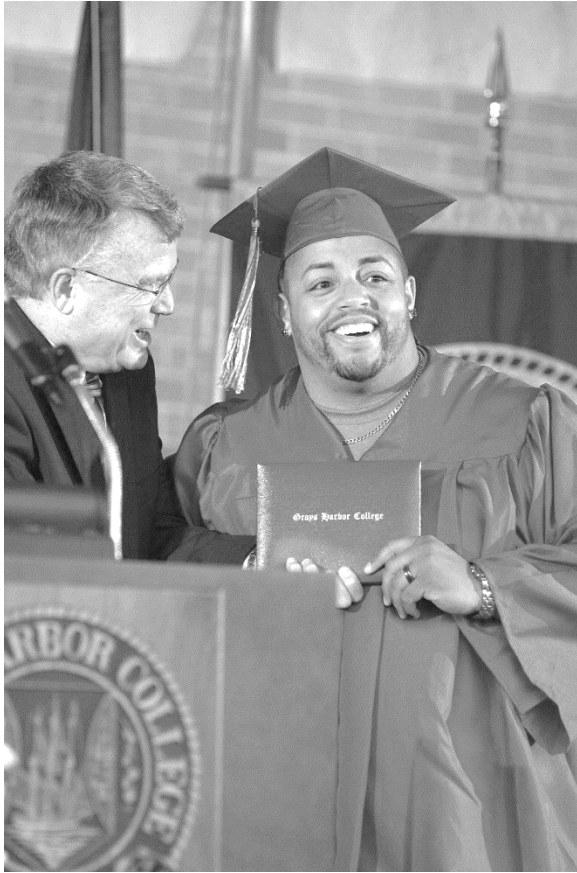
Admission into the BAS-OM program will be granted to eligible applicants, and if the number of eligible applicants exceeds the number of openings, all applications for that year will be weighted as follows:

Each applicant's personal statement will be reviewed and scored by BAS-OM faculty and staff. Readers will be looking for a number of factors including:

- a) The student's ability to articulate the manner in which the BAS-OM will help them accomplish career goals
- b) The student's acknowledgement of a manager/leader who has inspired them.
- c) Dimension of self not generally apparent in an application that may enhance the student's involvement and commitment to the program
- d) Writing Proficiency

Conditional Admission

It is anticipated there may be a number of BAS-OM applicants who have completed, or are on track to complete, a two-year degree, but have not met the other entry requirements. Applicants lacking BAS-OM requirements may be admitted, on a conditional basis, to allow them time to complete the other entry requirements.



Graduation Criteria

- Completion of 90 upper-division quarter credits in the BAS-OM program with a 2.0 grade or better in each course, including specified lower division “degree required” coursework.
- A minimum total of 180 college-level credits earned from transfer and BAS degree programs
- A minimum GHC cumulative GPA of 2.5



Graduation Requirements

Any student in the BAS programs who has met the following criteria may apply for graduation by meeting with the Program Director. The Program Director will sign your application for graduation. You must apply for graduation at least one quarter before you graduate. In order to participate in the commencement ceremony you must submit your graduation attendance form before the third Friday in May. You may obtain a graduation packet in the Registration Office. For more information regarding graduation go to: <https://www.ghc.edu/content/graduation-preparation>



More about classes

Below is the program sequencing for the BAS-OM program. Course Sequence can be adjusted at the discretion of the Office of Instruction.

Fall Quarter - Year 1

BASM 302 Introduction to Leadership

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission

This course provides an introduction to leadership in private and public organizations. Historical to current leadership theories, leadership principles, and theoretical concepts will be compared and contrasted. Students will integrate theory into 'real world' and present day scenarios, and assess the implications to organizations and to leaders while formulating individual leadership styles and skills. 5 lecture hours. BAS-OM program core course

BASM 303 Human Resources Systems

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission

The course analyzes the HR systems that managers need to successfully operate in today's workplace. Key principles and strategies in labor relations, recruiting, performance accountability and the role performance evaluations play in gaining employee cooperation and achieving high levels of productivity will be illustrated. Students will identify and assess how HR affects the outcomes of key organizational decisions as well as the role of HR in strategic organizational systems. 5 lecture hours. BAS-OM program core course

ENG 304 Advanced Business Writing

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission; completion of ENGL& 101: English Composition I with a "C" or better

Technical writing necessitates that students develop foundational knowledge in the area of quantitative research writing: procedures, vocabulary, and concepts. The concepts and procedures serve as important tools utilized for problem solving, and the vocabulary of research is essential for effective communication and critical evaluation of research findings. 5 lecture hours. Satisfies a Communications Skills requirement for the BAS-OM degree

Winter Quarter - Year 1

BASM 301 Writing and Managing Grants

5 Credits

Prerequisites: Admission to the BAS-OM Program; completion of ENGL 304 with a "C" or better grade

This course provides an overview of the entire grant cycle - from concept to closeout and the basic elements that must be present when developing a grant proposal. Students will identify and apply tips on how to satisfy funders while accomplishing program objectives. Students will assess questions that need to be answered to be compelling to a funding agency as they develop a strategy for grant planning and grant management. 5 lecture hours. BAS-OM program core course

BASM 305 Program Assessment and Evaluation

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission; successful completion of BASM 301: Grant and Report Writing with a “C” grade or better.

This course integrates operationalization, measurement, and assessment of various types of programs and program objectives. Both qualitative and quantitative approaches will be covered as they relate to assessing social programs using applied social science research methods as students formulate evaluation instruments and measurements. 5 lecture hours. Satisfies a General Education elective for the BAS-OM degree

SOC 306 Organizational Behavior

5 Credits

Prerequisite: Admission into the BAS-OM program or instructor permission

This course analyzes how people and groups in organizations behave, react, and interpret events. Students will assess the role of organizational systems, structures, and processes in shaping behavior. The course will relate theory and research to organizational problems by reviewing advanced concepts in motivation, perception, leadership, decision-making, and conflict. 5 lecture hours. BAS-OM program core course



Spring Quarter – Year 1

BASM 307 Quantitative Design, Data, and Analysis

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission; successful completion of MATH& 146: Introduction to Statistics with a “C” or better

This course illustrates research design issues related to the social sciences including types of studies, sampling, data collection techniques, research ethics, and report writing. Students will utilize data analysis and presentation strategies including measures of central tendency and parametric testing (e.g., t-test, ANOVA, Pearson Correlation) to present research information and justify management decisions. 5 lecture hours. BAS-OM program core course

BASM 308 Emerging Technologies (Including Collaborative and Project Software)

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission

This course identifies emerging technologies and their impact as drivers of change on organizational and team effectiveness and innovation. Students will select and utilize technology tools for content management, project management, collaboration and communication. Students will incorporate group development theories and technology tools to increase traditional team and virtual team performance. 5 lecture hours. BAS-OM program core course

BASM 309 Project Management – Time, Goals and Budget Management

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission; successful completion of both ENGL& 101: English Composition I and MATH& 146: Introduction to Statistics with “C” or better

Students will develop the basic tools, knowledge and skills necessary for successful project management. All phases of the project management process, including: initiating, planning, executing, controlling and closing will be assessed. Areas of leadership, communication and budgeting in relation to project management will also be critiqued. 5 lecture hours. BAS-OM program core course

Fall Quarter - Year 2

BASM 401 Business Processes and Excel

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission; successful completion of BASM 307: Quantitative Design, Data and Analysis with a “C” or better

Students will solve simple and complex problems by moving beyond basic Excel skills to think critically about realistic management situations. Students will organize data for analysis, utilize Excel features and tools for decision making and effectively display results. 5 lecture hours. BAS-OM program core course

BASM 402 Leading and Managing in a Diverse World

5 Credits

Prerequisite: Admission in the BAS-OM program or instructor permission

Students will analyze the concepts, policies and practices facing leaders in a global workplace; including how to manage a diverse workforce by effectively managing/leading people who vary by nationality, ethnicity, culture, religion, gender, language, age, abilities, and unique personal characteristics. 5 lecture hours. Satisfies a Social Sciences distribution requirement for the BAS-OM degree

SOC 403 Organizational Communication in a Social Context

5 Credits

Admission into the BAS-OM program or instructor permission; completion of either ENGL 304: Advanced Business Writing or ENGL& 235 with a “C” or better

Students will analyze organizations as communication systems. Contemporary approaches to and theories of organizational communication will be evaluated. Organizational membership and identity construction, power and control, efficiency, and group dynamics will be key topics. 5 lecture hours. Satisfies a Social Sciences distribution requirement for the BAS-OM degree



Winter Quarter – Year 2

BASM 404 Interpretation of Accounting - Accounting for Decision Making

5 Credits

Prerequisite: Successful completion of all 300-level BASM coursework (BASM, SOC, ENGL) and all prerequisite courses with a “C” or better; cumulative GPA of 2.5 in all degree required courses. Successful completion of BASM 401: Business Process and Excel and ACCT& 201: Principals of Accounting I with a “C” or better

Students will utilize the principles and methods of accounting systems for decision making and interpret financial and managerial accounting documents. The link between accounting information and managerial functions will be analyzed. Understanding that accounting is an integral part of the firm's organizational structure, and not just an isolated department, students will determine the strengths and limitations of accounting systems and utilize accounting information as managers, for decision making, control, planning, and to measure and evaluate performance. The relationships between accounting and other organizational activities will be emphasized. 5 lecture hours. BAS-OM program core course

SOC 405 Legal and Labor Issues of Supervision and Management

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission; completion of BASM 303: Human Resources Systems with a “C” or better

Human resources legal and labor issues directly impact the supervision of staff and the management of the organization. Students, as future managers, will identify the legal and labor issues and behaviors that can lead to personal and organizational liability. Students will assess, research and analyze: (1) legal issues regarding recruitment; (2) key legal issues that govern the employer-employee relationship; (3) the laws that govern individual rights and responsibilities; (4) workplace discrimination law including Title VII of the 1964 Civil Rights Act to the American Disabilities Act of 1991; (3) Labor law and how it impacts contract negotiations and contract administration. 5 lecture hours. BAS-OM program core course

BASM 406 Seminars in Private or Public Service

5 Credits

Prerequisite: Successful completion of all 300-level BASM coursework (BASM, SOC, ENGL) and all prerequisite courses with a “C” or better; cumulative GPA of 2.5 in all degree required courses

Students will explore, compare, and contrast the domains of the public and private sector, choosing one as an emphasis. Students focusing in public service will explore the legislative process and public finance, while those students looking to work in the private sector, will explore business law and finance. Periodically, during the quarter, the two groups will meet and discuss and compare differing perspectives of shared case studies. 5 lecture hours. BAS-OM program core course

Spring Quarter – Year 2

BASM 407 Professional Ethics and Social Responsibility

5 Credits

Prerequisite: Successful completion of all 300-level BASM coursework (BASM, SOC, ENGL) and all prerequisite courses with a “C” or better; cumulative GPA of 2.5 in all degree required courses

Professional Ethics and Social Responsibility analyzes the ethical responsibilities of managers and leaders within organizations. Students will assess difficult ethical conflicts and dilemmas and originate plausible frameworks for addressing those conflicts. The course will engage students in the critical evaluation of managerial and leadership ethics. 5 lecture hours. BAS-OM program core course

BASM 408 Facilitating Change and Development

5 Credits

Prerequisite: Admission to the BAS-OM program or instructor permission; completion of both ENGL& 101: English Composition I and SOC 306: Organizational Behavior with a “C” or better. Successful completion of all 300-level BASM coursework (BASM, SOC, ENGL) and all prerequisite courses with a “C” or better; cumulative GPA of 2.5 in all degree required courses.

Students will determine and manage planned and unplanned change by reviewing and evaluating change strategies, initiating change; gaining commitment; overcoming resistance; and maintaining momentum of work groups and organizations within both the internal and external environment. 5 lecture hours. BAS-OM program core course

BASM 409 Administrative/Management Internship

5 Credits

Prerequisite: Successful completion of all 300-level BASM coursework (BASM, SOC, ENGL) and all prerequisite courses with a “C” or better; cumulative GPA of 2.5 in all degree required courses

Students will further integrate course work with the world they live in. Students will link theory and practices, as well as gain exposure to the interdisciplinary nature of management work. Students will work with their advisor to develop their internship, service learning, and/or a special in-depth project. Students will reflect on their observations and evaluate what they have learned. 2 lecture credits, 3 work site credits (99 hours). BAS-OM program core course



Services for BAS-OM Students

The BAS-OM has an “Embedded Services Model,” in addition to stand-alone services.

Grays Harbor College has found that making a strong connection with students early in their academic process makes a significant improvement in retention and success. For those students who find “their person” on campus, progression has significantly increased. It is because of this, the College has chosen to use an “embedded services” model for the BAS-OM students. The BAS-OM program focuses on working adults who do not generally spend a lot of time on campus; the Completion Facilitator will be their prime contact.

Student Advising, and Success

A key component of the embedded services model is a solid connection between BAS-OM students, staff, and faculty. The BAS Completion Facilitator will make initial contact with the students and act as a resource to get them started in the program (entry advising). The Completion Facilitator will remain in this role throughout the program. The College believes it is the close-knit nature of a small program that will allow GHC students to receive the time and attention they need to be successful. Periodic team meetings will allow faculty and staff to compare notes and develop plans for students who may be struggling.

Library integration

Continuing with the “embedded services model,” the BAS-OM program has a designated faculty librarian to provide assistance to BAS students. The designated librarian will provide a library research

overview at the beginning of the program, and meet with the group periodically during their time at the College.



Evening hours

The BAS Completion Facilitator will maintain routine evening hours to provide information and advising to evening students and applicants. Since the BAS-OM program is run with student cohorts, academic advising will be straightforward.

Workshop series for additional support

The BAS-OM program will hold frequent informational workshops for students an hour prior to the start of class (and at other times as needed). Many of the workshops will be offered by on campus resources, like financial aid (scholarship writing), and the book store (how to save money in buying books).

As a student at GHC you are eligible for all services offered by the college. The fees you pay entitle you access to student computer labs, the library, disability support services, student clubs and programs, the writing center, the career center, and all other GHC services. Please refer to the GHC web site at <http://ghc.edu/content/campus-resources> for a complete list of services and activities.

Registration

Admissions and Records will evaluate incoming students for compliance with admission requirements and student records for all degree requirements. The College's credentials evaluators, in consultation with program faculty, will evaluate all transfer or prior learning requests for core courses. Registration will schedule appointments whenever possible to assist BAS-OM students. BAS-OM students will be able to register online, 24 hours a day during the open registration periods.

Advising

Students will be contacted by the BAS Completion Facilitator prior to registration dates for the next school year. The Completion Facilitator acts as advisor for the BAS-OM program.

If students have questions regarding how adding, dropping, or failing a class will impact their academic plan, they are encouraged to set up a meeting with the Completion Facilitator as soon as possible.

Students are welcome to meet with the BAS Completion Facilitator at any time throughout the year to check in on their academic plan and progress throughout the program.

Financial aid

Financial aid is available to all eligible students, including Federal, State, and institutional grant funds, such as the Pell Grant, Washington State Need Grant, or Work Study. You will need to complete the Free Application for Federal Student Aid (FAFSA) to determine whether you are

eligible for financial aid. Financial Aid personnel can explain the difference between lower division and upper division aid.

FAFSA Facilitator

The facilitator helps student complete their FAFSA and all related follow-up materials, and works with students to find scholarship opportunities and develop scholarship applications.

The FAFSA Facilitator will schedule appointments that will work for BAS-OM students, as well as participate in the BAS-OM workshop series.



Financial Aid Portal

The financial aid process for the BAS-OM student is somewhat different from that of the other students on campus. The financial aid staff will schedule appointments whenever possible that will work for BAS-OM students, as well as participate in GHC's workshop series. Students may track their financial aid information 24 hours a day, using the student Financial Aid Portal.

To find out more information about financial aid, please visit the GHC financial aid website at <http://www.ghc.edu/content/financial-aid-getting-started> and check with the Financial Aid office at (360) 538-4081.

Scholarships

Institutional

The Grays Harbor College Foundations offered more than 286 scholarships to Grays Harbor students.

The G.I. Bill, veteran's assistance and other military education benefits can all be applied to the cost of attendance at GHC.

Community Based

- ❖ *The Grays Harbor Community Foundations* - <http://gh-cf.org/>
- ❖ *The Kelsey Foundation* - <http://www.kelseyfoundation.com/index.php/youth-scholarships/high-school-scholarships>
- ❖ *The Scottish Rite* - <http://www.srsfwa.org/>

Learning Center

GHC offers a well-supported academic assistance program with tutoring services available for mathematics, English, and accounting. Additionally, there is online tutoring available 24 hours a day, seven days

a week, through participation with online partners (contact information is on the web).

Writing Center

Need help getting started on a writing assignment? Need someone to review your almost-finished writing assignment? Struggling with material from English class? Need help with MLA, APA, or Chicago style? See our Writing Consultant, a professional writer who will help you with any type of writing - papers, letters, reports, applications, resumes, etc.

Computer Labs

The Information Technology Department provides appropriate computing, networking infrastructure, telecommunications and support services to faculty, students, and staff in order to facilitate both academic and administrative computing.

- **2314** - Open Lab, open for all students
- John Spellman Library - open to students

Computer lab hours are generally 8:00 to 8:00 Monday through Friday, with extended access in the Library. Please see the IT webpage for details.



Disability Support Services (DSS)

DSS provides accommodations for those students with documented disabilities. It assists faculty in providing appropriate accommodations, and can provide course materials in alternate formats. Adaptive technology aids as well as quiet testing areas may be provided. The GHC DSS office will provide documented students with adaptive services as required

Veterans Services

These services are provided through GHC's financial aid office and a campus VetCorps worker. Please contact the Veterans representative (360-538-4273) on campus with any questions related to funding.

eLearning Support

An eLearning orientation will be included in BAS-OM for first-year students, and ongoing technical support will be provided. This orientation will address skill building in using online course materials and technology. Technical assistance will be made available to students via online access, email, telephone, and in-person.



The John Spellman Library

The library provides multiple services for students, faculty and staff. GHC's library staff foster an environment in which students acquire the information literacy skills that support independent inquiry and lifelong learning.

The library team develops and maintains collections in support of college curriculum, information literacy instruction, reference service, circulation services, course reserves, inter-library loan, instructional equipment, student technology support, college archives, and copyright guidance. Library instruction and collection development is conducted by professional librarians, each with a specific liaison area in the College's academic and technical programs.

The library's collections consist of both print and online resources. The monograph collection alone includes over 180,000 titles, almost 3/4 of which are in e-book collections, selected to meet the needs of lower division and technical curricula. GHC has further developed a collection focused on management, organizational development, public service management, and nonprofit management.

The library currently subscribes to several major full-text periodical databases with access to thousands of titles in management and business.



Bookstore

The bookstore carries required and recommended textbooks and supplies for courses. In addition, the bookstore sells basic school and art supplies, greeting cards, stationery, and a wide variety of other books, an array of reference books, GHC clothing, backpacks, candy, magazines, beauty aids, and educational-priced software.

Policies

GHC College Catalog

This is the starting place for college policies, those listed below are intended as BAS-OM specific.

Student Handbook

Your success is important to us. We have developed this handbook to guide you by providing specific information on curriculum, policies, and expectations of the program. Each student is responsible for studying this handbook and understanding its contents. In general, the BAS programs follow policies and rules established by GHC. As this is a unique program offered by the College, please note that some BAS policies may differ from standard College policies.

You are responsible for complying with instructor syllabi and this handbook.

Tuition Waivers

Students in the BAS-OM program are not eligible to receive a Washington State Employee Tuition Waiver.

Leave of Absence

Our goal is to have you complete your bachelor degree in a timely and efficient manner. Every admitted student is required to progress through BAS-OM classes as illustrated in the Curriculum Map in order to maintain active status in the program.

If there is an extenuating circumstance that prohibits you from meeting this obligation, you must submit a written request to the Program Director to apply for a one quarter leave. Please contact the Completion Facilitator at least one month before you plan to return in order to maintain priority registration status.

If you are unable to resume your studies after one quarter, you will lose your status as a matriculated student. If you are in danger of being dropped from the program, it is recommended that you meet with the Program Director immediately. On a space available basis, it may be possible to gain readmission to the program by petitioning for re-enrollment.

Satisfactory Progress and Grading

As mentioned earlier, students must earn a minimum 2.0 in each BASOM course including prerequisite and degree-required lower division coursework. In addition, students must maintain a minimum cumulative GPA of 2.5 in all BAS-OM coursework to remain in the program.

Probation and Dismissal:

Students who are noncompliant with academic and student conduct related expectations may be placed on probation, dismissed from the BAS-OM program, or dismissed from the College.

- i. *For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132F-121-110.*

In the event a student does not earn a minimum 2.0, the student will be required to retake the course, as available, in order to successfully complete the BAS-OM degree requirements.

In the event a student does not maintain a minimum cumulative GPA of 2.5, the student will be placed on academic probation for one quarter. The student will be required to earn a 2.5 cumulative quarterly GPA in order to remain in the program. Academic probation will cease when the student maintains a minimum cumulative GPA of 2.5 for all BAS-OM coursework.

If the student fails to earn the quarterly cumulative GPA of 2.5 while on academic probation, the student will be removed from the program. The student will not be eligible to reapply for program admission for one full calendar year.

Grievances

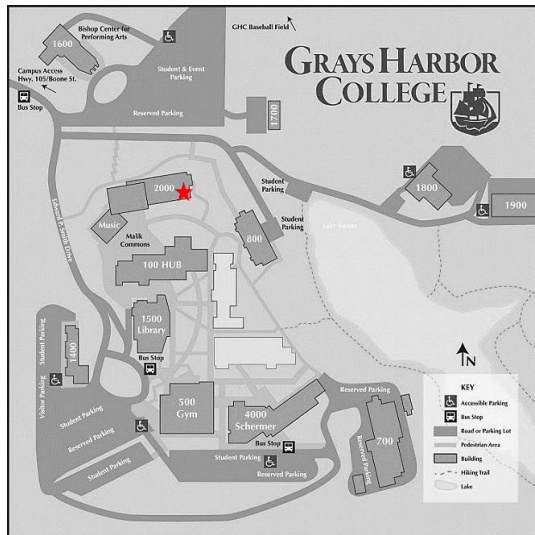
The following departments at GHC are available to support students with grievances:

- Vice President for Instruction – Available to talk about concerns or issues related to the program. Office of Instruction is located in the 2000 building, room 2418.
- Vice President for Student Services - Available to talk about concerns or issues related student services. Student Services is located in the HUB building, room 110.
- Counseling & Advising Services – Provides academic, career and personal counseling. This office is located in the HUB building, room 140.

Equal Opportunity Statement

GHC is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts. GHC does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, disabled veteran status, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. Reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities.

Contact Information



Erin Dilley-Linton

Program Director

erin.dilley-linton@ghc.edu

360-538-2514

Katie Dailey

BAS Completion Facilitator

katie.dailey@ghc.edu

360-538-4030

Academic Advising, Pre-BAS

<https://www.ghc.edu/content/student-support-center-academic-advising>

360-538-4099

Bookstore

<http://www.bookstore.ghc.edu/>

360-538-4105

Cashier

<https://www.ghc.edu/content/business-office>

360-538-4040

Disability Support Services

<https://www.ghc.edu/content/dss->

[homepage](#)

360-538-4068

eLearning

<https://www.ghc.edu/content/e-learning>

360-538-4085

Financial Aid

<https://www.ghc.edu/content/financial-aid-office>

360-538-4081

Foundation

<https://www.ghc.edu/content/foundation-about-us>

360-538-4243

Human Resources

<https://www.ghc.edu/hr>

360-538-4218

John Spellman Library

<https://www.ghc.edu/library>

360-538-4050

Registration

<https://www.ghc.edu/admissions>

360-538-4121

Transcripts

<https://www.ctc.edu/~grays/student/waci002.html>

360-538-4026

Veterans

<https://www.ghc.edu/content/veterans-resources>

360-538-4273

Writing Center

<https://www.ghc.edu/content/writing-center>

360-538-4129



Bachelor of Applied Science in Organizational Management Program

By signing below, the student acknowledges that they've received the BAS-OM student handbook for the 2017-18 school year, in which all statements and policies are effective starting summer quarter 2017.

The signature below is also an acknowledgement of the student's understanding of all changes made and confirmation that the student has received a review of the handbook by program administration.

We advise all students to ask any questions prior to submitting this form and agreeing to the outlined guidelines in the handbook. Students who do not submit a signed copy of this form will be unable to participate in BAS-OM coursework.

For further information on GHC policies, please review the College Catalog.

Student Name (please print): _____

Student Signature: _____ Date: _____

Program Representative Signature: _____