

AGENDA WEEK 4

HUS 520 Working in Human Services Administration, Spring 2 Term, 2016

Drafted 040116

1. Return student quizzes submitted during Week 3.
2. Discuss:
 - Guidebook: Example Materials for Research Papers
 - Topic Memo for Research Project (10 points).
 - Word Outline for Research Project (10 points)
 - On April 2, submit the Sentence Outline for Research Project (10 points)
3. Discussion of Chapter 6. Recruiting and Screening.
 - This chapter has lots of “dos and don’ts” about the process of recruiting and selecting employees for a nonprofit or government agency.
 - The Quiz for Chapter 6 is due on April 2.
4. Prep for Week 5.
 - Read Chapters 7 and 8.
 - Do the Quizzes for Chapters 7 and 8.
 - I will review/edit the Sentence Outlines and return them during Week 5.