

# Business 65

## *Leadership*

Course Overview and Syllabus  
Fall 2014 / 5 Units / Online Format  
**Michele Fritz**

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<b>Telephone:</b>	(408) 864-8615 (Please use email for urgent messages.)
<b>Instructor Web Site:</b>	<a href="http://www.deanza.edu/faculty/fritz/">http://www.deanza.edu/faculty/fritz/</a> My web site contains many tools and resources for students.
<b>Office Location:</b>	F-51J, which is near the Forum building on campus in Cupertino, CA.
<b>Office Hours:</b>	Mondays through Thursdays from 8:15-9:15 AM (PST). Fridays, online.

### ***Course Description:***

The purpose of this course is to introduce the student to the complex challenges of leadership. The student will learn different techniques to build successful relationships in a culturally diverse world. The ultimate goal is to develop effectiveness in leadership situations. This multimedia online course uses video to help students analyze and evaluate different leadership styles.

### ***Learning Outcomes:***

By the end of the course, student should be able to:

1. Compare, contrast and demonstrate leadership behaviors.
2. Distinguish the roles, interaction and impact of the leader, the follower, and the situation in the leadership model.

### ***Materials:***

- **Required Textbook:** Peter G. Northouse, *Introduction to Leadership: Concepts and Practice*, 2nd ed., Sage Publications, 2012. ISBN: **9781412989527**. Since this online course does not have lectures, it is **essential** that you get our inexpensive, softcover textbook. We are using an older edition (2nd), which should be more affordable for you. To save some money, there is also a rental option available at [Chegg.com](http://Chegg.com), or used copies on [Amazon.com](http://Amazon.com), and at the campus bookstore.
- **Technology:** The following technology is required in order to access the course materials. (Note that all these external links open in new windows.)
  - You will need a **computer with broadband access** to the Internet. Remember, if you don't have broadband but can come to campus periodically, you can use the Library West Computer Lab, in the

basement of the Learning Center West building, to watch the videos.

- You must have a **current browser** to view the web-based course materials ([Firefox](#) is recommended). You also need to allow cookies, Java, Javascript, and enable pop-ups for the course to function properly.
- You will need to download [Flash](#) and [Quicktime](#) to view some of the videos and practice quizzes. (Most people already have this installed.)
- To review course materials, you will need Microsoft Office applications like Powerpoint and Word, or download the free [Powerpoint and Word Viewers](#).
- You will also need the free [Acrobat Reader](#) to view PDF articles.
- Download the free program [PDFcreator](#) in order to create PDF files that you can submit to Catalyst for weekly assignments. This program is very reliable and easy to use, but if you have another that can print files as PDFs, that would be okay as well.
- You will also need a **personal email address** in order to receive important course announcements. As soon as the course starts, you should receive an email welcome message from the instructor. If that does not occur, you may need to decrease the security on your email or empty your email account (if it is full). These proactive measures will ensure that you receive all important reminders from your instructor. If you don't have an email address, you may obtain a free one by following the instructions on my web site under [Tools, Tips and Resources](#).

## Requirements:

- **Reading and Review:** Each week you will have approximately one chapter and some supplemental articles to master. There will be several videos or audio podcasts and a PowerPoint presentation to review as well. You should do assigned reading first, and then review the associated multimedia materials.
- **Practice:** Each week there is some type of online practice quiz or puzzle available to test your comprehension of the lessons. The practice is provided to help you determine how well you understand the material, and to help you prepare for the exams. You may use these quizzes as many times as you like and your score is not recorded in my grade book. However, you will receive 3 points for trying the quiz and submitting documentation of your initial score into Catalyst before the posted deadline that week. This is a timeliness incentive for students to keep up with the reading and material review. **You may miss one practice without penalty.**
- **Examinations:** There will be 4 exams to test you on the material you have learned. The questions will contain similar content to issues explored in the practice quizzes, readings, videos and discussion assignments. These tests will be timed, so you will need to be competent in course concepts to complete them. You will not have the time to look up many answers in the textbook.
  - **Exam 1** (40 points) covers textbook chapters 1, 2, and 3, and associated materials. It is due by **11:55 PM PST the Monday ending Week 3**. (See Catalyst for exact dates.)
  - **Exam 2** (40 points) covers textbook chapters 4, 5, and 6, and associated materials. It is due by **11:55 PM PST the Monday ending Week 6**.
  - **Exam 3** (40 points) covers textbook chapters 7, 8, and 9, and associated materials. It is due by **11:55 PM PST the Monday ending Week 9**.
  - **Comprehensive Final Exam** (40 points) covers textbook chapters 10, 11, and associated materials, and *major* concepts from throughout the course. It is due by **11:55 PM PST on the Thursday of Week 12**.
- **Discussion Forums:** Each week you will be expected to contribute to **your choice** of class discussions. (*Note that students will not get credit for doing more than one choice each week. The instructor is looking for quality, not quantity.*) The discussion forums allow you to demonstrate your understanding of course concepts and learn from the experiences of your classmates. The assignments are varied, they involve tasks such as web research, video discussion, or role play exercises. Your grades in the discussion forum will be evaluated according to the Discussion Rubric provided in the table below. The instructor may ask you follow-up questions that allow you to improve upon your initial answer. Students who post late will **not** be given a choice of discussion topics.

**Discussion Rubric - All Criteria Listed Have Equal Importance**

Criteria	Superior work	Satisfactory Work	Needs Improvement
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<b>Completeness</b>	All questions posed in the assignment are fully answered and justified. All directions have been followed.	All questions posed in the assignment are fully answered but explanations may be brief or some directions were not followed.	Some of the assigned questions are skipped or ignored.
<b>Originality</b>	Adds significant, <b>new</b> , and substantiated ideas to the discussion and shows that posts from others have been reviewed prior to posting.	Adds a new idea to the chosen discussion topic and demonstrates that posts from others have been reviewed.	Enhances or further explains an idea that has already been mentioned in the discussion forum.
<b>Timeliness</b>	Posts fully in the discussion by the deadline.	Posts up to a week after the deadline. Note that late students will not receive a choice of discussion topics.	Posts one to two weeks after the deadline. Note that late students will not receive a choice of discussion topics.
<b>Professionalism</b>	Writing is professional, clear and easy to read, with proper grammar and punctuation.	Posts are generally clear but may contain occasional grammatical errors or typos.	Posts are difficult to understand due to grammatical & stylistic problems.

- **Short Written Assignments:** On exam weeks, we will have a short written assignment in lieu of a discussion. Most of the time, these assignments involve doing a self-assessment questionnaire and reflecting on the results. These assignments will be graded for completeness, timeliness, and professionalism, as described in the Discussion Rubric above. You will be able to turn these in up to two weeks late for reduced credit, but **unlike the discussions, these may not be improved once graded.**
- **Extra Credit:** In the middle of the quarter, there will also be an opportunity to submit a professional report for up to 10 points of extra credit. This paper will be a "Gap Analysis" in which you will gather feedback on your leadership traits from several others to compare with a self-assessment. The Gap Analysis will also provide a list of practical actions that you will take to address any deficiencies in your leadership. This report will be graded for completeness and professionalism, as described in the Discussion Rubric above. Extra Credit Reports will not be accepted after the due date under any circumstances..

### **Lesson Plan:**

<b>Dates</b>	<b>Lessons</b>
Week 1	Course Orientation; What is Leadership?
Week 2	Leadership as a Trait or as a Process
Week 3	Leadership Styles; Exam 1
Week 4	Concern for Tasks and Relationships
Week 5	Developing Leadership Skills
Week 6	Creating a Vision; Exam 2
Week 7	Setting the Tone
Week 8	Fostering Diversity and Inclusion
Week 9	Handling Conflict; Exam 3
Week 10	Overcoming Obstacles
Week 11	Ethics and Integrity
Week 12	Final Exam

### **Tips for Success:**

There are many ways that you can demonstrate your understanding of course concepts in this class. Here are some ways that you can boost your performance. I welcome your input!

- Do the quizzes each week to identify areas in the text to study, and to identify topics that are likely to appear on

exams. Make certain to review the textbook for the questions you missed.

- Schedule your work to complete tasks on time. For instance, quizzes completed on time are worth 3 points. Those completed late are still helpful for review, but do not earn you any points.
- Email the instructor when you don't understand the answer to one of the practice questions, or post a question in the "Student Caf☞" and ask another student to help.
- Try to be one of the first few students to answer the discussion group topic, so that you don't have the pressure of reading 30 posts and coming up with something "original".
- If you don't receive 9 or 10 points on the discussion group, go back to that earlier week's posting to see if your instructor posted a response. Discussion group postings may be improved to gain additional points (although any late penalties will remain). Please email me to let me know that you have improved your posting so that I can re-evaluate it. You may improve or submit late discussions (or written assignments) for two weeks after the due date. No improvements or late entries will be accepted after the Monday night before the final exam.
- Do the Optional Extra Credit Gap Analysis Report if you are struggling in the course.

## Academic Integrity:

Students who plagiarize, submit the work of others as their own, or cheat on exams will (at minimum) receive a failing grade on that assignment and be reported to college authorities. Serious cases will receive a failing grade in the class and be reported to college authorities. Ignorance is not an acceptable excuse in a college classroom. If you are uncertain what is acceptable behavior, refer to the Student Handbook on [Academic Integrity](#).

## Dropping the Class:

The instructor will drop students who have not logged on and completed an assignment by the due date during first two weeks, and those who have missed an exam deadline (and did not email regarding an emergency) in the first 8 weeks of the class. **Other than that, students are responsible to drop the course.** If you mean to drop the course but do not complete the transaction yourself, you can expect to see a grade for the course on your transcript! Students may drop online through the portal.

## Grading Policies:

### Assignment Weights (Excluding Extra Credit)

<i>Course Requirement</i>	<i>Point Value</i>	<i>Percentage</i>
Doing 10 of the 11 practice quizzes and puzzles before the posted deadlines	30	10%
4 Exams	160	53%
11 weekly assignments (Discussions, self-assessments, & other written assignments)	110	37%
<i>Total (Extra Credit GAP Analysis is not included here)</i>	300	100%

### Grade Scale

293 to 300	A+
278 to 292	A
269 to 277	A-
263 to 268	B+
248 to 262	B
239 to 247	B-
233 to 238	C+
209 to 232	C (no C- grade)
203 to 208	D+
188 to 202	D

179 to 187	D-
Below 179	F

### Support:

<b>Help with Concepts</b>	Email me Mondays through Fridays. (24 hour turnaround is typical except over the weekend.)
<b>Technical Support</b>	<b>Web Site URL:</b> <a href="http://catalysthelp.deanza.edu/">http://catalysthelp.deanza.edu/</a>
<b>Disabled Students</b>	<p>All of the video materials in this multimedia course have close captioning or written transcripts available. If you need a different type of accommodation, please let your instructor know at the start of the quarter. De Anza offers many support services to assist students with their needs.</p> <p>If you have a disability-related need for reasonable academic accommodations or services in this course, provide me with a <b>Test Accommodation Verification Form (also known as a TAV form)</b> from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number)."</p>
<b>Distance Learning Center</b>	<b>Home Page:</b> <a href="http://www.deanza.edu/distance/">http://www.deanza.edu/distance/</a> <b>Phone:</b> (408) 864-8969. <b>Hours of operation</b> are posted on the page under the link "About Us."