Leadership - BUS 32
West Valley College
Fall 2005
Section 36971

Instructor: Patricia Stokke

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Email: I check my email on Monday, Wednesday, and Friday. pastokke@aol.com

Office hours and location: Email, telephone, or by arrangement.

Course meeting time and place: Monday evening 6:50 p.m. - 10:00 p.m.
You are required to bring your textbook to class.

Attendance: Points will be deducted from your grade when you are absent, tardy, and/or leave class early.


Prerequisites: English reading and writing ability at the grade 12 level.

Dropping the course: If you decide to not continue the course, please discuss with me your intentions; you may be doing better than you think. If you decide to not return to the class, remember to drop. Neglecting to drop the course may result in a "F" grade.

Course Description:
Current and former organizational managers recognized for their leadership ability will be studied on the basis of current and emerging leadership theories.

Course Outcomes/Objectives:
Upon completion of this course, students should be able to:

1. Know the relationship between leadership and management.
2. Understand the impact of leadership on organizational performance.
3. Understand his/her own leadership style in the context of leadership roles and styles.
4. Articulate the relationship between ethical business practice and leadership.
5. Know the personality traits of effective leaders.
6. Understand factors that contribute to organizational politics.
7. Understand sources and types of power.
8. Understand international and culturally diverse aspects of leadership.
9. Know how to develop and evaluate a leadership development program.

**Course Outline**

<table>
<thead>
<tr>
<th>Week:</th>
<th>Chapters:</th>
<th>Topics:</th>
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<tbody>
<tr>
<td>1 - 8/29</td>
<td></td>
<td>Introduction, Team Building Exercise</td>
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<tr>
<td>2 - 9/5</td>
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<td>Holiday</td>
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<tr>
<td>3 - 9/12</td>
<td>1</td>
<td>Nature of Leadership</td>
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<tr>
<td>4 - 9/19</td>
<td>2-3</td>
<td>Traits, Motives of Leadership, and Transformational Leadership</td>
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<tr>
<td>5 - 9/26</td>
<td>4-5</td>
<td>Behaviors, Attitudes, and Styles of Leadership and Situational Leadership</td>
</tr>
<tr>
<td>6 - 10/3</td>
<td>7-8</td>
<td>Power, Politics, and Influence Tactics</td>
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<td>7 - 10/10</td>
<td>6</td>
<td>Ethics and Social Responsibility</td>
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<tr>
<td>8 - 10/17</td>
<td></td>
<td>Case Project/Role Play</td>
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<td></td>
<td></td>
<td>Test Review</td>
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<tr>
<td>9 - 10/24</td>
<td></td>
<td>Test 1 - chap. 1-8</td>
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<tr>
<td>10 - 10/31</td>
<td>9-10</td>
<td>Developing Teamwork, Motivation, and Coaching</td>
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<tr>
<td>11 - 11/7</td>
<td>13 and 15</td>
<td>Strategic Leadership and Leadership Development</td>
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<tr>
<td>12 - 11/14</td>
<td></td>
<td>Team Project/Presentation</td>
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<tr>
<td>13 - 11/21</td>
<td>12 and 14</td>
<td>Communication and Conflict Resolution</td>
</tr>
<tr>
<td>14 - 11/28</td>
<td>11</td>
<td>Creativity, Innovation, and Leadership Journals and Extra credit due.</td>
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<tr>
<td>15 - 12/5</td>
<td></td>
<td>Leadership Plan Presentations, Test Review</td>
</tr>
<tr>
<td>16 - 12/12</td>
<td></td>
<td>Test 2 - chap. 9-15</td>
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**Course Requirements:**

The course is a combination of lectures with an emphasis on participation, discussions, case studies, readings, papers, tests, and group presentations. Grades will be based on the following evaluation methods.
1. Attendance/Class Participation: To foster critical thinking through group discussion, attendance is required. Read all assignments before coming to class and be prepared to discuss all Discussion Questions and Activities as well as Leadership Case Problems for the assigned chapter(s). Attendance, class participation, and case studies count toward 10 percent of the final course grade. Find a study partner with whom you can share notes and can update you if you miss a class. Students may call or e-mail me regarding missed classes and work.

2. There will be two tests. It is your responsibility to inform me if you have an emergency and will be absent on a testing day. Make up testing is handled on a case by case basis. Make up tests consist of essay questions.

3. Case studies will be assigned during class time. It is your responsibility to let me know if you will be absent on a day when there is a case study. Make up for case studies is handled on a case by case basis.

4. There will be extra credit opportunities.

<table>
<thead>
<tr>
<th>Grading</th>
<th>Letter Grade or Credit/No Credit Option</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation, Attendance and Punctuality</td>
<td>100 points</td>
<td>A = 90% - 100%</td>
</tr>
<tr>
<td>Team Presentation/Internet assignment</td>
<td>100 points</td>
<td>B = 80% - 89%</td>
</tr>
<tr>
<td>Test 1</td>
<td>100 points</td>
<td>C = 70% - 79%</td>
</tr>
<tr>
<td>Test 2</td>
<td>100 points</td>
<td>D = 60% - 69%</td>
</tr>
<tr>
<td>Case Studies/Role Play</td>
<td>100 points</td>
<td>F = 59% and below</td>
</tr>
<tr>
<td>Leadership Plan /Journal Project</td>
<td>100 points</td>
<td>Total of 600 points</td>
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**Instructor Expectations:**

1. Students will be on time, attend class, come to class prepared, and participate (speak and listen) in a respectful manner.

2. Carefully read course materials, listen, and follow directions.

3. Students will complete all readings, assignments, and presentations on time and in a thorough and professional manner.

4. Students must satisfactorily complete all assignments and tests to receive a minimum of a "C" grade.
5. Students will devote a minimum of 4 to 6 hours per week in addition to class meetings to complete homework and prepare for the next class session.

6. Papers and presentations should show a synthesis of class discussions, readings, research, personal learning, observations, opinions, and creativity. I am looking for your thinking process. Comments such as "I agree" or "I don't agree" must also include "why, what, where, and how" to show depth of thought and analytical thinking.

7. Respect confidentiality.

8. Have fun and enjoy the learning process.

Written Assignments:
Paper Format: Read the following directions carefully. Papers not formatted correctly will be returned.
All papers must be typed, double spaced with a one inch margin and Times New Roman or Arial 12 point font. Type your name, class, section number, and date in the upper right corner, single spaced. A title page is not required; however, you must identify the assignment in the title. You must cite your research sources. I look for proper English usage, with standard formal grammar and spelling. Use spell and grammar check, and proofread all assignments. This is a business class, therefore the expectation is that you turn in professional quality work.

Participation:
Your final grade for the course will include how well and how much you participate. Participation is key to the learning process. Writing about and discussing what you are studying facilitates effective learning. Keep all communication respectful and professional.

Your participation will be evaluated in the following ways:

1. Participation is required. Be prepared to discuss the course material and homework assignments. I am looking for comments on the subject matter, which are substantive and show depth of thought. Explain to me and the class how and why you came to certain conclusions. Also, bring up any other questions that come up for you when considering the subject.

2. Learning Teams: You will be assigned a learning (study) team. Learning Teams will work together on case studies and projects, and act as a resource in the learning process.

3. The quality of your participation is essential. Discussions should be relevant to course material. Showing respect for your fellow students is required. Allow others to participate in discussions as well, in other words don't monopolize the conversation. Also, if you have a tendency to not speak up in class, this is an opportunity for you to develop your speaking
skills. Remember participation counts for 20% of your grade (10% case studies and 10% attendance and participation).

**Team Presentation and Internet Assignment:** To encourage teamwork, a team presentation is required. Teams of two or three will be assigned to conduct a class discussion on a business leadership issue. Each team will identify and research a business leadership issue using Internet-based business journals. The discussion may be based on leadership issues identified in your text, but cannot be about business plans, profits, marketing, etc. Everyone in the team is required to participate in the preparation and presentation. Class time will be scheduled to prepare for team projects.

One outline per team is due on the day of the presentation. Each team will turn in an outline of their discussion that includes the web addresses for the Internet-based business journals. Outlines must be typed or word-processed with the names of each team member in the upper left corner. Web addresses for the Internet-based business journals should be listed at the end of the outline. Outlines must be 3-4 pages long.

**Case studies/Role plays:** Case studies and role plays will be assigned to learning teams. You must come to class prepared to discuss the cases. Students will first discuss the cases/prepare the role plays in teams during class; then each team will explain its findings in short presentations to the entire class or participate in the role play.

**Leadership Plan Project and Journal:** Students will complete a leadership plan in teams or individually. The journal must be done as an individual. The project includes three parts:

1. Outline of Plan: 2-3 pages long in outline format
2. Presentation of Plan
3. Learning Journal written throughout the semester: 4 - 5 pages discussing your experience during the course that is reflective of your learning, reaction to, and evaluation of the class. The journal is an experiential learning tool. Comment on current events and your personal experiences as they relate to the course and the development of your leadership plan. This is an opportunity to reflect on your personal leadership style and plan how you will develop your leadership skills. This is an academic journal, so please write it in a respectful and professional manner that is relevant to the course content. It must be written on a continuing basis. It may be in a detailed outline or narrative format. Halfway through the semester you will turn in a draft of your journal.
Extra credit may be earned by:

1. Writing research papers (20 points possible on an extra credit paper). Ask the instructor for details.

2. Business in the News Reports: You must complete three 1 page memos on news within the last month. You also must give a 3 minute informal discussion about the news articles. You will receive 20 points for completing all 3 reports satisfactorily. Memo: Use a memo heading that lists the publication and the author, date, and name of article. Use newspaper or news magazine articles that are related to business and class subject material. For the content of the memo write 2 paragraphs: one paragraph giving an overview of the article and one paragraph discussing your point of view on the subject.

3. Book Report: Read a book on leadership written by a current author. A list of suggested titles will be given to you. The paper must be 2-3 pages in length. You will analyze the book using the textbook, personal experience, and class discussions to compare and contrast the information presented.

Class rules:

1. Late assignments are reduced by one grade (for example: "A" is reduced to a "B," or "C" is reduced to a "D").

2. Plagiarism and/or cheating may result in a fail grade.

3. Do not interrupt the speaker of the moment.

4. Use proper English and professional language at all times.

5. Treat everyone with respect. No profanity, disrespectful jokes or comments, or slurs of any kind are tolerated.

6. You may be dropped for excessive absences and/or tardiness.

7. **Turn all cell phones and pagers off during class time.**

8. Handwritten assignments will not be accepted.

9. If you use email, follow email etiquette. Proofread your emails to check for spelling, grammar, and politeness. No profanity, disrespectful jokes or comments, or slurs of any kind are allowed. Remember, once it is written into cyberspace it is never gone.

10. It isn't possible to cover every eventuality. I will attempt to be as fair as possible. I expect you to respond in an adult manner.

**College policies:** Students are required to follow all policies of the college. It is your responsibility to read and follow the policies.
It is the student's responsibility to add and drop classes. If you neglect to add the class you will not receive credit. If you neglect to drop the class you will receive a FAIL grade. Check the college schedule for the last day to add and drop classes.

If you have a special need, such as a physical or learning disability, which may require an accommodation, please inform me as soon as possible.

*You are required to read all chapters.

*We will discuss chapter cases in class the day they are listed in the syllabus and course schedule. Come to class prepared to discuss the cases.

Syllabus is subject to change.

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