Business 65: Leadership
Course Overview and Syllabus
Winter 2025 / 5 Units
Section 63Z / Online Format
Michele Fritz

Quick Contact Information:

Type	Details
Office Hours:	Mondays from 1-2:40 pm in Zoom; Enter the waiting room at the scheduled time using this link: *https://fhda-edu.zoom.us/my/mfritz* . Tuesdays & Thursdays from 9:25-10:15 am on campus in F-51J.
Email Address:	**fritzmichele** at **fhda.edu** (Please note that Michele has one "L".) You can expect a response within 24 hours, except for the weekend. On the weekend you can expect a response on the next business day.
Telephone:	(408) 864-8615 (You can call me during my campus office hours, but please use **Canvas email** for urgent messages as I rarely check voicemail.)
Instructor Web Site:	**http://www.deanza.edu/faculty/fritzmichele/** My web site contains many tools and resources for students.

Course Description:

The purpose of this course is to introduce the student to the 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. This course is suitable for students who have not taken many college courses.

Student Learning Outcome Statements (SLO):

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.

Communications:

Have a question? Please reach out!

- ***Use the Canvas Mail system***, in the global navigation menu labeled "Inbox". I respond to email several times per day, Monday through Friday. If it is a weekend or a holiday, you will hear from me on the next business day.

- ***Office hours:*** Drop in Mondays on Zoom from 1-2:40 PM (Invite Link: https://fhda-edu.zoom.us/my/mfritz) or Tuesdays and Thursdays on campus from 9:25-10:15 AM in F-51J in building F-5. If you need to go over an exam, please make an appointment by email for a time during my office hours.

- **District Email:** fritzmichele@fhda.edu. Please include the course and the section in your email, because I teach many different courses. Canvas email (above) is a better choice if you are already registered in one of my classes.

- **Phone:** Don't leave messages for me on my office phone because I do not check it regularly.

- **Student Cafe**: If it is the weekend or evening and you have a general question that is not private, you can try posting to the **Student Cafe** discussion in Canvas. Maybe one of your classmates has the answer!

How will I communicate with you?

- **Announcements**: I will post announcements several times per week in our Canvas course, but always on Mondays. If you have notifications set correctly as described in **Module 1**, you should receive an email copy of these announcements. The two most recent announcements will also be posted at the top of the course home page. Announcements will cover upcoming deadlines, exams, and also feedback on topics of confusion for the class. For more complex assignments, I will announce when explanatory videos are created and posted so you can learn how to approach these assignments.

- **Canvas Mail**: I'll contact you through the email system in Canvas. You can access this feature by clicking on the "Inbox" icon in the left-hand global navigation menu. If you missed an assignment, you should expect to receive an email from me regarding your recovery options.

- **Discussions:** When we have class discussions, I will post comments in the discussion the day after the deadline, highlighting important points. You can easily find my comments by searching for "Prof. Fritz". If you need to take further action on your assignment, you will also find my feedback to you in the gradebook.

Materials:

- **Required Textbook / E-book**: Peter G. Northouse, *Introduction to Leadership: Concepts and Practice*, **6th** ed., Sage Publications, 2025. It is **required** that you get the book (ISBN: 9781071884959). Please do not use an older or newer edition, because the author frequently re-arranges the materials. E-book rental through VitalSource is a low-cost option ($47 for 90 days).

- **Technology:** The following technology is required in order to access the course materials. (Note that all these external links open in new windows.)

    o You will need a **computer** with **high speed access** to the Internet.

    o You must have a **current browser** to view the web-based course materials.

    o To access slides, you will need the Acrobat Reader or some other PDF viewer..

    o 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 whitelist your instructor or empty your email account (if it is full). You can also set up text alerts in Canvas to ensure that you receive all important reminders from your instructor.

Requirements:

- ***Reading and Review:*** Each week you will have 1-2 chapters and some supplemental articles to master. There will be some videos and a slide presentation to review as well. You should do assigned reading first, and then review the associated multimedia materials.

- ***Module Practice:*** Each module has a practice quiz to test your comprehension of the lessons. The practice is provided to help you determine how well you understood and learned the materials that will be covered on exams. These module practice assignments may be repeated up to 3 times.

- ***Discussions:*** There are several discussions in the course which will allow us all to get to know each and share reflections on self-assessment exercises. These assignments will be checked for plagiarism and use of AI.

- ***Case Studies:*** Each week you will also have the opportunity to apply what you have learned through a video case study. These provide the opportunity for you to apply theoretical concepts to real world situations. After the first week's case study, these assignments may not be repeated.

- ***Examinations:*** There will be 2 exams to test you on the material you have learned. The questions will contain similar content to issues explored in the module practice, readings, and video assignments. Exams will be monitored online. You should read the **instructions** so you are clear on what is and is not allowed during exams. Academic integrity violations will be posted to your transcript. These tests will be timed, so you will need to know course concepts to complete them. You may use your handwritten notes, but you will not have the time to refer to them often.

  - ***Midterm Exam in Week 5:*** (50 points) covers all materials in Modules 1 through 5. See Canvas for exact dates.
  - ***Final Exam in Week 12:*** (50 points) covers all materials in Modules 6 through 11. See Canvas for exact dates.

Tips for Success:

There are many ways that you can demonstrate your knowledge & boost your performance in this course.

- Read the textbook and supplementary articles posted in the module. There are also videos to aid your understanding. Taking notes on text, articles, and videos is recommended, and the slide presentations are a great starting point.

- Do the Module Practice for each chapter to identify areas in the text to study, and to identify topics that are likely to appear on exams. Take notes on questions that you got incorrect, so you can focus your study before exams. Review the textbook or supplements for the questions you missed. Retry the practice quizzes to improve your score.

- Schedule your work to complete tasks on time. Late work is often rushed, lower quality, and penalized by your instructor.

- Email the instructor or attend office hours when you don't understand the course concepts.

Lesson Plan:

Dates	Lessons	Class Focus
Week 1	What is Leadership?	Chapter 1
Week 2	Examining Traits and Destructive Leadership	Chapters 2 & 12
Week 3	Understanding Leadership Styles	Chapter 3
Week 4	Attending to Tasks and Relationships	Chapter 4
Week 5	Developing Leadership Skills	Chapter 5, **Midterm Exam**
Week 6	Engaging Strengths	Chapter 6
Week 7	Creating a Vision	Chapter 7
Week 8	Establishing a Constructive Climate for Your Team	Chapter 8
Week 9	Fostering Diversity and Inclusion	Chapter 9
Week 10	Handling Conflict	Chapter 10
Week 11	Demonstrating Ethics and Integrity	Chapter 11
Week 12	Final Exam Week	**Final Exam**

Grading Policies:

Grade Scale

If Your Canvas Total is	Resulting Grade
97.5% and up	A+
Over 92.5% but <97.5 %	A
Over 89.5% but <92.5%	A-
Over 87.5% but <89.5%	B+
Over 82.5% but <87.5%	B
Over 79.5% but <82.5%	B-
Over 77.5% but <79.5%	C+
Over 69.5% but <77.5%	C (C- grade does not exist)
Over 67.5% but <69.5%	D+
Over 62.5 % but <67.5%	D
Over 59.5% but <62.5%	D-
< 59.5%	F

Academic Integrity:

Students who plagiarize, submit the work of others as their own, use Artificial Intelligence to write assignments, or cheat on exams will (at a minimum) receive a failing grade on that assignment and be reported to college authorities. Ignorance is not an acceptable excuse in a college classroom. If you are uncertain what behavior is acceptable, refer to the De Anza web site on Academic Integrity.

Artificial Intelligence Policy: For this course, the use of generative artificial intelligence applications, such as ChatGPT, Bard, Jasper, Sudowrite, and Claude, is strictly prohibited.

Dropping the Class:

The instructor will drop students who have not logged on or missed **any** assignment during first two weeks. The instructor reserves the right to drop students who stop participating (2 or more missing assignments) in 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.

Support:

Type of Support	How to Get It
Help with Concepts	Email me or drop by my office hours.
Canvas Technical Support	Click the **?Help** icon in the left hand column of your screen in Canvas. There is also technical support available from 5:00 PM to 8:00 AM PST, seven days per week. Call 1-844-592-2207.
Playposit Technical Support	If you are having trouble with one of the video case studies, please navigate to this page: https://knowledge.playposit.com/category/117-for-students, and click on **Contact** in the blue banner at the top of the page to open a form where you can email them about your technical issue.
Students who need Accommodations	The video materials and simulations in this multimedia course have captions 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. If you are registered with DSS and have accommodations set by a DSS counselor, please be sure that your instructor has received your accommodation letter from Clockwork early in the quarter to review how the accommodations will be applied in the course.