

# ***Business 65: Leadership***

## **Course Overview and Syllabus**

Winter 2023 / 5 Units

Section 63Z / Online Format

**Michele Fritz**

### ***Contact Information:***

<b>Contact</b>	<b>Details</b>
<b>Office Hours:</b>	Mondays from 1:00-3:00 PM; Tuesdays & Thursdays from 9:45-10:45 AM. Enter the waiting room at the required time using this link: <a href="http://fhda-edu.zoom.us/my/mfritz">http://fhda-edu.zoom.us/my/mfritz</a> . Please note that I will also be on campus on Tuesdays & Thursdays in F51J, so the wait in Zoom may be a bit longer if students are present.
<b>Email Address:</b>	<b>fritzmichele</b> at <b>fhda.edu</b> (Please note that Michele has one "L".) You can expect a response within 24 hours, except for the weekend, when I do not check email. On the weekend you can expect a response on the next business day.
<b>Telephone:</b>	(408) 864-8615 (Please use <b>Canvas email</b> for urgent messages as I rarely check voicemail.)
<b>Instructor Web Site:</b>	<a href="http://www.deanza.edu/faculty/fritzmichele/">http://www.deanza.edu/faculty/fritzmichele/</a> 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.

### ***Materials:***

- **Required Textbook / E-book:** Peter G. Northouse, *Introduction to Leadership: Concepts and Practice*, 5<sup>th</sup> ed., Sage Publications, 2021. It is **essential** that you get the textbook (ISBN: 9781544351599) or the e-book (VIBID: 9781544351629) version. Please do not use an older or newer edition, because the author frequently re-arranges the materials. A used copy is fine. [E-book rental through VitalSource](#) is a low cost option (\$42 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.)

- You will need a **computer** with **high speed access** to the Internet.
- You must have a **current browser** to view the web-based course materials.
- To access slides, you will need the [Acrobat Reader](#) or some other PDF viewer..
- 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). 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 several 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 week there is an online practice quiz 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.
- **Discussion Forums:** Most weeks 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 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 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	Fair Work	Needs Improvement
<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 a significant, <b>new*</b> , and substantiated idea to the discussion and shows that posts from others have been reviewed prior to posting. *An original idea can include a new situation, new tactics, new examples, alternative viewpoints (from others involved in the scenario), cited research of expert opinion, and connections to personal experience.	Adds a <b>new*</b> idea to the chosen discussion topic and demonstrates that posts from others have been reviewed. *An original idea can include any of the following: a new situation, new tactics, new examples, presenting alternative viewpoints (from followers, other scenarios), cited research of expert opinion, and connections to personal experience.	Enhances or paraphrases an idea that has already been mentioned in the discussion forum.

Criteria	Superior work	Fair Work	Needs Improvement
<b>Timeliness</b>	Posts fully in the discussion by the deadline.	Posts a few days after the deadline. Note that late students will not receive a choice of discussion topics.	Posts a week or more 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 some weeks, we will have a short written assignment instead of a discussion. Most of 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 late for reduced credit, but **unlike the discussions, these may not be improved once graded.**
- **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, videos and discussion 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 shown on 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** (50 points) covers modules 1 through 5 and associated materials. It is due by **11:59 PM PST the end of Week 5.** (See Canvas for exact dates.)
- **Final Exam** (50 points) covers modules 6 through 11 and associated materials. It is due **on or before 11:59 PM PST on the Thursday of Week 12 (Finals Week).**

### ***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.
- Use the flashcards to get familiar with key terms likely to appear on exams and assignments.
- Do the Module Practice 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. Late work is often rushed and at lower quality.
- Email the instructor when you don't understand the answer to one of the practice questions.
- 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".

- **Discussion group postings may be improved** to gain additional points (although any late penalties will remain) up until the Monday before the test covering that material.

### ***Lesson Plan:***

<b><i>Dates</i></b>	<b><i>Lessons</i></b>	<b><i>Class Focus</i></b>
Week 1	Course Orientation; What is Leadership?	Chapter 1
Week 2	Identifying Traits and Strengths	Chapters 2, 6
Week 3	Understanding Leadership Styles	Chapter 3
Week 4	Attending to Tasks and Relationships	Chapter 4
Week 5	Developing Leadership Skills	Chapter 5, <b>Midterm</b>
Week 6	Creating a Vision	Chapter 7
Week 7	Establishing a Constructive Climate	Chapter 8
Week 8	Diversity and Inclusion; Outgroups	Chapters 9, 10
Week 9	Handling Conflict	Chapter 11
Week 10	Overcoming Obstacles	Chapter 13
Week 11	Demonstrating Ethics and Integrity	Chapter 12
Week 12	Final Exam Week	<b>Final Exam</b>

### ***Academic Integrity:***

Students who plagiarize, submit the work of others as their own, or cheat on exams will 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. Ignorance is not an excuse in a college classroom. If you are uncertain what constitutes acceptable behavior, refer to the De Anza web site on [Academic Integrity](#).

### ***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 (more than 2 missing assignments) 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**

<b><i>Course Requirement</i></b>	<b><i>Point Value</i></b>	<b><i>Percentage</i></b>
11 Module Practice Quizzes	165	45%
2 Exams	100	27%
10 written assignments (Discussions, self-assessments, & other written assignments)	105	28%
Total	370	100%

## Grade Scale

<i><b>If Your Canvas Total is</b></i>	<i><b>Resulting Grade</b></i>
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

### ***Support:***

<i><b>Type of Support</b></i>	<i><b>How to Get It</b></i>
<b>Help with Concepts</b>	Email me Mondays through Fridays. (24 hour turnaround is typical except over the weekend.)
<b>Sage Technical Support</b>	For help with the student textbook site, please phone Sage support at 1 (800) 818-7243, x7080. (Copy your instructor on the message.)
<b>Canvas Technical Support</b>	Click the <b>?Help</b> 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.
<b>Online Education Center</b>	<b>Home Page:</b> <a href="http://www.deanza.edu/online-ed/">http://www.deanza.edu/online-ed/</a> <b>Phone:</b> (408) 864-8969. <b>Hours of operation</b> are posted on the page under the link "About Us."
<b>Students who need Accommodations</b>	<p>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.</p> <p>If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.</p> <p>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. Contact DSS if you cannot find or utilize your <a href="#">MyPortal</a> Clockwork Portal.</p>