

Business 65: Leadership

Course Overview and Syllabus

Winter 2018 / 5 Units

Section 63Z / Online Format

Michele Fritz

Contact	Details
Office Hours:	Tuesdays from 8:15-9:15 AM and from 11:30-12:30 in ATC203D. Wednesdays 11:30-12:30 PM in ATC203D. Thursdays from 8:15-9:15 AM in ATC203D. Please note there is no working phone in this room. Online office hours are through email.
Email Address:	fritzmichele at deanza.edu (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.
Telephone:	(408) 864-8615 (Please use email for urgent messages as I sporadically 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 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 / E-book:** Peter G. Northouse, *Introduction to Leadership: Concepts and Practice*, 3rd ed., Sage Publications, 2015. ISBN: **9781452259666**. Since this online course does not have lectures, it is **essential** that you get the textbook or the e-book version. Please do not use the older 2nd edition or the newer 4th edition, because is a different arrangement of chapters in those books. There is no associated code for resources, so a used copy is fine.
- **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. Remember, if you don't have fast internet 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.
- You will need to download [Flash](#) to view some of the videos in their graphical format. (Most people already have this installed.)
- To access presentation slides, you will need the [Acrobat Reader](#) or some other PDF viewing application.
- If you are using a tablet or phone at times to access Canvas, you will need an app that can take screenshots (.jpg or .png files).
- 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. These proactive measures will ensure that you receive all important reminders from your instructor.

Requirements:

- ***Reading and Review:*** Each week you will have approximately one chapter 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.
- ***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 Canvas before the posted deadline that week. You will need to use the PrintScreen or screenshot function or an app to create .png or .jpg picture files. This is a timeliness incentive for students to keep up with the reading and material review. **You may miss one practice quiz 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. There are no makeup exams but you will have a window of one week to take the test.
 - ***Exam 1*** (40 points) covers textbook chapters 1, 2, and 3, and associated materials. It is due by **11:59 PM PST the Thursday of Week 3.** (See Canvas for exact dates.)
 - ***Exam 2*** (40 points) covers textbook chapters 4, 5, and 6, and associated materials. It is due by **11:59 PM PST the Thursday of Week 6.**
 - ***Exam 3*** (40 points) covers textbook chapters 7, 8, and 9, and associated materials. It is due by **11:59 PM PST the Thursday of Week 9.**
 - ***Comprehensive Final Exam*** (40 points) covers textbook chapters 10, 11, and 12, and associated materials. It is due by **11:59 PM PST on the Thursday of Week 12 (Finals Week).**
- ***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	Fair Work	Needs Improvement
Completeness	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.
Originality	Adds a significant, new* , and substantiated idea to the discussion and shows that posts from others have been reviewed prior to posting. *An original idea can include new leadership tactics, new examples, alternative viewpoints (from others involved in the scenario), research of expert opinion, and connections to personal experience.	Adds a new* idea to the chosen discussion topic and demonstrates that posts from others have been reviewed. *An original idea can include any of the following: new leadership tactics, new examples, alternative viewpoints (from others involved in the scenario), research of expert opinion, and connections to personal experience.	Enhances or paraphrases an idea that has already been mentioned in the discussion forum.
Timeliness	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.
Professionalism	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 in Week 8. 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.

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 Café** discussion 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) up until the Sunday before the test covering that material.
- Do the Optional Extra Credit Gap Analysis Report in weeks 7-8 if you are struggling in the course.

Lesson Plan:

Dates	Lessons
Week 1	Course Orientation; What is Leadership?
Week 2	Identifying Traits and Strengths
Week 3	Exam 1 ; Understanding Leadership Styles
Week 4	Attending to Tasks and Relationships
Week 5	Developing Leadership Skills
Week 6	Exam 2 ; Creating a Vision
Week 7	Establishing a Constructive Climate
Week 8	Fostering Diversity and Inclusion; Extra Credit Report Due.
Week 9	Exam 3 ; Handling Conflict
Week 10	Overcoming Obstacles
Week 11	Demonstrating Ethics and Integrity
Week 12	Final Exam

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 constitutes 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

Course Requirement	Point Value	Percentage
Submitting screenshots for 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%
Total (Extra Credit not included)	300	100%

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

Support:

Type of Support	How to Get It
Help with Concepts	Email me Mondays through Fridays. (24 hour turnaround is typical except over the weekend.) Or drop by my scheduled office hours on campus!
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.
Online Education Center	Home Page: http://www.deanza.edu/online-ed/ Phone: (408) 864-8969. Hours of operation are posted on the page under the link "About Us."

Type of Support	How to Get It
<p>Students who need Accommodations</p>	<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 MyPortal Clockwork Portal.</p>