



**REQUIRED TEXT :**

**Lussier, Robert, and Achua, Christopher. *Leadership, Fifth Edition.* Cengage Learning, 2013. ISBN: 9781111827076.**

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**OPTIONAL TEXTS:**

Christensen, Clayton M., Allworth, James, & Dillon, Karen. *How Will You Measure Your Life?* HarperCollins, 2012. ISBN: 9780062102416.

Collins, Jim, and Hansen, Morten T. *Great by Choice.* HarperCollins, 2011. ISBN: 9780062120991.

Collins, Jim. *Good to Great.* HarperCollins, 2001. ISBN: 0066620996.

Krzyzewski, Mike. *Beyond Basketball: Coach K's Keywords for Success.* Warner Books, 2006. ISBN-13: 9780446580496.

Lencioni, Patrick. *The Advantage: Why Organizational Health Trumps Everything Else in Business.* Jossey-Bass, 2012. ISBN: 9780470941522.

Lencioni, Patrick. *The Five Dysfunctions of a Team: A Leadership Fable.* Jossey-Bass, 2002. ISBN: 0787960756.

Maxwell, John. *Leadership Gold.* Thomas Nelson, 2008. ISBN-13: 9780785214113.

Sheridan, Richard. *Joy, Inc.: How We Built a Workplace People Love.* Penguin Group, 2013. ISBN: 978-0-689-15170-3.

Welch, Jack, with Welch, Suzy. *Winning.* Harper Collins, 2005. ISBN: 0060753943.

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**COURSE DESCRIPTION:**

Both knowledge and behavior contribute to effective leadership skills needed to enhance the contribution of your team. Students explore topics including shared vision and values, team building, and decision making. You will study leadership theory in ways that encourage development of your leadership skills, including effective use of power and influence, motivational tools, personality assessment, team communication, role modeling, and performance appraisals. Prerequisites: CIS 095\*, ENG 085\* and ENG 090\* (\* = or equivalent)

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## **COURSE STRUCTURE :**

A *variety of methods* will be used to enhance your understanding of leadership. You will analyze your own leadership traits and identify areas for growth. Small group projects will develop teamwork and networking skills. Successful leaders will visit our class either in person or by way of video. Concepts from the readings will be discussed, so it is imperative that the required reading for each class be completed in advance. Lectures, readings, power point presentations, and videos will illustrate current issues in leadership and provide examples of successes and struggles faced by leaders. Online forums and assignments will allow students to analyze and express views in writing on a variety of leadership topics. This course will be highly interactive—*as with any organization, growth and synergies are most effectively achieved when all members are actively contributing*. Assignments, forums, and other assessments will be graded.

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## **COURSE OBJECTIVES :**

Jackson College has established a set of Associated Degree Outcomes (ADOs) to be achieved by every student. BUA 121 will specifically address ADO #9: working in small groups. At the completion of this course, successful students will be able to:

1. Construct a working knowledge and analysis of business concepts, language and trends, especially with regard to leadership, and communicate this knowledge and analysis effectively through writing and speaking.
  2. Work effectively with others and display leadership characteristics in small groups.
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## **EXPECTATIONS OF THE INSTRUCTOR :**

1. Provide a lively and useful learning experience. For this to happen, I encourage you to give me honest, respectful feedback at appropriate times regarding what is working for you and what I (we) need to do differently.
  2. Thoroughly prepare the course material; pose and answer relevant questions related to that material.
  3. Give helpful feedback on your assignments.
  4. Maintain a dialog with students in the online format, but not respond to every posting in this format.
  5. Arrange video or in-person presentations from interesting and relevant leaders to provide insights into the application of leadership skills.
  6. Answer additional questions you may have, either through email dialogue or meeting face to face.
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## EXPECTATIONS OF THE STUDENT :

1. Establish reliable access to a computer with internet connection. Most work will be submitted through the College's JetNet Course Management System. The Lenawee campus and the library in Atkinson Hall have computers available for you at certain hours of the day. There are also internet connections available at other JC campuses as well as local libraries. Check the calendars of the relevant organizations if you plan to use these resources.
2. Submit your work on time. No late work will be accepted. Be sure to read the instructions for each piece of online work to determine the requirements and specific due dates. NOTE: In the online forums, your initial posting often will be due at least two days before the forum closes in order to allow your classmates to comment on your posting.
3. Do your part in making this experience valuable for you and your classmates. How do you do that? Be prepared. Think creatively. Participate actively and treat others respectfully during class sessions as well as in the online forums.
4. Turn off all electronic devices during the class sessions and refrain from eating. You may bring drinks in covered containers during class time. We will have a short break during each class period in case you would like a snack.

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**EVALUATION :** Your final grade will be composed of the following elements, weighted as shown below:

Assignments 40%

Participation in Class and Online Forums 40%

Quizzes 20%

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**GRADING :** Final grades will be assigned according to the following scale:

90 – 100%	4.0	66– 69%	1.5
86 – 89%	3.5	60 – 65%	1.0
80 – 85%	3.0	56 – 59%	0.5
76 – 79%	2.5	00 – 55%	0.0
70 – 75%	2.0		

Please note that the above figures are thresholds; for example, a percentage of 69.9% is below the threshold of 70% and therefore receives the grade 1.5.

**HQV GRADES FOR JC:** To comply with college policy and federal regulations, you will be assigned HQV grades at approximately one week, two weeks, and eight weeks. The grades assigned are letters with the following meanings:

- **V = VERIFY** This means that your instructor VERIFIES that you are participating in the class, submitting work and your work so far has been acceptable.
  - **H = HELP** This means that you are participating, but your work shows that you may need some HELP in order to complete the class successfully. If you receive an H grade, you will be contacted by the Center for Student Success and offered tutoring services.
  - **Q = QUIT** This means that you have effectively QUIT participating in the course. If you receive a Q grade, you will automatically be withdrawn from the course by your instructor.
  - **Note:** Although your instructor may withdraw you for non-participation before midterm with a Q grade; only you, the student, can initiate a withdrawal after midterm. Incomplete grades will be given only in accordance with Jackson College policy.
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## **SPECIAL POLICIES**

**Academic Honesty :** In accordance with Jackson College policy, academic honesty is expected from all students; this includes the expectation that all students will produce their own work and not represent others' work as their own. A failing grade in this course is one of many possible consequences of academic dishonesty.

**Withdrawal :** If you do not wish to receive a grade for this course, you must withdraw before the date printed on the college website.

**Incompletes** will be given only in accordance with Jackson College policy. Please note that incompletes are very rare and that the determination of whether an incomplete will be given is the instructor's decision.

**Special needs:** Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Center for Student Success at (517) 787-0800 as soon as possible to ensure that such accommodations are implemented in a timely fashion.

**JC Technology:** If you have trouble with your JC login or other computer issues, please contact the JC Solution Center at 517-796-8539. When e-mailing your instructor, please include your first and last name and put "ACC 216" in the subject line. Always save your work and have a back-up plan. Please ask questions and get help early with any concerns you may have including computer problems.

**A note to transfer students:** It is in your best interest to continue your studies and complete a bachelor degree in your field. There are a variety of ways to do this. When considering your options, make sure to use the Michigan Transfer Equivalency website at <http://michigantransfernet.org/> . For JC advising in accounting and business, contact Latisha Hurd with the JC Student Service Center at 517-787-0800.

**Note:** This syllabus is not a contract: it is a general plan for the course. Each course and each group of students is unique. We may do more or less work than is outlined above.