

BUA 121 - LEADERSHIP

Section: BUA-121-PL1 FL2017 Thursday, 7:30 – 10:40 AM

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Office Hours: By appointment.

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)

COURSE OBJECTIVES

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.
2. Work effectively with others.

REQUIRED TEXTS:

1. Phillips, Donald T. *Lincoln on Leadership: Executive Strategies for Tough Times*. Warner Books, 1992. ISBN: 0446394599.
2. Collins, Jim. *Good to Great*. HarperCollins, 2001. ISBN: 0066620996.
3. Sheridan, Richard. *Joy, Inc.: How We Built a Workplace People Love*. Penguin Group, 2013. ISBN: 978-0-689-15170-3.

COURSE ACTIVITIES:

The list and descriptions below indicate the types of activities completed in our class. All of the course assignments and activities are included in the course calendar (provided by instructor.)

Late assignments (ANY REASON) will be accepted with a 50% deduction. The listing below indicates how many points you earn for each activity. Review the Course Calendar below for due dates.

HOMEWORK (Short essays) (20 pts per)

Your answers for the short essays should be no longer than 250 words (the equivalent of one page, double spaced). Do your best to answer the entire question in the max allowable space. The intent here is to take our learnings and place them in “real world” contexts. References from the required texts should be used whenever possible.

GROUP ASSIGNMENT (40 pts)

The group assignment will be completed by a group of six or seven students. Assignments will be made on the first day of class. The group assignment will consist of a collaborative review of an assigned text.

FINAL EXAM (100 pts):

We will have a final exam that covers all assigned readings during this semester. While previous quizzes were open book, the final exam will be closed book. I will provide more information as we progress through the semester.

Activities: Tentative activities, which are subject to change:

13 homework essays = 260

1 group assignment = 40

1 final exam = 100

Total = 400

Final Grade Scale:	<u>Points</u>	<u>Grade</u>
	360 – 400	4.0
	340 – 359	3.5
	320 – 339	3.0
	300 – 319	2.5
	280 – 299	2.0
	260 – 279	1.5
	240 – 259	1.0
	0 – 239	0.0

GRADING PROCEDURE

Your grade will be based on the points you earn on quizzes, the group assignment, class preparation and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the course calendar. In addition, class participation will be measured by your level of engagement during class. It is expected that each student engages in classroom discussions. The instructor reserves the right to adjust your final grade (+/- one letter grade) based on your level of engagement and participation.

PARTICIPATION and ATTENDANCE POLICY

JC administration and the federal government now require faculty to file attendance regularly throughout the term this is referred to as HVQ reporting. Your success will depend greatly on your participation in class, time spent completing assignments, and time practicing on the computer. Attendance will be reported periodically to the Registrar's Office. Definitions include: "H"—the student is not doing acceptable work and needs "help" to be successful, "Q"—the student has not participated/attended, and "V"—the instructor "verifies" that the student is participating/attending and doing acceptable work. **It is ultimately the responsibility of the student to withdraw from the course.** You should also contact your instructor when considering a withdrawal.

EXTRA HELP

If you need help with a topic, start with your fellow classmates. Ask questions and learn from each other. If you still need help with a topic, please ask your instructor! I am here to help you and want you to succeed.

STUDENT RESPONSIBILITIES

1. Follow the requirements in the Academic Honesty document posted in this class.
2. Attend all classes and be on time. If you are absent, you are still responsible for all information presented and for turning in any assignments that are due. Please remember to contact your “support” classmates for questions and missed information.
3. The student is responsible for the material covered in a missed class. Notify your instructor in advance if you are going to miss an exam and make arrangements to take that exam another time. Details on tests will be posted as the course progresses.
4. Participate in class activities and discussions in a responsible and considerate manner. Student discussion and questioning is encouraged.
5. Grade issues must be reconciled within the same week of grade posting. Waiting until the end of the semester will not result in a grade change for any reason.
6. Points are earned for learning, not for effort or best intentions.
7. All assignment will be hand written. It is the student’s responsibility to ensure that all work turned in for grade is legible. If the instructor cannot read the content presented, a grade cannot be issued.
8. Appropriate business talk and written work (grammar, spelling and capitalization) are expected.

COLLABORATION

While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution. **File sharing is NOT collaborating; it is cheating and violates academic honesty policy!**

ACADEMIC HONESTY

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others’ work as their own, either by plagiarism, by cheating, or by helping others to do so. Please refer to the **Student Handbook for Student Rights and Responsibilities**.

CONSEQUENCES

Anyone caught cheating on an assignment or quiz will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class. All academic dishonesty violations will be reported to the Dean.

CLASSROOM POLICY

Be respectful of your instructor and your peers. This is a learning community – and we all will learn something – so be positive and encouraging of those around you. Any behavior considered being disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor

and/or security and/or the Dean of Students. Consequences may involve deduction of points/grade and/or may include removal from class.

TIPS!!!

1. It may be surprising to learn how much of student success depends directly upon you, the student.
2. We may not review every topic included in each chapter during our time together in the classroom. It is your responsibility to review the assigned readings to prepare for any quizzes and complete your assignments.
3. Writing and reading make up a significant portion of our class. At times, talking and listening are replaced by reading and writing. If you do not like to read and find it difficult to write, this class may not be for you.
4. The minimum time commitment expected for a three (3) credit class is two hours outside of class on readings and assignments for every scheduled class hour.
5. Schedule time and a quiet place for studying.
6. Unless otherwise specified, due dates for all assignments will be the following class session. All assignments will be collected at the start of the following week's class. Late penalties will be applied if work is not turned in at the start of class.

By continuing with this class, the student agrees to all conditions and requirements of the class as set forth in all parts of the syllabus, including but not limited to due dates, grading policies, methods of communication, academic honesty, attendance and all procedures and requirements. The syllabus and other documents may be modified by the instructor at any time throughout the course.

Group Assignment Rubric:

90 – 100%

Student demonstrates full grasp of the subject area. Depth of answer is appropriate for type of question asked and necessary support and evidence is given for answer. Student shows excellent understanding of the material. High levels of analysis, synthesis and evaluations used. Answer is accurate, legible and organized for optimum communication and free of spelling and grammar mistakes.

80 – 89%

Student demonstrates general understanding of the subject area but lacks advanced concepts. Student did not fully support answer with necessary facts and evidence but student shows a good understanding of the material. Moderate levels of analysis, synthesis and evaluations used. Answer is accurate with nominal level of errors in spelling, grammar, syntax or organization.

70 – 79%

Student demonstrates peripheral knowledge of the subject but did not answer specific question. Student shows some understanding of the material but did not support answer with necessary facts and evidence. Significant level of errors in writing mechanics or organization.

60 – 69%

Student's answer did not address question asked. Student made attempt at answer but missed the point of the question. Student's work meets bare minimum requirements in content and lacks some key

understanding of the material. Document organization and/or mechanics are well below professional expectations.

< 60%

Does not meet minimum requirements in content. Work shows little understanding of material. Grammar, structure and spelling are not on college level.

Tentative Schedule

Date	Discussion Topic - Reading	Assignments
21-Sep-17	Phillips – Intro., Ch. 1 – 3	HW1
28-Sep-17	Phillips – Ch. 4 – 7	HW2, HW3
5-Oct-17	Phillips – Ch. 8 – 12	HW4
12-Oct-17	Phillips – Ch. 13 – 15	HW5
19-Oct-17	Collins – Ch. 1 – 3	HW6, HW7
26-Oct-17	Collins – Ch. 4 – 6	HW8
2-Nov-17	Collins – Ch. 7 – 9	HW9
9-Nov-17	Sheridan – Ch. 1 – 4	HW10
16-Nov-17	Sheridan – Ch. 5 – 8	HW11
30-Nov-17	Sheridan – Ch. 9 – 12	HW12, HW13
7-Dec-17	Sheridan – Ch. 13 – 15	Group Assignment Due
14-Dec-17	Group Assignment Discussion	Study for Final Exam
21-Dec-17	Final Exam	