

# ***Business 65: Leadership***

Course Overview and Syllabus

Winter 2024 / 5 Units

Section 63Z / Online Format

**Michele Fritz**

## ***Contact Information:***

<b>Contact</b>	<b>Details</b>
<b>Office Hours:</b>	Mondays from 1-3 PM in Zoom; Enter the waiting room at the scheduled time using this link: <a href="https://fhda-edu.zoom.us/my/mfritz">https://fhda-edu.zoom.us/my/mfritz</a> . Tuesdays & Thursdays from 12:15-1:15 on campus in F-51J.
<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 (VBID: 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 some videos and a slide presentation to review as well. You should do assigned reading first, and then review the associated multimedia materials.
- **Homework:** 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.
- **Written Assignments:** There is an introduction discussion in the course which will allow us all to get to know each other. (There is also a Student Cafe discussion to allow students to chat and connect with each other.) There will also be two self-assessment reports requiring self-reflection. These assignments will be graded for completeness, timeliness, and professionalism of writing, and will be checked for plagiarism and use of AI. These may not be improved once graded.
- **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 retried.
- **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 Chapters 1 through 6 and associated materials. See Canvas for exact dates.
  - **Final Exam in Week 12:** (50 points) covers Chapters 7 through 13 and associated materials. 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.
- Use the flashcards to get familiar with key terms likely to appear on exams and assignments.
- 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. Make certain to review the textbook 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:***

<b><i>Dates</i></b>	<b><i>Lessons</i></b>	<b><i>Class Focus</i></b>
Week 1	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 Exam</b>
Week 6	Creating a Vision	Chapter 7
Week 7	Establishing a Constructive Climate	Chapter 8
Week 8	Fostering Diversity and Inclusion	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, 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.

## Grading Policies:

### Grade Scale

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

<b><i>Type of Support</i></b>	<b><i>How to Get It</i></b>
<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 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.</p>