



DEPARTMENT OF BUSINESS

COURSE OUTLINE – Winter 2014

HP 2280 – Leadership and Management Excellence 3 (3-0-0) 45 Hours

INSTRUCTOR: Carolyn Vasileiou, **PHONE:** 780-539-2221

OFFICE: C201 **E-MAIL:** cvasileiou@gprc.ab.ca

OFFICE HOURS: Tuesday & Thursday
9:00 – 10:30 am or by
appointment

PREREQUISITE(S)/COREQUISITE: no

REQUIRED TEXT/RESOURCE MATERIALS:

Neck, C. & Manz, C. (2013). *Mastering self-leadership: empowering yourself for personal excellence* (Sixth Edition). New Jersey: Pearson Education.

CALENDAR DESCRIPTION:

This course will address key themes and topics in leadership and management literature to enable students to establish their own commitment to best practices, excellence, and ongoing personal improvement.

CREDIT/CONTACT HOURS:

This is a 3 credit course with 3 lecture hours per week.

DELIVERY MODE(S):

Class time will involve lectures, group discussions, group work, individual reflection, videos, presentations, examinations, and guest speakers.

OBJECTIVES:

1. To further examine the roles that leadership and management have in organizations.
2. To examine your own level of ongoing personal improvement.
3. To learn more about leadership and how to exercise it in your own life.

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

GRADING CRITERIA:

| | |
|-------------------------------|-----|
| Assignments/Journal responses | 20% |
| Midterm | 15% |
| Article review | 15% |
| Book report | 20% |
| Final project | 30% |

Grades will be assigned on the Letter Grading System.

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|---------------------------------|--------------------|-----------------------|-------------------------------------|
| GRADING CONVERSION CHART | | | |
| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
| A ⁺ | 4.0 | 90 – 100 | EXCELLENT |
| A | 4.0 | 85 – 89 | |
| A ⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B ⁺ | 3.3 | 77 – 79 | |
| B | 3.0 | 73 – 76 | GOOD |
| B ⁻ | 2.7 | 70 – 72 | |
| C ⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2.0 | 63 – 66 | |
| C ⁻ | 1.7 | 60 – 62 | |
| D ⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1.0 | 50 – 54 | |
| F | 0.0 | 0 – 49 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

EVALUATIONS:

Final exam period is April 16 to 28, 2014. Please do not book anything during this time period that cannot be changed as the final exam schedule is unknown at this point.

STUDENT RESPONSIBILITIES:

All assignments must be word processed. **Students are required to save a copy of any written work submitted for marking.**

Assignments are due on the dates set by the instructor. If there is a valid reason for an extension, it must be requested prior to the due date. Unauthorized late assignments will have a 10% per-day late penalty applied to the assigned grade.

Regular attendance is critical to success in HP 2280. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete assigned readings, in-class work and assigned homework. **All assignments must be completed to receive a grade for this course.**

If a student is unable to attend a test, the instructor must be advised before the test is administered. The test will then be written at a time that is convenient for both the instructor and the student. Failure to notify the instructor of an absence will result in a grade of 0 for that test.

It is expected that students will be welcoming and attentive to all guest speakers.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

The following is an outline of the course. The order of the material discussed may be altered due to having guest speakers, as well, additional material will be added.

January 8 - 10: Introduction and Chapter 1

January 15 – 17: Chapter 2

January 22 – 24: Chapter 3

January 29 – 31: Chapter 4

February 5 – 7: Chapter 5

February 12 – 14: Chapter 6

February 17 – 2: Reading week – no classes
February 24: Classes resume

February 26: Midterm

February 28: Chapter 7

March 5 - 7: Chapter 8

March 12 – 14: Chapter 9

March 19 - 21: Chapter 10

March 26 - 28: Chapter 11

April 2 - 4: Chapter 12

April 9 - 11: Guest speakers