



# **Grande Prairie Regional College**

## **Department of Business**

COURSE OUTLINE – WINTER 2009

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

**Instructor** Carolyn Vasileiou  
**Office** C 201  
**Office Hours** T, Th 9:00 – 10:30am

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### **Required Text/Resource Materials:**

George, Bill (2007) True North. San Francisco. Jossey - Bass.

### **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 become familiar with the role of the Supervisor in the Hospitality field.
2. Understanding motivation.
3. Examine how leadership plays a role in Hospitality and Tourism.
4. To gain further understanding of such skills as staffing, training, organizing, delegation, decision making, problem solving, scheduling and quality control.
5. Examine your own level of ongoing personal improvement.
6. To learn more about leadership and how to exercise it in your own life.

### **Grading Criteria:**

|                |     |
|----------------|-----|
| Journal        | 20% |
| Midterm        | 15% |
| Article review | 15% |
| Group project  | 30% |
| Assignments    | 20% |

Note: There is **NO** final exam in this course. Therefore, it is very important to be in class and to work diligently throughout the term to complete the assignments.

Grades will be assigned on the Letter Grading System.

**Business Administration and Commerce Department**

**Grading Conversion Chart**

| Alpha Grade    | 4-point Equivalent | Percentage Guidelines | Designation          |
|----------------|--------------------|-----------------------|----------------------|
| A <sup>+</sup> | 4                  | 90 – 100              | EXCELLENT            |
| A              | 4                  | 85 – 89               |                      |
| A <sup>-</sup> | 3.7                | 80 – 84               | FIRST CLASS STANDING |
| B <sup>+</sup> | 3.3                | 76 – 79               |                      |
| B              | 3                  | 73 – 75               | GOOD                 |
| B <sup>-</sup> | 2.7                | 70 – 72               |                      |
| C <sup>+</sup> | 2.3                | 67 – 69               | SATISFACTORY         |
| C              | 2                  | 64 – 66               |                      |
| C <sup>-</sup> | 1.7                | 60 – 63               |                      |
| D <sup>+</sup> | 1.3                | 55 – 59               | MINIMAL PASS         |
| D              | 1                  | 50 – 54               |                      |
| F              | 0                  | 0 – 49                | FAIL                 |

**Course Policies:**

- Assignments are due on the dates set by the instructor. If you feel you have a valid reason for an extension, please request the extension *PRIOR* to the due date. Unauthorized late assignments will have a 10% per day late penalty applied.
- **All assignments must be completed to receive a grade for this course.** If you fail to complete an assignment, you will be assigned a grade of Incomplete.
- Regular attendance is critical for success in BA 2080. Attendance will be taken at every class. Attendance includes arriving to class on time

and being prepared by having assigned homework and readings complete In the event that you miss a class, it is your responsibility to acquire the material missed and to complete assigned readings, in-class work and assigned homework.

- Should you not hand in an assignment in class when due, the following procedures should be followed:
  1. Advise me that your assignment has not been completed.
  2. After making yourself a copy, deliver the assignment to the Cashier's office and ask for it to be put in my mailbox. Please ask the cashier to stamp the date on the assignment. Do not slide it under my door.
  3. Confirm that I have received the assignment.
- If you must miss a quiz, please advise me before the quiz is administered. (A message on my voicemail is fine.) You will then be given the opportunity to write the quiz at a later time. An unexcused absence from a quiz will result in a grade of 0. Please know that missing a quiz is considered an alarming situation. Only the most urgent and extreme reasons are considered acceptable.

### **Course Schedule/Timeline:**

The following is a tentative outline of the course. The material covered will be dictated by the time available. Please note, also, the order of material discussed may be altered.

January 7 – 9 – Read foreword and introduction. Answer questions on page 219.

Hand in on January 14.

January 14 – 16 – Read Chapter 1 and do questions on page 220.

January 21 – 23 – Chapter 2 and questions.

January 28 – 30 – Chapter 3 and questions.

February 4 – 6 – Chapter 4 and questions.

February 11 – 13 – Chapter 5 and questions.

February 25 – 27 – Chapter 6 and questions.

March 4 – 6 – Chapter 7 and questions.

March 11 – 13 – Chapter 8 and questions.

March 18 – 20 – Chapter 9 and questions.

March 25 – 27 – Chapter 10 and questions.

April 1 – 3 – Chapter 11 and questions.

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.