



Grande Prairie Regional College

Department of Business

COURSE OUTLINE – WINTER 2010

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

Grading Criteria:

Participation	10%
Journal	25%
Midterm	10%
Article review	15%
Book report	25%
Presentation	15%

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+	4	90 – 100	EXCELLENT
A	4	85 – 89	
A-	3.7	80 – 84	FIRST CLASS STANDING
B+	3.3	76 – 79	
B	3	73 – 75	GOOD
B-	2.7	70 – 72	

C⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C⁻	1.7	60 – 63	
D⁺	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 HP 2280. 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 6 - 8 – Read foreword and introduction. Answer questions on page 219.
Hand in on January 13.

January 13 – 15 – Read Chapter 1 and do questions on page 220.

January 20 – 22 – Chapter 2 and questions.

January 27 – 29 – Chapter 3 and questions.

February 3 – 5 – Chapter 4 and questions.

February 10 – 12 – Chapter 5 and questions.

February 17 – 19 – Chapter 6 and questions.

February 24 – 26 – Chapter 7 and questions.

March 3 – Chapter 8 and questions.

March 17 – 19 – Chapter 9 and questions.

March 24 – 26 – Chapter 10 and questions.

April 7 – 9 Chapter 11 and questions.

Statement on Plagiarism:

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

