



**DEPARTMENT OF BUSINESS**

**COURSE OUTLINE – Winter 2012**

**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:**

George, Bill (2007) *True north*. San Francisco: Jossey - Bass.

**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 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.

**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:**

Participation	10%
Journal	25%
Midterm	15%
Article review	15%
Book report	20%
Presentation	15%

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 <sup>+</sup>	4.0	95 – 100	EXCELLENT
A	4.0	90 – 94	
A <sup>-</sup>	3.7	85 – 89	FIRST CLASS STANDING
B <sup>+</sup>	3.3	80 – 84	
B	3.0	76 – 79	GOOD
B <sup>-</sup>	2.7	72 – 75	
C <sup>+</sup>	2.3	67 – 71	SATISFACTORY
C	2.0	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	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:**

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.

**STUDENT RESPONSIBILITIES:**

All assignments must be word processed or typewritten. **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/\\*\\*](http://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.

**After each chapter answer the questions at back of chapter, and put them in a folder to be handed in the instructor. These will comprise your journal.**

**January 6:** Read foreword and introduction. Answer questions on page 219.  
Hand in on January 11.

**January 11 – 13:** Chapter 1 – Authentic Leadership. Questions due Jan. 18

**January 18 – 20:** Chapter 2 – Why Leaders Lose Their Way. Q due Jan. 25

**January 25 – 27:** Chapter 3 – Transform from “I” to “We”. Q due Feb. 1

**February 1 – 3:** Chapter 4 – Know Your Authentic Self. Q due Feb. 8

**February 8 – 10:** Chapter 5 – Values and Principles. Q due Feb.15

**February 15 – 17:** Chapter 6 – What Motivates You? Q due Feb. 29

**February 20 – 24: Reading week – no classes**

**February 29: Midterm**

**Feb. 29 - March 2:** Chapter 7 – Build Your Support Team. Q due Mar. 7

**March 7 - 9:** Chapter 8 – Staying Grounded. Q due Mar. 14

**March 14 - 16:** Chapter 9 – Leading With Purpose and Passion. Q due Mar. 23

**March 21:** Business Conference – **no class**

**March 23:** Chapter 10 – Empowering People to Lead. Q due Mar. 28

**March 28 – March 30:** Chapter 11 – Honing Your Leadership Effectiveness. Q due  
Apr. 4

**April 4 - 11: Presentations**