



**DEPARTMENT OF BUSINESS**

**COURSE OUTLINE – Winter 2015**

**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.

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 further examine the roles that leadership and management have in organizations.
2. To examine your own level of personal growth and development.
3. To further develop your own leadership skills and how to use them in your 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.

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

**EVALUATIONS:**

**Final exam period is April 16 to 27, 2015.** 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/\\*\\*](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 guest speakers.

**The *True North* book will correspond with the same chapters each week as the chapter numbers listed below.**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
January 7 - 9	The Journey	Introduction and Chapter 1
January 14 - 16	Mapping the Route	Chapter 2
January 21 – 23	Rough Roads, Detours, and Roadblocks	Chapter 3
January 28 – 30	Scenic Views, Sunshine, and the Joys of Travelling	Chapter 4

February 4 – 6	Travel Thinking	Chapter 5
February 11 – 13	Travel Thinking Continued ...	Chapter 6
February 16	<b>Reading week – no classes</b>	
February 25	Midterm	
March 4 - 6	Team Self-Leadership	Chapter 7
March 11 – 13	Reviewing Travel Tales of Previous Journeys	Chapter 8
March 18 - 20	The Destination	Chapter 9
March 25 - 27	Fitness and Self-Leadership	Chapter 10
April 1	Finding the Path to Uniqueness	Chapter 11
April 3	<b>Good Friday – no class</b>	
April 8 - 10	The Journey Completed	Chapter 12