



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – WINTER 2016**

**HP 2280 (A3) – 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](mailto:cvasileiou@gprc.ab.ca)  
**OFFICE HOURS:** Wed – 9 – 10:30am  
Thurs – 1:00-2:30pm  
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 (2015). *Discover your true north: Becoming an authentic leader*. Canada: Wiley.

**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, individual reflection, videos, presentations, community involvement, and guest speakers.

**COURSE 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.

**LEARNING OUTCOMES:**

As a result of taking this course, students will gain the ability to:

- Apply leadership principles to self and others.
- Practice self-management.
- Integrate emotional intelligence into own self-leadership practices.
- Interpret motivations for behaviour.
- Identify skills for own self leadership.

**TRANSFERABILITY:**

This course is not acceptable for transfer to most universities, although it may be part of a block transfer to some such as Royal Roads University.

Go to <http://alis.alberta.ca/ps/tsp/ta/transferbetweeninstitutions.html> for further details.

\*\* 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	25%
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 <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
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:**

Final exam period is April 15 to 26, 2016. 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 unless otherwise stated. **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 chapters listed below are for *Mastering Self-Leadership*. The other required text, *Discover Your True North*, will be read simultaneously.**

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
January 7	Course Familiarization	Introduction
January 12 - 14	The Journey	Chapter 1
January 19 – 21	Mapping the Route	Chapter 2
January 26 – 28	Scenic Views, Sunshine, and the Joys of Travelling <b>Article Review due – Jan. 28</b>	Chapter 3
February 2 – 4	Rough Roads, Detours, and Roadblocks;	Chapter 4
February 9 February 11	Travel Thinking <b>Midterm</b>	Chapter 5
February 15 - 19	<b>Reading week – no classes</b>	

February 23 - 25	Travel Thinking continued...	Chapter 6
March 1 - 3	Team Self-Leadership	Chapter 7
March 8 – 10	Reviewing Travel Tales of Previous Journeys	Chapter 8
March 15 - 17	The Destination	Chapter 9
March 22 - 24	Fitness and Self-Leadership	Chapter 10
March 29 - 31	Finding the Path to Uniqueness <b>Book Report Due – March 31</b>	Chapter 11
April 5 - 7	The Journey Completed	Chapter 12
April 12	Wrap - up	