



# Chipola College

## COURSE SYLLABUS

**COURSE TITLE:**

Leadership Challenges and Supervision

**COURSE NUMBER:**

MAN 4120

**COURSE DESCRIPTION:**

Discussion and application of leadership theories include skill formation to develop leadership abilities. Team building skills are emphasized to enhance leadership effectiveness. Students learn the importance of visioning in their organizations.  
3 semester hours credit.

**PREREQUISITES:****REQUIRED TEXTBOOKS:**

*The Leadership Experience*, (w/InfoTrac) (Dryden Press Series in Management), (Paperback) 4<sup>th</sup> Edition, 2007, Daft, Richard, South-Western College Pub., ISBN-13: 9780324539684.

**GRADING POLICIES:**

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

- A – 100 – 93
- B – 92 – 83
- C – 82 – 70
- D – 69 – 60
- F – 59 or less

**See your First Day Handout for individual instructor practices.**

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

**COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:****MAJOR LEARNING OUTCOMES**

Upon completion of the Leadership Challenges and Supervision course, BAS students should be prepared to:

1. Discuss the role of leadership style in shaping an organization's capacity to fulfill its mission and vision.
2. Demonstrate the importance of team building as a means of influencing internal, external, and interface stakeholders.
3. Describe the subtle differences existing between the formal and informal organization and the interface stakeholders.
4. Discuss inter- and intra-organizational relationships and the role played by each in fashioning a successful leadership strategy.
5. Discuss how proper problem solving and conflict management can facilitate future success in decision-making and quality improvement.
6. Demonstrate the ability to lead groups and teams.
7. Demonstrate the ability to communicate a professional (*affective*) presentation and project paper by integrating concepts (*cognitive*) from course(s).
8. Integrate concepts from other Bachelor of Applied Science courses.

## Contact Information:

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Institution: Chipola College  
Department: Business Management

## Participation:

One of the most valuable aspects of formal education is the sharing of thoughts, experiences and information. To accomplish this online, there will be scheduled times on the “Schedule” for **CHAT ROOM** participation. You are strongly encouraged to participate. In addition, once a week there will discussion question relating to that weeks lesson posted on the **DISCUSSION** section of D2L. Students will post a response to the question by Tuesday of that week and then post comments to at least two responses from other students by Friday. You are encouraged to read current articles in newspapers and magazines to share with the class.

### Chat Room and Discussion Room Etiquette

1. Do not attack another person’s character
2. Every opinion is valuable
3. There may not be a right answer, just on that is better than another.

## Assignments / Homework

Please complete the assigned problems and discussion questions shown on the class schedule. Submit you completed assignment to the **DROPBOX** in D2L. My goal is to grade assignments within four days following the assignment due date. Problems / Discussions missed may become discussion topics in the **DISCUSSION** section.

## Important dates and times

All of the ASSIGNMENTS will be due on the date below by 11:00 pm.  
All of the DISCUSSIONS will be due on the date below by 11:00 pm.  
All of the CHATS will take place on the date and TIME below ONLY.  
All of the QUIZZES will be due on the date below by 11:00 pm.

## Grading:

The grading criteria are broken down as follows:

- 20% - Quizzes – 40 points each
- 10% - Homework Assignments – 5 points each
- 10% - Discussion questions responses, comments and participation – 10 points each
- 10% - Chat room participation – 5 points each
- 25% - Mid term Exam – 100 points
- 25% - Final Exam – 100 points

# SCHEDULE

<u>WEEK #</u>	<u>WEEK OF</u>	<u>DUE DATE</u>	<u>TEXTBOOK / ASSIGNMENT / QUIZ / EXAM / CHAT / DISCUSSION</u>
1	12-May	13-May 15-May	Look at D2L - Ask questions Meet and Greet online - <b><u>Chat 1 – 8-9 pm</u></b> Discussion 1
2	18-May	20-May 23-May	Chapter 1 and 2 Assignment 1 - <b><u>Chat 2 – 8-9 pm</u></b> Quiz 1 - Discussion 2
3	25-May	27-May 30-May	Chapter 3 Assignment 2 - <b><u>Chat 3 - 8-9 pm</u></b> Quiz 2 - Discussion 3
4	1-Jun	3-Jun 6-Jun	Chapter 4 and 5 Assignment 3 Quiz 3 - Discussion 4
5	8-Jun	10-Jun 13-Jun	Chapter 6 and 7 Assignment 4 - <b><u>Chat 4 – 8-9 pm</u></b> Quiz 4 - Discussion 5
6	15-Jun	19-Jun	<b>Mid Term Exam</b> <b>Close date for Exam</b>
7	22-Jun	24-Jun 27-Jun	Chapter 8 Assignment 5 Quiz 5 - Discussion 6
8	29-Jun	1-Jul 9-Jul	Chapter 9 and 10 Assignment 6 Quiz 6 - Discussion 7
9	13-Jul	15-Jul 18-Jul	Chapter 11 Assignment 7 Quiz 7 - Discussion 8
10	20-Jul	22-Jul 25-Jul	Chapter 12 and 13 Assignment 8 - <b><u>Chat 5 – 8-9 pm</u></b> Quiz 8 -Discussion 9
11	27-Jul	29-Jul 1-Aug	Chapter 14 Assignment 9 Quiz 9 - Discussion 10
12	3-Aug	5-Aug 8-Aug	Chapter 15 Assignment 10 - <b><u>Chat 6 – 8-9 pm</u></b> Quiz 10 - Discussion 11
13	10-Aug	10-Aug	<b>Final Exam - Tentative start 3-Aug.</b>

**PLEASE pay close attention to the ASSIGNMENT due dates , DISCUSSION due dates and CHAT days and TIMES.**

The class Schedule is tentative and subject to change. Any changes will be provided to the class.