Pierce College
Career Success Skills: Leadership and Decision Making
MNGT 188 - 2 Credits
Course Syllabus
Spring 2008

Instructor: Dr. Paul L. Gerhardt, PhD.
Phone: 253-964-6429 (office)
Office: Room C524
Office hours: Monday, Wednesday and Friday 1:30 PM to 2:30 PM or by appointment
E-mail: pgerhardt@pierce.ctc.edu
Class hours: Monday and Wednesday 8 AM to 8:50 PM
Classroom: C529

ISBN: 978-0743269513


COURSE OUTCOMES

By the end of this course, students will be able to:

1. Question personal perceptions and biases in a classroom exercise.

2. Based upon the experience students will develop an action plan for working effectively in today’s diverse workplace.

3. Assess the elements of teamwork such as stages of group development, group roles, leadership styles, communication styles, decision-making mode, and team-building in a written document.

4. Students will develop an action plan that describes how they will function as a workplace team member.

5. Compare and contrast, using a variety of information sources, intrinsic and extrinsic motivation theories.

6. Know differing leadership styles and analyze the leadership styles of others and of themselves.

This syllabus is subject to change at the discretion of the instructor. Any changes will be discussed in class and each student will be responsible for his/her own actions as it pertains to class performance.
Class Policies and Expectations:

1. Class attendance and punctuality are expected. Class attendance will be taken and has a direct bearing on your grade. If you attend 100% of the time you will be awarded 25 bonus points at the end of the quarter. This means attendance for the entire class period. An absence equals 10 points. If your absence is excused, you may make up the points by writing an article summary related to leadership and decision making. This summary must be at least one page in length; a supporting published article must be attached to it, and highlighted for important information. The 10 points will be graded on the basis of format (word processed), content, grammar and spelling. (Only 3 excused absences qualify for make-up points.) More than three absences from class will result in a FULL letter reduction of your grade. (If you are getting an “A” and miss four classes you will receive a “B”).

2. Tardy arrivals must assume the responsibility for checking with the instructor at the end of the same class period to be certain attendance has been recorded. A tardy or leaving class early equals ½ the points of an absence.

3. If you are absent, you are responsible for the material covered during that class period. Please get the information from one of your classmates. You are a team and should be willing to help each other.

4. Please indicate your personal interest through participation in discussions, through comments and questions and through fulfilling your assignments in ways which will add interest and provide useful information to the class.

5. Student misconduct, including academic dishonesty (cheating and plagiarism) will be penalized with course failure and or dismissal as described in the Pierce College Student Handbook. Thoroughness and appropriateness of materials are expected to reflect information covered in the assigned texts and discussed in class.

6. If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share or if you need special arrangements, please let the instructor know during the first week of class. Please register with the Disability Support Services (DSS) Office. You may also call them to make an appointment at (253) 964-6526 or 964-6527.

7. Remember that successful learning requires effort and teamwork. This works the same way in the business world. Effective communication is often the key to success. Please contact the instructor if you have any questions or concerns.

Grading:
Students are responsible for text and/or video material, handouts, periodicals, assignments, presentations, lectures, etc. **LATE WORK WILL RECEIVE ONLY ½ POINTS AVAILABLE!**

1. In-class mid-term and final will be random, and will cover material from previous classes. If you are tardy, you will miss the points available for the exam. Mid-term and finals can not be made up. *Exams will be peer corrected with a Red Pen.*

2. Make-up exams will be granted only under exceptional circumstances and only with prior agreement and arrangement with instructor.

3. Miscellaneous assignments will be given out in class and will be a variety of different business tasks.

**Assignments:** Assignments are expected on the date and time they are due (e-mail as a Word attachment if absent before class begins). Late assignments will be accepted, but will result in ½ credit only. This policy is in place to encourage personal responsibility - a quality greatly desired by employers in today’s workplace.

**Notebook (up to 130 points typed or handwritten):** Create an organized notebook including all the assignments covered in class. It must be logically organized and demonstrate organization and critical thinking. You must include copies of your original-published research material related to your final presentation and assigned homework (including chapter summary notes). Notebooks do not need to be typed, but your instructor must be able to easily read and understand your notes. It must include more than just definitions, chapter main ideas and chapter quizzes will be eligible for up to 10 points per chapter.

**Final Presentation:**

The final presentation includes reviewing the main ideas of your final paper. **You must** be able to deliver professional verbal articulation of your research. Submit your presentation notes and/or outline when you complete your presentation and turn in your final report. Five resource minimum must be used and appropriately sited throughout the document and in your bibliography page. *See handout for more information on this final paper and presentation.*

**Exams:** In-class exams will be random. Late arriving students miss the opportunity to take the quiz. Exams on days where unexcused absences occur cannot be made up.

**Develop and Present:**

Each student is expected to individually research a topic related to Leadership and Career Success—it should show that you understand how to successfully apply EACH and
ALL of the Seven Habits of Highly Effective People. Your instructor is looking for specific ways that show how you will personally apply and benefit from the information of this course. Information within the paper must cover topics covered in the assigned text and from the classroom discussions. The paper should be APA style formatted and must be a minimum of five (5) typed double-spaced pages (no less) of text (cover page and reference pages do not count toward page count) and be of college-level writing as described in this syllabus. Font must be either Times New Roman or Arial (12 point). Students must give an oral presentation in front of their class and be dressed in professional attire. Student must not read notes verbatim, and must use note cards or an outline to give a professional recap of their report. Student must show critical thinking abilities and show how to apply the Pierce Colleges 5 Core Abilities, as well as the Seven Habits of Highly Effective People. Late papers will receive only half the points earned. Final papers must be original—written by you and never used in any other class.

**Oral Presentation:** 4-5 minute presentation on the applying the Seven Habits of Highly Effective People with accompanying PowerPoint slides of no more than 8 slides. Five points will be deducted for ever minute over 5 minutes used Allow 1 extra minute to answer questions from your peers. Your formatted paper is due before the presentation as determined by your instructor. Students are expected to dress for success—wearing professional attire for their presentation. All students must show respect by paying attention to the presentation—listening attentively or points will be deducted for distractions. LATE WORK WILL RECEIVE ONLY HALF-CREDIT OF POINTS EARNED!

**Final Presentation and Research Paper (75 points):** Your final presentation is based on how well you researched your topic. The final presentation includes reviewing your research sources, format of your paper, spell-checked for grammar and errors, oral presentation of research and professional organization and presentation of your written paper. The paper must be written in APA format (1” margins, 12 pt. font, have a cover page, a minimum of five resources which must include at least: 1 Book [you MAY NOT use your textbook as the book]; 1 Periodical; 1 legitimate internet resource and any combination beyond that). You must be able to deliver professional verbal articulation of your research. Submit your presentation notes and/or outline when you complete your presentation and turn in your final report. Student must give an oral presentation or risk getting an incomplete for the course. Final papers must be emailed to your instructor by the date and time agreed upon, as discussed in class. You will receive a confirmation email from your instructor when it has been received. If you do not, please immediately contact your instructor and assume that technology may have failed. YOU are responsible for making sure that your instructor has received your final paper on time. Final paper must have five pages of text PLUS a cover sheet and an APA formatted reference page. Any illustrations or tables must be put in the back of the paper behind the reference page.

**Attendance:** Perfect attendance gets 25 extra bonus points. Every absence reduces your total grade by 10 points per absence. Excused is defined as letting me know by phone or email that you will not be in class and accompanying specific reason that you and I can
mutually agree would be acceptable by a professional employer. You can make up the points by discussing appropriate make-up work related to the course and related assignments.

Class Absence: If you are unable to attend a class session, it is your responsibility to obtain information as to the class session’s content and assignments. You are to obtain this information from someone other than the instructor who did attend. You are responsible for all assignments assigned or collected during your absence. Absences are subject to a deduction of 10 points per missed classed. (Only 3 excused absences qualify for make-up points.) More than three absences from class will result in a FULL letter reduction of your grade. (If you are getting an “A” and miss four classes you will receive a “B”).

Late Arrivals: Business people have asked that we teach attendance and on-time performance. They tell us, “Give me someone who shows up, and shows up on time. We’ll train the rest.” On time means in your seat and ready to participate at 8:00 AM, not 8:01. Tardiness will result in repercussions of a deduction of five points per occurrence.

Accommodations: Students with disabilities who believe they may need academic adjustments, auxiliary aids or services to fully participate in course activities or meet course requirements are encouraged to register with the Access and Disability Services (ADS) Office. You may also call the ADS Office to make an appointment to meet with the ADS Coordinator at (253) 964-6526 or 964-6527.

Students requesting accommodations must obtain the “Approved Quarterly Academic Adjustments, Auxiliary Aids or Services” (green) form provided by ADS.

Classroom Etiquette:

Every person in the classroom deserves to be treated with respect. Please help create an environment where learning is maximized, respectful, productive and enjoyable. Your grade depends on it.

- **Cell phones must be turned off and not answered in class.** If your cell phone goes off during class, please plan to bring donuts or bagels for your classmates to the next class. Points will be deducted for disruptions. **Text messaging, computer games, etc. are not allowed during class; this behavior is considered disrespectful.**
- **If an emergency call is expected,** the cell phone user must alert the class instructor in advance.
- **Do not enter and exit while class is in progress** unless there is an emergency (e.g. illness), as class will be disrupted.
- **Be on time and prepared for the work of the day.** Have your homework completed as assigned and be ready to discuss any assignments in class the next day of class. If an emergency causes a late arrival, the person should quietly enter the room and take a seat as close to the entrance as possible.
• **Do not hold side conversations or interrupt others.** Raise your hand and wait to be called upon for your turn to talk. Be respectful of others' opinions. One person may only talk at a time so that the whole class can benefit.

• Failing to participate in classroom projects, assignments, and discussions will result in a deduction of 5 points per daily-incident.

• **Negative attitudes, disrespectful behavior and/or complaining will result in a deduction of 5 points per incident.** Please keep our learning environment positive and productive. You may agree to disagree, but always be respectful to everyone in presenting your valuable perspectives.

**Attendance Policy during Presentations:** YOU DESERVE THE UTMOST RESPECT AND YOUR CLASSMATES DO TOO!

1. All students must be in attendance whether they are presenting or not in the two arranged days of class when presentations will occur.
2. Late arrivals will lose 10 points.
3. Disruptions, including cell phones, eating, talking, packing books, zipping bags, etc. will lose 30 points.
4. If you are unable to attend class for your assigned presentations day, you must let the instructor know ahead of time.

**Extra Credit:** A maximum of 30 points may be earned as extra credit. You may either invite a speaker to class (20 points) or summarize articles relevant to Leadership or Professional Decision Making. The speaker must be *(approved and scheduled by the instructor)* able to discuss key points and experiences related to chapters covered over the span of this course. Articles summaries must be typed (minimum of 1 page) and stapled to the corresponding photocopied article.

**ALL ASSIGNMENTS MUST BE TYPED WITH THE FOLLOWING INFORMATION:**

In the upper right-hand corner:

Name (or names of team member)  
Date  
Assignment Title  
MNGT 188 Leadership and Decision Making

**Extra-Credit Article Summaries (10 Points Each)**

1. Select an article relevant to leadership and professional decision making.
2. Article must be from a hard copy source (periodicals, business magazines, etc.) and should be a minimum of one page in length.
3. Article must be photocopied and submitted stapled and behind written summary.
4. Summary must be at least one-page and double spaced.
5. College-level writing expectations apply to article summaries, which include proper grammar and spelling.

**Final Grade Translation:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Decimal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
** The instructor reserves the right to add to or deduct from the above course requirements and point distribution based on the needs of the class.

**Evaluation:**

<table>
<thead>
<tr>
<th>Tentative Participation and Grading</th>
<th>Points</th>
<th>Total Points Possible</th>
<th>Your Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter notes, Notebook thoroughness, organization and all assignment/handouts. Notebooks must use tabbed dividers and include more than definitions and show critical thinking with key chapter concepts.</strong></td>
<td>13</td>
<td>10</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 points will be deducted per section for missing dividers, or key content or definitions.</td>
</tr>
<tr>
<td><strong>Mid-term and Final Exams</strong></td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td><strong>Formatting of Final Paper, grammar, spelling, depth and breath of information, critical thinking, quality of research.</strong></td>
<td>1</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><strong>Oral Presentation</strong></td>
<td>1</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td><strong>Personal/Professional Development Projects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignments will be given point values as discussed in class. In-class and out-of-class projects will be assigned for the students’ benefit and growth. Students will be challenged to set goals and take action based on material covered in the course.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignments are expected on the date and time they are due. Late assignments will be accepted; however, the student is still expected to complete the assignment in a quality manner and include the assignment in their notebook. The student gives up the opportunity for instructor insight and input. This policy is in place to encourage personal responsibility - a quality greatly desired by employers in today’s workplace.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>On graded assignments, late assignments receive half-credit.</em> If you are absent on the day an assignment is due, the assignment still needs to be turned in on time. You are welcome to turn in assignments in advance of the class session.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extra Credit (Optional)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 % Attendance (25 extra points) or deduct 10 points per unexcused absence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>365</strong></td>
</tr>
</tbody>
</table>