

# Business Administration

Course Number:	<b>BUAD 370</b>
Course Title:	<b>LEADERSHIP</b>
Credits:	3
Calendar Description:	Learners will examine what leadership involves and its influence and relationship among leaders and followers. Theories, approaches, and models of leadership will be explored to analyze effectiveness in managing diverse, changing, and global environments. Students will assess their own potential for leadership through in-depth examination of concepts such as personality styles, emotional intelligence, and values.
Semester and Year:	<b>Winter 2017</b>
Prerequisite(s):	BUAD 262 and minimum third-year standing
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	No
Hours per week:	3
Graduation Requirement:	BBA, Management Specialty Area – Required

**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
Kyleen Myrah	762-5445 # 4678	Kelowna: E221	<a href="mailto:KMyrah@okanagan.bc.ca">KMyrah@okanagan.bc.ca</a>
Roberta Sawatzky	762-5445 # 4296	Kelowna: H112B	<a href="mailto:rsawatzky@okanagan.bc.ca">rsawatzky@okanagan.bc.ca</a>

**Learning Outcomes**

Upon completion of this course students will be able to

- evaluate personal awareness through self- assessment tools, and apply this learning to team and group activities throughout the course.
- critique the effectiveness of relevant leadership theories using material presented.
- compare the differences between passive and active followership based on material provided.
- evaluate their own followership style in the context of class activities.

**Evaluation Procedure**

Individual Evaluation *		
Individual Leadership Plan	30%	
Course Exams	30%	
Total Individual Evaluation (Leadership Plan, Exam) *		60%
Team Work Assignments**		30%
Class Participation and Miscellaneous Assignments		10%
Total		100%

**Notes**

**\*To pass the course** students must obtain an overall passing average grade in the Total Individual Evaluation portion of the final course grade (minimum of 30% of the 60% combined marks assigned to the individual components of the course – Individual Leadership Plan and the combined Course Exams). Your team work marks are factored in after you have succeeded in your individual evaluation components, and you cannot rely on your team members' efforts to pass.

\*\*Team members can be "fired" for failure to perform their duties at a satisfactory level.

The Leadership course has been designed to assist in your development as a leader and follower. Since leadership and management are not mutually exclusive, the course material contains a blend of traditional and innovative approaches. These experiences are focused towards personal development and team effectiveness. The course materials (class text and course pack of readings) have been selected for their professional discussions about leadership and management. These, along with assignments and exercises, will provide you with a number of leadership tools to assist with your understanding of the motives of leaders and managers, the relationships between leaders and followers, and will help you to examine leadership choices in a variety of situations. Selected videos, guest speakers and assignments will add other experiential dimensions to your leadership development.

**1. Individual Leadership Plan (30% of grade)**

Your individual Leadership Plan requires careful reflection on chapters 6 (S), 7 (S), 8 (S), 9 (S), 10 (S), 11 (S), 12 (S), 13 (S), 14 (S), 15 (S), 16 (S), 17 (S), 18 (S), 19 (S), 20 (S), 21 (S), 22 (S), 23 (S), 24 (S), 25 (S), 26 (S), 27 (S), 28 (S), 29 (S), 30 (S), 31 (S), 32 (S), 33 (S), 34 (S), 35 (S), 36 (S), 37 (S), 38 (S), 39 (S), 40 (S), 41 (S), 42 (S), 43 (S), 44 (S), 45 (S), 46 (S), 47 (S), 48 (S), 49 (S), 50 (S), 51 (S), 52 (S), 53 (S), 54 (S), 55 (S), 56 (S), 57 (S), 58 (S), 59 (S), 60 (S), 61 (S), 62 (S), 63 (S), 64 (S), 65 (S), 66 (S), 67 (S), 68 (S), 69 (S), 70 (S), 71 (S), 72 (S), 73 (S), 74 (S), 75 (S), 76 (S), 77 (S), 78 (S), 79 (S), 80 (S), 81 (S), 82 (S), 83 (S), 84 (S), 85 (S), 86 (S), 87 (S), 88 (S), 89 (S), 90 (S), 91 (S), 92 (S), 93 (S), 94 (S), 95 (S), 96 (S), 97 (S), 98 (S), 99 (S), 100 (S).

## Notes

### 2. Team Work Assignments (30% of grade)

Three formal assignments will be completed in teams. These include:

- a. **Interview of a Local Leader** which entails analysis and application of leadership theory from your text and course readings in a written report and discussion of findings in class (13%);
- b. **Leadership Seminar Presentation** which involves the analysis and facilitated class discussion of a leadership topic and its key concepts (12%); and
- c. **Group Dynamics Presentation** which is a final oral presentation (5%) about your group's profile and team development throughout the course.

(Refer to the course schedule for timing of these three events. Assignment details available on Moodle. Group membership will be three members.)

### 3. Course Exams (30% of grade)

Two class exams will test your understanding of theories and concepts from the course text, assigned readings, video or guest speaker presentations, as well as class discussions.

Exam 1 (worth 20%) is written in-class. Exam 2 is a take-home format worth 10% of your course grade. See professor for more details.

### 4. Class Participation & Miscellaneous Assignments (10% of grade)

Attendance is a critical component of class participation, but is not sufficient to earn a satisfactory mark. Your participation mark is based on the quality of your participation during class and on a peer and self-assessment exercise to evaluate the contribution of team members to the Team exercises. You will also evaluate yourself on your individual effort and leadership development throughout the course. Remember that participation marks are earned. Marks will be awarded for the quality of questions and insightful discussion. Marks will be deducted for absence, for lack of preparation and for disruption of instructional activities. You need to be in class and contribute on a regular basis, but pay close attention to any events which have mandatory participation, as absence for any reason will carry a heavier penalty. StrengthsFinder and MBTI classes are mandatory to attend.

- **5% of your participation mark will come from the leadership chapter summary & mini-presentation, and**
- **5% of the mark will come from your individual participation in class.**

(See participation and team evaluation forms posted on Moodle, due at the end of the semester. Optional individual leadership assessment also posted on Moodle.)

### LATE POLICY:

The three team assignments are done in groups and individual assignments are not accepted. All written assignments (Interview of a Leader & Chapter Summary) are to be emailed to your professor by the deadline specified. Paper copies are to be brought to class for your professor for marking and are due at start of class. Hard copies of presentations slides are to be handed in the day of your presentation. Assignments received late will be deducted 10% per day. Any assignment received after the due date time specified i.e. start of class or a specific time will

**BUAD**

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

---

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

---

### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”