

COURSE SYLLABUS
COURSE INFORMATION
Course Code: MGT205 Level: Undergraduate Credit: 3
Course Title: Leading and Managing People
PREREQUISITE
N/A
COURSE OVERVIEW
<p>Leadership skills are increasingly important in the full range of corporate, NGO and public agency settings. There are varying perspectives on leading and leadership, but in this class, we will focus on leading and leadership as it relates to challenges and change inherent in personal, business and social situations in the Twenty-first century. Leadership is what individuals do in mobilizing other people, in organizations or communities to do “adaptive” work – work in the context of environmental social and economic change rather than the maintenance of a given “status quo”.</p> <p>Leadership entails not only the capacity to have and maintain influence beyond your authority, but the ability to get people to face the gap between the values they stand for and the conditions they live in. While many of our personal and community core values may be somewhat stable, the conditions we encounter are subject to increasing change.</p>
LEARNING OUTCOME
<p>Students should be able to:</p> <ol style="list-style-type: none"> 1. Apply relevant theories, concepts and principles in leading and managing people in contemporary organizations 2. Identify and describe core leadership and management skills needed in the contemporary workplace 3. Apply various leadership and management skills in a variety of situations 4. Critically analyses the challenges of leading and managing people in the workplace 5. Reflect on ethical principles and social impact associated with the leadership and management of people in contemporary organizations 6. Develop and activate a plan to build upon your strengths and weaknesses in leading and managing people.
CLASS HOURS
<p>Lecture: Monday to Friday, 180 minutes each day Discussion Section: One hour each week</p>
LEARNING RESOURCES
Required Textbook
Lussier, R.N. & Achua, C.F.. (2016). <i>Leadership: Theory, Application, & Skill Development</i> . 6th edition. Cengage.
Reference Books & Online Resources
N/A
Suggested Textbook
N/A
Other Teaching Methods
N/A



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WEEKLY SCHEDULE			
Week	Day	Topic	Reading
1	1	Introduction to Leading and Managing People	Chapter 1
	2	Leadership Traits and Ethics	Chapter 2
	3	Leadership behaviour and Motivation	Chapter 3
	4	Contingency theories of leadership	Chapter 4
	5	Influencing through PPNN	Chapter 5
2	1	Team Leadership (Part 1)	Chapter 6
	2	Team Leadership (Part 2)	Chapter 7 & 8
	3	Styles of Leadership (Part 1)	Chapter 9
	4	Styles of Leadership (Part 2)	Chapter 9
	5	Mid-Term Exam	
3	1	Ethical Leadership	Chapter 10
	2	Leading Diversity	Chapter 10
	3	Leadership and change management	Chapter 11
	4	Exam revision	
	5	Final Exam	
ASSESSMENT			
Assessment Task		Percent (%)	
Attendance/Participation		10%	
Elevator Pitch		15%	
Case Study (Group Project)		15%	
Mid-Term Exam		30%	
Final Exam		30%	
Total		100%	
DETAILS ON GRADE COMPONENTS			
Class Participation			
<p>Students are required to attend all classes and participate actively. Students should treat their classroom obligations as they would treat any serious professional engagement. Your participation grade will be based on the instructor's assessment of how well you contribute to classroom dynamics relative to your class peers.</p> <p>In case of an absence, the student is responsible for the materials and assignments for that class; it is the student's responsibility to inform the instructor regarding absences and assignments that are missed. Unexcused absence from five or more scheduled class sessions will be grounds for failure in this course. If you do have to miss class due to a personal emergency, please let the instructor know as soon as possible. Such emergencies will be dealt with on a case-by-case basis.</p> <p>Participation grades will be based on quality (in-class performance that reflects intellectual depth, insightfulness, and contribution to class learning) and quantity (consistency and regularity of performance).</p>			



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DETAILS ON GRADE COMPONENTS

Accordingly, you are expected to read the related chapters before participating the class. Be prepared to be called upon to “open” a class discussion by presenting your full analysis and thoughts on the assigned topic at the start of class, or to be asked through a "cold call" for comment during the discussion.

The grading of class participation is necessarily a subjective exercise. However, high- quality comments have one or more of the following characteristics: **(1) insightfulness, (2) appropriate application of course concepts, and (3) advancement of the in-class discussion at hand.**

Pop-up Quizzes

Pop-up quizzes will happen every week to review and reinforce what has been learned in the previous classes.

Case Study (Group Project)

This is a team work. Students can set up teams by themselves or with the assistance from the instructor. The schedule, contents and all other details will be arranged in the first week of the program.

* The grade you receive for group activities will depend on two components: (1) the quality of the team submission and (2) the quality and level of your personal participation in the team. Thus, everyone on the team may receive different scores for an assignment.

Midterm and Final Exam

If an emergency arises, a notification must be given to the instructor in advance for an alternative time; otherwise a grade of zero will be given.

COURSE GRADING

Upon completion of this course, you receive a final grade. The final grade is a letter grade that carries with it a numerical value, as outlined below.

Grade	Percentage %
A	80-100
B	70-79
C	60-69
D	50-59
E	0-49

For Post-Graduate Students

To pass this subject, students are required to obtain Grade B or above in order to satisfy all the intended learning outcomes.

For Undergraduate Students

To pass the subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.



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ACADEMIC INTEGRITY & ACCOMMODATION		
Classroom Protocol Students are expected to attend class regularly, arrive promptly, have completed the required readings for the session before coming to class, and participate thoughtfully in all in-class activities. Cell phones must be turned off and stowed at all times. Lecture notes and/or PowerPoint slides are available on Canvas. Class materials should be downloaded from the course website and brought to class either as a hard copy or on your laptop. Laptops and tablets are permitted in the class for class-related purposes ONLY, and their use will be closely supervised by the instructor.		
ACADEMIC INTEGRITY & ACCOMMODATION		
If any student is found to be using a laptop or tablet for non-class purposes, the student will be prohibited from using the device(s) in class for the remainder of the semester. Please make a sincere attempt to arrive on time. If you arrive late, please enter the classroom quietly. It is difficult to educate fellow classmates with constant interruptions at the door. If you miss a class, given the size of this class, it is your responsibility to catch up.		
UNIVERSITY POLICIES		
General Expectations, Rights and Responsibilities of the Student As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with the university's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the program administrator as a next step.		
Academic Integrity Your commitment, as a student, to learning is evidenced by your enrollment at the university. You are expected to be honest in all your academic course work. Faculty members are required to report all infractions to the program administrator. Using the ideas, data, or language of another without specific or proper acknowledgement is dishonest. We will not accept work that includes copied and pasted information; all information or ideas included in your assignments must be in your own words. If you use ideas of others, whether they are "experts" writing for websites, friends from class, or other individuals, you must provide proper citations and references in the assignment.		



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UNIVERSITY POLICIES		
Campus Policy on Disabilities If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please notify the instructor or program administrator as soon as possible, in order to make the appropriate accommodation.		
Accommodation to Students' Religious Holidays It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three (3) days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.		