

VALENCIA COLLEGE

COURSE SYLLABUS

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Course: MAN 4120 Leadership and Supervision

Campus: West Campus

Semester/Term: FALL 2022 Full Term CRN 15686

Prerequisites: *Minimum grade of C in MAN 3353 and MAN 3240*

Credit Hours: 3

Class Meeting Day/Time: Online

Professor: *Deana Kalakay MBA, PCC*

Email: *dkalakay@valenciacollege.edu*

Office Phone: *407-796-8599 (text if needed)*

Office: *Virtual*

Office Hours: *By appointment only*

Course Description:

This course has been designed around a series of important themes that are key to having successful leadership and supervisory skills in the workplace. Please note that learning the TECHNOLOGY needed to successfully navigate the virtual workplace environment is a critical component of this course. The course has been divided into three segments: written assignments, an open-note/timed exam, and smaller weekly assignments related to the different themes for each of the three segments. All the modules and assignments are unlocked every week. Students are encouraged to plan

ahead as much as possible to offset any personal circumstances or technology challenges that might arise. In addition, college-level writing skills along with APA 7th Edition format are both expected for this course. **NOTE: You may find that this course is different than the format of other courses in the BASBOL program, so please be prepared to experience a variety of assignments that may be new to you and require the use of new technologies.**

Course Major Learning Outcomes: Students will be able to:

- Explain the leadership process.
- Identify the competencies of leadership in the 21st century in a global context.
- Apply analytical, critical thinking, and problem-solving skills using video discussion activities.
- Apply various analytical, critical thinking, and problem-solving skills that are needed for working in group settings and leading groups.
- Examine the key aspects and characteristics of each of the primary leadership theories.
- Distinguish the leadership skills necessary for the application of leadership theory.
- Discuss how proper problem solving and conflict management can facilitate future decision-making success.
- Discuss the role of leadership style in shaping an organization's capacity to fulfill its mission and vision.
- Demonstrate the importance of team building as a means of influencing stakeholders.
- Effectively use technology to complete course assignments and projects.

Required Text:

The Open Educational Resources (OER) used for the duration of this course (**No Textbook Fee**) **Courtesy of Open Texts books – Human**

Relations:<https://open.umn.edu/opentextbooks/textbooks/human-relations>

Course Organization:

This course will be divided into three categories that will comprise the final grade.

- Video Discussions.....30%
- Exams/Quizzes40%
- Written Assignments30%

Total = **100%**

General Grading Scale:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 60

CLASSROOM POLICIES

Attendance, Assignments and Grading Information

Schedule and Deadlines. You may view the assignment schedule, along with assignment deadlines, on our course schedule and webpage through Canvas. We will learn how to navigate this site as a class within our first few class meetings. You can familiarize yourself with Canvas. Course assignments will be checked for plagiarism using the "Uni-Check" Plagiarism software, which is embedded into each assignment. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. **For more information on Academic Dishonesty, Click Here: Valencia College Academic Dishonesty Policy.**

Video Discussion Posts (Flipgrid)

You will have video discussion post assignments throughout the course, and you are required to submit a video discussion that follows the guidelines outlined in each assignment.

- Include an ORIGINAL analysis and insight on the topic or questions
- Stay on topic in a clear and concise manner
- Answer all the questions in the post

- Video reply to two (2) of your peers in the same discussion post for at least 1.5 minutes.

You **are** required to watch and respond to other discussion posts. Read the assignment fully to ensure you do not skip that step when required.

Plagiarized discussions will result in a "0" for the submission of this assignment.

Late submissions are not accepted for discussions.

Discussion Posting Rules

- Personal attacks of other students because of their posts will not be tolerated.
- Provide clear analysis and insight into the topic or questions.
- Post original thoughts to avoid plagiarism and the penalties for plagiarism

Exam Instructions: Mid-Term/Final Exam contains “critical thinking” randomly selected essay questions. Students will be instructed in and will apply critical thinking skills to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information. Students will be instructed in and will apply knowledge, skills, and ability to include development, interpretation, and expression of ideas through written communication.

Students will have 1 attempt to complete the exam (no time limit). Students must complete the entire exam in the attempt (If the exam or the web browsers is closed - the exam is considered completed).

Late submissions are not accepted.

Make-up Exams:

Make-up exams will only be given in emergency situations, provided the instructor is notified in advance (prior to the absence). Upon approval of your absence, the exam will be placed in the testing center. Exams must be made up before the next class meeting. Any test missed will have an adverse effect on your grade, and a make-up test will not be given unless approved by the professor prior to the date of the scheduled test. Proof of absence is required for make-up exams.

All assignment(s) derive from the OER Textbook. For academic purposes, at least 1 APA formatted reference is required about the topic(s).

Homework and Quizzes:

Course Summary:

Date	Details	Due
Sun Aug 28, 2022	 Leadership in Practice Video Discussion	due by 11:59pm
	 Personality Assessment	due by 11:59pm
Sun Sep 4, 2022	 Managerial Ethics in Practice Video Discussion	due by 11:59pm
Sun Sep 11, 2022	 Business Email Writing Assignment	due by 11:59pm
Sun Sep 25, 2022	 Communication in Practice Video Discussion	due by 11:59pm
	 Exam #1 (Weeks 1-3)	due by 11:59pm
Sun Oct 2, 2022	 Teamwork in Practice Video Discussion	due by 11:59pm
Sun Oct 9, 2022	 Self Management in Practice Video Discussion	due by 11:59pm
Thu Oct 20, 2022	 Writing/APA Workshop	5pm to 7pm
Sun Oct 23, 2022	 Exam #2 (Weeks 4-7)	due by 11:59pm
	 Managing Diversity in Practice Video Discussion	due by 11:59pm
Sun Nov 20, 2022	 Motivation in Practice Video Discussion	due by 11:59pm
Sun Dec 4, 2022	 Reflection in Practice Video Discussion	due by 11:59pm
	 Developing Others - Writing PDP + PIP Goals	due by 11:59pm
Fri Dec 9, 2022	 Exam #3 (Weeks 8-12)	due by 11:59pm

If a student is absent, it is his/her responsibility to contact a class member, obtain the assignment and come to the next class meeting prepared. If a student is absent on the day of a quiz, they will receive a zero. See "Assignments" for late submission information.

Expected Student Conduct:

Valencia College is dedicated, not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility of becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include; being withdrawn from class, disciplinary warning, probation, suspension, expulsion or other appropriate and authorized actions. You will find the student code of conduct in the current Policy & Procedures Manual at <http://www.valenciacollege.edu/generalcounsel/>.

Attendance Policy

In-Class Attendance

Valencia College students are held accountable for meeting all course requirements. Students must therefore realize that they are expected to attend all regularly scheduled meetings of courses in which they are enrolled. Professors will record attendance during each class session. The student is expected to carry out all assigned work and to take examinations designated by the instructor. **Students are required to log on to Canvas weekly, review the week's course material and submit appropriate assignments/exams. Student assignments within Canvas are due for each module of the course.** Failure to carry out these assignments or to take examinations at the designated times may result in an appropriate reduction in grade or being dropped from the course.

For Online Attendance

For online attendance, students are required to log on weekly, review the week's course material and submit appropriate assignments/exams. Student assignments within Canvas are due for each module of the online course. Attendance will be taken based on your submitting assignments weekly. If a student fails to submit an assignment when due, the student will be marked absent for that week.

Excused vs. Unexcused Absences

Student absences are defined as excused or unexcused. Unexcused absences are those that occur without adequate reason. Unexcused absences may be used in the computation of grades.

Excused absences are defined as absences stemming from (a) participation in college-sponsored activities and (b) compelling and extenuating circumstances beyond a student's control. Documented excused absences may not be used in the computation of grades. Instructors must allow students to make up missed

examinations, quizzes, writing assignments, and other course work for documented excused absences. Examples of excused absences include, but are not limited to, the following:

- Student's documented illness
- Student's documented injury
- Documented death in a student's immediate family
- Documented illness or injury in a student's immediate family
- Documented student's required military duty
- Documented student's required jury duty

Professors are not obligated to excuse an absence if a student fails to provide requested documentation after the due dates have expired.

Professors also reserve the right to determine when the number of excused absences exceeds a reasonable limit to the extent that it significantly interferes with a student's satisfactory mastery of course content/skills. Excused absences do not exempt a student from course requirements, and therefore in circumstances that entail excessive excused absences, the professor may reasonably recommend that a student consider withdrawal from a course.

Procedures for Reporting Absences

It is the responsibility of the student, where possible, to notify instructors regarding absences for whatever reason or period of time. This should take place before leaving campus, during an illness, or upon return to campus. For more information on Valencia College "**Attendance Policy**"

For more information on Valencia College "Attendance Policy" Click Here:

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>

For additional clarification, contact your professor.

Email Policy

Students must have an active Atlas account. Students must check their Atlas e-mails regularly as to not miss any important messages from the professor. Missed messages via Atlas or any other medium (in-class, etc.) may affect your grade and are the responsibility of the student.

The instructor may automatically drop the student from a class when the student has missed 25 percent of the class meetings (In-Class or Online).

Academic Honesty

Each student is expected to do his or her own work unless otherwise specified. Cheating will not be tolerated and will result in an automatic “zero” on that exam or assignment. For obvious reasons, **cell phones will not be permitted** to be used as calculators or for any other reasons **during exams**. Anyone accessing their phone during an exam will receive an automatic zero for that exam. Students may not leave the classroom for any reason during exams.

Student Technology in the Classroom

I understand there are many good reasons to have laptops, mobile phones, and other wireless communication devices. Many of us have work and family responsibilities that sometimes cannot wait until the end of class.

Recognizing that it may be necessary on occasion to communicate with others during class, please do not text, email, surf, talk, or anything else while class is in session. Feel free to leave the classroom for a moment to take care of any necessary communications. If I find you are “surfing the web” and are not engaged in the class, I may ask you to put your electronic device away for the remainder of the class session and/or semester.

Florida is a “two consent” state concerning recording conversations. Students may not record their instructors, either in conversation or in class, without their consent. If you want to record a classroom conversation, you must first receive permission from everyone in the room.

Academic Accommodations

“Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. See the appropriate office for more information:

- East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222
- West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222
- Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222
- Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

Student Assistance Program

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home, or work. BayCare Behavioral Health Student Assistance program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. This number is also located on the back of your Valencia Student ID. Free face-to-face counseling is also available.

Withdrawal Policy

The withdrawal policy deadline for the semester – See Academic Calendar “Important Dates & Deadlines”

<http://valenciacollege.edu/calendar/>

A student who withdraws from class before the established deadline for a particular term will receive a grade of “W”. A student is not permitted to withdraw after the withdrawal deadline. After this date, the grade assigned will be based on the student’s academic achievement in class and the actual work completed.

Technical Support

If you need Canvas Technical Support, click on "Help" on the left side of the course to access the point of contact for Valencia College Technical Support or click on: **Valencia College Canvas Support**

If you have any questions, please make sure to contact your professor/advisor immediately.

Institutional Core Competencies

The following Valencia Student Competencies will be reinforced throughout the entire course:

- **THINK** – Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas, and procedures of the discipline.
- **VALUE** – Distinguish among personal, ethical, aesthetic, cultural, and scientific values evaluating your own and others' values from a global perspective in the process of learning the discipline.
- **COMMUNICATE** – Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others' communication.
- **ACT** – Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

Disclaimer:

Changes in this syllabus, schedule, and or college policy may be made at any time during the course per instructor discretion. Students are responsible for staying abreast of these changes.