

**COLLEGE OF SOUTHERN NEVADA
BUSINESS ADMINISTRATION DEPARTMENT
COURSE SYLLABUS
SPRING 2012
Tuesday
6:00 - 8:50 p.m.**

Instructor: Dr. Betty Scott
Office: Charleston C250-H
Phone: 651-5774 **E-mail:** betty.scott@csn.edu
Office Hours: TBA

COURSE NO: MGT 212 (WC 3002) (23960)
COURSE TITLE: Leadership and Human Relations
CLASSROOM: WC C-212
REQUIRED TEXT: Leadership: A Practitioner's Notebook by Scott

COURSE DESCRIPTION:

Focus is on understanding and managing human behavior in organizations. Developing a better understanding of one's self as a leader and exploring some of the more effective ways of leading others.

COURSE OUTCOMES: - Specific

1. Describe the theory and practice of leadership as it relates to management in organizations.
2. State the historical perspective and evolution of leadership practices.
3. Demonstrate an understanding of effective leadership activity such as personal, interpersonal, and organizational components.
4. Apply the concepts of leadership, such as envisioning communicating, empowerment etc., to actual organization situations and case studies.
5. Assist Students in developing their own personal philosophy of leadership and in etching out their own personal style.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Pertaining to CSN policies and services, these may be found in the College Catalog and at <http://www.csn.edu/pages/660.asp> on the CSN website.

SAFETY PROCEDURES:

Approved classroom safety procedures are posted in each classroom and are to be followed.

AMERICANS WITH DISABILITY ACT (ADA) STATEMENT:

Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact a Campus Disability Resource Center- Cheyenne 651-4045, West Charleston 651-5089, Henderson 651-3086. DRC determines eligibility for and authorizes the provision of services.

For those students who would like to earn a little extra cash, stop by the Disability Resource Center to fill out a job interest card. This office hires students as note takers, readers, proctors, scribes, lab assistants, and research assistants as needed.

ACADEMIC INTEGRITY

Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.

TUTORIAL SERVICES

Students are entitled to 12 hours free tutoring per semester. For appointment call-Cheyenne 651-4232, West Charleston 651-5732, Henderson 651-3125.

CLASS POLICIES:

Reading: As a minimum, students are expected to have read and thought about the assigned readings by the date noted on the course outline.

Attendance and Participation: Regular attendance and active, mature participation are essential for MAXIMUM learning! Many topics, themes, exercises, videos not used as part of the text material are included *in the class as well as the exams*. Students are responsible for the *total* course learning experience. (Students are expected to be on time and remain in class during the scheduled time.)

Assignment Completion: All course work is to be done in a timely and professional manner. Only for exceptional reasons as approved by the instructor is late or makeup work accepted.

Electronic Devices: Please turn off and leave off all beepers, cell phones and other electronic devices before the class begins.

Adjustability: Any information contained in this syllabus, other than the Academic Integrity Policy, ADA Statement, and CSN Policies, may be changed as deemed appropriate by the instructor.

GRADING: Your grade for the course will be based on the following factors:

1. Mid-Term	100
2. Final Examination	100
3. Report	<u>100</u>
Total Points:	300

TESTS:

The two scheduled examinations will be based on both class discussion and textbook material. Exams may include multiple choice, matching, or essay questions, depending on the kind of information being tested. Straight percentages will be given for multiple choice and matching exams; they will not be marked on the curve. An Exam Evaluation Guideline handout will be given for essay and similar testing.

TENTATIVE COURSE SCHEDULE:

<u>WEEK</u>	<u>DATE</u>	<u>SECTION NO.</u>	<u>UNIT TITLE</u>
1	Jan. 24	Introduction & X	Resume
2	31	II	Philosophical Base & Rationale
3	7	III, 1	Learning
4	14	III, 2	Paradigms - the Future
5	21	III, 3	Institutions/Organizations/Corporations
6	28	III, 4	Leadership
7	March 6	III, 5 + Review	Transformational Leadership
8	13	Mid-Term Exam	
	20	SPRING RECESS	
9	27	III, 6 & VII	□Personhood Development,□ Relevant Surveys
10	April 3	III, 7	Ethics
11	10	Oral Reports	
12	17	III, 9 Oral Reports	Change
13	24	III, 10 Oral Projects	Conflict Resolution
14	May 1	III, 11 + Oral Reports	Time Management
15	May 8	Exam Review/Questions	
16	15	Final Exam	
*Section VI ~Quotes – Use Each Class Meeting.			