

# **Dakota College at Bottineau Course Syllabus**

## **Course Prefix/Number/Title:**

BADM 103/203

## **Course Description:**

The development of occupational knowledge and skills through activities that may include seminars, field trips, public service and/or work experience. Individual and group meetings are held to monitor each student's assigned activities. Students will be introduced to methods of improving social, political, community and family life. Students will also learn to better cooperate, work more efficiently and develop critical and creative thinking skills. Students will have the option of participating in a Career and Technical Student Organization or working with a community service organization.

## **Course Objectives:**

- To develop leadership, interpersonal and professional skills
- To engage students in actual leadership situations.
- To learn methods of improving social, political, community and family life.
- To improve communication and critical thinking skills.
- To appreciate differences among people and foster interpersonal development

## **Instructor:**

Keri J. Keith

## **Office:**

Thatcher Hall 205

## **Office Hours:**

Varies - please call or email to set up a time to meet

## **Phone:**

701-228-5624

## **Email:**

keri.keith@dakotacollege.edu

## **Lecture/Lab Schedule:**

## **Textbook(s):**

Various Handouts

## **Course Requirements:**

Course requirements consist of class participation, written papers and self analysis.

### **Grade Weighting**

5 assignments at 100 points each

### **Grading Scale**

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

### **Tentative Course Outline**

**103 Students : Must complete either assignment 1 or 5 – Then must complete TWO of the other assignments (2,3 and 4)**

**203 Students: Must complete either assignment 1 or 5. If completing assignment #1 – must complete 10 hours of volunteer time.**

### **Assignment One**

- Find a community service organization to volunteer with for at least 4 hours.  
- Examples of community service opportunities include: Food Banks, Children's Wish Organizations, Parks & Outdoor programs, Literacy & Learning programs, Mentoring, Environmental Organizations, Animal Issues Organizations, Special Olympics, etc.
- After you find the community service organization, write a 4 page, typed, double-spaced report on why you chose the organization, how it helps the community, and how you plan to help the organization. The second half of the paper should describe the events or the meetings you attended as well as the tasks you performed for the organization. Include in the report anything you learned as well as how you felt about volunteering with this organization.  
- E-mail or turn in the assignment to me in my office.
- Assignment One is due December 7, 2012

### **Assignment Two**

- Locate three articles on leadership styles. Print out the articles.
- Based upon the information in the articles, write a summarization of how you embody the leadership style(s). If you choose to focus on one leadership style – that is fine - more than likely you will find that you employ many different leadership styles.

- The most common leadership styles are as follows:

Autocratic leadership.

Bureaucratic leadership.

Charismatic leadership.

Democratic leadership/participative leadership.

Laissez-faire leadership.

People-oriented leadership/relations-oriented leadership.

Servant leadership.

Task-oriented leadership.

Transactional leadership.

Transformational leadership.

- You may write on any of the above styles, or if you find another style that applies to you, you may use that instead or in addition to the above.
- 5-7 pages, double spaced, MLA citation for all information cited from the articles, bibliography page, and turn in the articles so that I can review the information.
- Assignment Two is due December 7, 2012.

### **Assignment Three**

- Write a 2-3 page paper on a leader who you respect. Evaluate and analyze what type of leadership style they have used successfully.
- Analyze the successes this leader has had over the years.
- Discuss any failures this leader has experienced.
- Assignment Three is due December 7, 2012.

### **Assignment Four**

- Write a 5-7 page paper on what type of leadership skills you have or strive to utilize. Be specific about strategies you use as a leader and how they have been successful or have been failures in your past experiences. You will need to research leadership styles and techniques, and share your findings in your paper as you compare and contrast them with your actions.
- This paper should be an honest evaluation of your leadership skills, share past experiences and encounters you have had with others to illustrate your leadership skills.
- This paper should also share your leadership goals for the future. In what areas do you need the most work, where are your strongest? How will you improve these skills over the years?
- Assignment Four is due December 7, 2012.

### **Assignment Five**

- Actively participate in a fundraising event for College DECA and attend either the fall leadership conference or spring College DECA competitive conference. The Fall Leadership Conference will be held October 9-10 in Fargo, ND.
- More details to come.

### **Relationship to Campus Theme:**

A focus on the growing “green” movement in business communication. Also addressing consumption and the new technologies that are affecting the business industry. Students will also understand how to utilize these new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

### **Classroom Policies:**

**Absences and Assignment Due Dates:** If a student must miss class, he/she must contact the instructor within 24 hours of the class period. Late assignments will be docked 10% per day late. This is the policy for all assignments in all circumstances. If you email me an assignment, you will get a reply from me to verify that I have received the assignment. If you do not get a receipt from me, I did not get the assignment. It is your job to ensure that I have received the assignment, so if you do not get a response from me within 24 hours of submitting your assignment by email, you need to resend the email. The assignment continues to lose 10% per day during this time.

Attendance and participation is expected. Ten percent of your grade is based solely on attendance and participation. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early.

Electronic Devices: Silence cellular phones, pagers, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for taking notes. If this is an IVN course, cell phone must be turned off at all times in class!

This class will be a place where all thoughts are welcome, no one fears sharing their opinion, and minds are open to new ideas. You have all EARNED the opportunity to be here by completing the same criteria, thus making you equals. As emerging leaders, you are expected to show respect for each other's differences. Conflicting opinions are part of life and will create dynamic discussions. The instructor reserves the right to end these discussions and the participants will agree to disagree.

It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades.

The syllabus is a living document that is subject to change. All assignments will be confirmed during the class prior to their due date. The instructor reserves the right to allow the class agenda to fluctuate as the course progresses.

### **Academic Integrity:**

**Plagiarism:** To plagiarize is to “steal and pass off the ideas or words of another as one's own” (*Webster's Dictionary*). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. **Students found plagiarizing material will receive a “0” for the assignment.**

Cheating: Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment, an additional incidence of cheating will result in the student being dismissed from the course.

**Disabilities and Special Needs:**

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.