

SPCOM 109- LEADERSHIP SKILLS FOR WOMEN IN MANAGEMENT

Required Textbooks: Richardson, Cheryl. Take Time for Your Life and Course Packet

Class Time: T/TH 11:10 am – 12:35 pm

How to Contact Me Throughout the Semester	
Office: Founders Hall 264 Student Office Hours for this class: M-TH 12:40-1:30 p.m. & by appointment.	Phone: (209) 575-6174 (voice mail) I only pick up my messages during scheduled on-campus office hours.
Email: gyurank@mjc.edu I log onto my email M-TH, once a day. M-TH you can expect a response within 24 hours. If you email me on Thursday after I have picked up my messages, I will not respond to you before Monday when I log on again.	
Home Page for our class http://virtual.yosemite.cc.ca.us/kgyuran/109.htm	

This class is designed to enhance your confidence, communication skills, and leadership aptitude in an organizational context.

I. **PARTICIPATION** - 15 pts.

The course is comprised of classroom discussions, activities, and performances. You are encouraged to bring your personal insights into the classroom and use class concepts to understand and evaluate your own experiences. Full participation includes the following:

15 Pts.: You will earn ½ pt. each class session when you do the following:

- Verbally participate in class by answering a question posed by the instructor or classmate *and*
- Demonstrate your knowledge of the course concepts as outlined in the reading *and*
- Ask a question that clarifies course concepts or projects *and*
- Help create a supportive atmosphere in class *and*
- Treat everyone with respect *and*
- Participate in discussions and activities by providing examples you have thought out prior to class.

If you are silent in class, you will not earn participation point for that class session.

Tardy: If you are late more than 4 times, you will lose all participation points in this class. Repeatedly being late to class is disruptive and disrespectful. If you participate when you are late, you can earn a ¼ pt. participation credit for that class session.

Absence: If you miss more than 4 classes, you will be dropped from this course. There are NO exceptions.

*Text messaging in class is rude. I expect everyone to be fully present when we share class together. If you text message in class, your participation will immediately drop 2 pts. I will also speak with you about the matter. If you continue to text in class, you will lose all participation points and/or I will ask you to drop.

II. **PROFESSIONAL PORTFOLIO**

You will prepare a professional portfolio that you can use to when interviewing for a job. The contents will include a cover letter, resume, and items that illustrate your skills. Details about this project are outlined online from the homepage and your course packet.

III. **COACHING PROJECT**

You will team up with someone in the class and formulate a collaborative, coaching partnership. You will keep a joint journal and work on exercises during the semester reflecting on your role and women's roles in organizations. Details are outlined online from the homepage & your course packet.

IV. **INFORMATIVE PRESENTATION**

This is a 5-7 minute informative presentation highlighting a woman who holds a high position within an organization. This person could be any high-ranking supervisor. You should focus on the traits that have helped her become successful. Details are outlined online from the homepage.

- V. **EXAMS** –see semester outline for chapter specifics. You will need to bring an 815 E scantron, a piece of paper, and a #2 pencil.

EXAMINATION NOTE CARDS (optional): At the beginning of each class when the syllabus indicates “card due”, you may bring in ONE 3 x 5 note card with definitions, key ideas, and other material from the assigned reading in the textbook and packet for that particular class session. You may use this card while taking the exam in class.

****Please put your name on all cards. Failure to do so will result in a card being thrown away****

VI. **CLASS CONDUCT & POLICIES**

1. **Due Dates:** All assignments are due at the beginning of the class on the due date. Grades for late assignments will receive a **2 pt. deduction each class period** the assignment is late. I will not accept any late project **one week** after the due date or the week before finals.
2. **Unique Academic Needs:** If you have a physical, psychiatric/emotional, medical, or learning disability that may affect your ability to carry out assigned course work, I would urge that you contact the staff in Disability Services (DS), in Journalism 160, phone 575-6225. DS will review your concerns and determine, with you, what accommodations are necessary and appropriate. All information and documentation is confidential. Remember to let me know how I can support you.
3. **Academic Integrity:** You’re too smart to cheat. Furthermore, I trust you. However, if you are thinking about it, please familiarize yourself with the proper college policies. At the minimum, you will receive a failing grade for the assignment. As a reminder, plagiarism is misrepresenting someone else’s ideas or wording as one’s own. There is no need to cheat. I’m more than willing to help you succeed in class.
4. **Inappropriate Behavior:** I will not tolerate rude or inappropriate behavior. If I determine your conduct is not conducive to our class climate, I will excuse you from the next class sessions. If the behavior persists, I will file disciplinary actions.
5. **Schedule:** We will try to stay to the schedule; however, we may alter the schedule if necessary. If you are absent, it is **your** responsibility for finding out what you have missed.
6. **Grade Appeal:** If you want to discuss a grade you have earned on a project, you must set up an appt. with me. I will not discuss a grade on an assignment the day it is returned. After you have read my feedback, make notes about what you would like to discuss at our scheduled meeting. At this meeting, we will discuss your notes and your understanding of my expectations for the project. Please do not attempt to conduct this portion of the appeal via email; you must talk to me in person. This policy is not intended to provide obstacles. It is designed to ensure a fair and amicable process. Finally, all grade appeals should be made *no later than one week* following the *return* of the assignment.
7. **Withdrawing:** It is your responsibility to withdrawal through our Admissions Office. Failure to do so may result in receiving an F in this course.

GRADING SCALE	A = 160-144	B = 143-128	C = 127-112	D = 111-96	F =95-0
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