

BUS 415-01: Leadership Development**W 12:00 – 12:50 pm, Bryan 204**

Fall 2023



**UNC
GREENSBORO**
Bryan School of
Business and Economics

**COURSE INSTRUCTOR****Maggie Breitenbach**

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Professional Development Specialist

Bryan School of Business and Economics

Meetings by appointment**WHO IS MAGGE?**

As an Academic Advisor of six years in the Bryan School of Business and Economics at UNCG, Maggie has developed a deep understanding of the academic curriculum needed to address the challenges our students face. In August 2022, Maggie took that knowledge to the Professional Development Specialist role to help students hone in on the skills necessary to be successful in their careers. Maggie is a counselor at heart, entrepreneur, animal lover, believer in holistic wellness, and passionate about career and professional development. As a person whose career has taken many unexpected and exciting turns, Maggie's passion is to help others find their path. Maggie has an MS in Counselor Education from Radford University and a BS in Human Development from Virginia Tech University.

WELCOME TO BUS 415-01

Hi Everyone,

I am excited to have you in BUS 415 with me this semester! Our shared mission is simple: to equip you with the relevant leadership mindsets, skills, and resources that will lay a foundation for your continued growth as an emerging leader. In the process of doing so, we will look to achieve another equally worthy goal: developing and strengthening your sense of self.

How do we achieve all this?

First, I urge you to actively participate in our classroom discussions each week. I do not like to lecture just to hear myself speak, and I recognize that the best way for you to learn is to join in on the conversation. Therefore, you can think of BUS 415-01 as a semester-long dialogue about leadership development. Second, you will complete various assignments that are purposefully designed to achieve the objectives stated earlier.

I have done my best to make this course straightforward and engaging; however – ***this is important*** – while I am here to support your development in any way I can, I cannot do the work for you. In other words, **YOU** are expected to take ownership of your success inside and outside of this course. Accepting the fact that **YOU** are in control of your life is the key to finding fulfillment.

I challenge you to think about the following question throughout the semester— ***What is it, exactly, that I am after each day?*** And furthermore— ***What are the daily actions that will take me closer to that objective?***

Looking forward to getting to know you better this semester!

Maggie Breitenbach M.S.

Bryan School of Business and Economics Mission Statement

In the Bryan School of Business & Economics, we create and disseminate knowledge about the theory and practice of business. In addition to our courses and research, we accomplish this through hands-on projects, global experiences, and outreach to the community. Our work produces principled leaders and exceptional problem solvers who have a global perspective, an innovative mindset, a broad understanding of sustainability, and a commitment to improve the organizations in which they work and the communities in which they live.

Core Values

We are a learning community characterized by a spirit of inquiry, pursuit of continued improvement, professionalism, trust, ethical behavior, and good citizenship and are committed to the University's values of inclusiveness, collaboration, sustainability, responsibility, and transparency.

Course Description

Students learn about the qualities of good leaders and demonstrate how those qualities are exercised in a business environment with a specific focus on ethical and sustainable decision making. (1 credit)

BUS 415 Course Learning Outcomes

In this course, students will:

1. Define leadership and its role in organizational success.
 2. Assess personal values, beliefs and ethical standards to enhance self-awareness in regard to personal leadership behaviors and reactions to leadership behaviors of others.
 3. Understand the role of appropriate ethical standards in business decision making.
 4. Evaluate business decisions in the context of sustainability goals, balancing environmental, social, and economic needs, conditions and potential decision impacts.
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Course Delivery

This section of BUS 415 will be delivered entirely **face-to-face**.

Academic Integrity Policy

You will be expected to adhere to the University Academic Integrity Policy. This policy is outlined at <https://osrr.uncg.edu/academic-integrity>. Academic integrity is grounded in the University value of honesty. In accordance with this value, there are six ways in which you can violate the Academic Integrity Policy: cheating, facilitating academic dishonesty, falsification, misuse of academic resources, plagiarism, and unauthorized behaviors.

You are expected to understand each of these terms and their implications, as unawareness of these violations will not excuse a violation of the policy. You are required to uphold this policy and report apparent violations to your instructor. An infraction of the Academic Integrity Policy will result in a joint conference with your instructor to review the circumstances and consider possible sanctions for the actions taken.

Attendance

Given the design of this course, much of the learning will take place during the weekly meeting time. Thus, attendance is mandatory and heavily-weighted for this course. You are allowed one “freebie” absence without penalty, and each additional absence will be considered unexcused and result in a full day’s deduction of points. **A total of three (or more) unexcused absences will result in an automatic “F” for the course.**

If you miss class, you are accountable for reaching out to your instructor to catch up on any missed content. If you miss a class that has a Truist Emerging Leaders Certification (ELC) session, you will be required to review the recorded lesson and complete the accompanying quiz. All Truist ELC sessions must be attended or reviewed in their entirety to earn the certificate at the end of the semester. While reviewing the lesson and completing the quiz will maintain your eligibility to receive the certification, you will not be able to earn back attendance points in this manner.

Lateness will also result in a partial deduction. Since the class is just 50-minutes long, you will be counted as absent if you arrive 10+ minutes late. Consistent lateness will be monitored and penalized at the discretion of the instructor.

Excused Absences

Past your “freebie” absence, only a few types of situations constitute an excused absence. In any event, documentation must be submitted via email or in-person to provide context for the absence (e.g. doctor’s note, athletics travel itinerary, obituary, relevant pictures). The more detailed the information (e.g. name, date, time, location, description), the more likely it will be marked an excused absence.

Religious Observances

Your instructor will work with you if class meetings or assignments conflict with your religious practices. Please contact your instructor as soon as possible to make necessary arrangements.

Adverse Weather & Class Cancellation Policy

Offices and classes normally remain open during periods of inclement weather. On rare occasions of severe weather, scheduled classes may be delayed or canceled. A decision made by the Chancellor to delay or cancel classes will be reported to the media. In addition, the University’s Adverse Weather number (336) 334-4400 may be accessed for up-to-date campus closure information. Students are advised to listen for radio or television announcements when weather is particularly severe. If no announcement of closing is broadcast, the University may be presumed to be open and holding classes.

When instructor illness or other extenuating circumstances prevent your instructor from delivering the lesson, a cancellation notice will be sent out through Canvas.

Accommodations

Students’ understanding of their learning needs and learning styles is critical to their success in college. The Office of Accessibility Resources & Services (OARS) provides appropriate academic accommodations for students with disabilities as defined and recognized under the ADA. For an appointment with a specialist, please call (336) 334-5440.

Electronic Device Policy

Electronic devices should neither been seen nor heard during class unless otherwise stated by your instructor, Team Leaders, or guest presenters. Improper use of devices draws attention away from the class and detract from the quality of learning for all.

Use of laptops is strictly limited to note-taking or in-class activities, and not for e-mail, chat, gaming, or internet browsing during class. If usage becomes a problem, they will be prohibited and all notes will be completed by hand.

Failure to adhere to the electronic devices policy can result in a “0” for that day’s attendance. Repeated violations can result in a one-on-one meeting with the instructor, additional attendance points being taken away, and/or a failing grade for the class. This decision is up to the discretion of the instructor.

Communication

Email is the preferable form of communication. Please allow two business days for a response before sending a follow-up email. All emails sent to the instructor should include a clear and concise subject line, as well as your specific BUS 415 section number (e.g. *LCSI Assessment Question, BUS 415-01*). This will allow your instructor to locate information more easily and respond more quickly.

Please note: Emails sent within 24 hours of an assignment deadline may not be answered. Please review the materials ahead of time and ask your Instructor questions early on to better prepare for the assignment.

Assignments

All assignments will have a maximum score of 100 points; however, each will be individually weighted to account for a different percentage of your final grade.

Assignment	Percentage	Week
Evaluations (2)	4%	1, 16
Internship & Job Survey	2%	2
VMock Resume Score	5%	3
Mock Interview	5%	4
VIA Assessment	5%	5
Career Fair Attendance & Reaction	8%	7,8
LCSI Assessment	5%	8
Leadership Interview	8%	10
ELC Student Workbook	11%	13
Blueprint Series Reaction	5%	15
First Destination Survey	2%	16
Attendance	40%	ALL
TOTAL	100%	

Detailed assignment information and rubrics can be found in the “Assignments” section on Canvas. All submissions will occur through Canvas unless otherwise noted.

Late Submissions

Submitting an assignment late will significantly affect your grade. Every assignment must be turned in by 11:59 PM on the Tuesday of the week in which the assignment is listed to earn full credit, and any work submitted after that point will be considered “late.” For each day (24 hours) that passes after the deadline, a letter grade will be subtracted from the maximum starting value. The last day to submit an assignment for any credit will be four days (96 hours) following the initial deadline.

Extra Credit

Extra credit opportunities may be provided during the semester. The instructions, possible points, and deadlines will be stated by the instructor once the opportunity becomes available.

Grading Scale

93% +	A	80 – 82.99%	B -	67 – 69.99%	D +
90 - 92.99%	A -	77 – 79.99%	C +	63 – 66.99%	D
87 - 89.99%	B +	73 – 76.99%	C	60 – 62.99%	D -
83 – 86.99%	B	70 – 72.99%	C -	0 – 59.99%	F

Class Schedule

Week	Class Date	Class Topic	Assignments <small>(Due by 11:59 PM ET the night before class unless otherwise noted)</small>
1	8/16	BUS 415 and Truist ELC Overview	Evaluation 1 (Completed in class)
2	8/23	Professional Development Day	Internship & Job Survey
3	8/30	Truist Emerging Leaders Certification: Session 1	VMock Resume Score
4	9/6	Truist Emerging Leaders Certification: Session 2	Mock Interview
5	9/13	Truist Emerging Leaders Certification: Session 3	VIA Assessment
6	9/20	Professional Development Day	
7	9/27	NO CLASS – ATTEND CAREER FAIR	Attend Career Fair (9/27)
8	10/4	Truist Emerging Leaders Certification: Session 4	- Career Fair Reaction - LCSi Assessment (Completed in class)

9	10/11	Truist Emerging Leaders Certification: Session 5	
10	10/18	Truist Emerging Leaders Certification: Session 6	Leadership Interview
11	10/25	Truist Emerging Leaders Certification: Session 7	
12	11/1	Truist Emerging Leaders Certification: Session 8	
13	11/8	Truist Emerging Leaders Certification: Session 9	ELC Student Workbook
14	11/15	Ethical and Sustainable Leadership	Blueprint Series Reaction
15	11/22	NO CLASS – THANKSGIVING HOLIDAY	
16 Last Class	11/29	Leading from Where You Are	- First Destination Survey (Completed in class) - Evaluation 2 (Completed in class)

The class schedule is subject to change at the discretion of the instructor. Any impactful changes will be immediately communicated to students via email and Canvas.