



**Course Syllabus**  
**Lead 1370- Workforce Leadership with Critical Thinking**



1. **Class** : WLCT  
**Semester** : SPRING 2018

2. **Instructors**

*Instructor:* Marc Valentine

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*Mobile:* 0943100998

*Office hour:* By appointment

3. **Campus and Room Location with Days and Times**

*Venue:* Room 202

*Time:* Friday 07:30am – 10:40am

4. **Course Semester Credit Hours:** 3

5. **Total Course Contact Hours:** 48

6. **Type of Instruction:** Lectures & practical

7. **Course Description**

This module is about the growth and awareness of personal leadership skills and critical thinking that encourages readiness, retention, advancement and promotion for their workforce and personal successes, offering fresh new perception and understanding. They will be exposed to process based education where they will get the chance to experience and apply their school of thought to situations.

8. **Course Prerequisite(s):**

ESL level 4

9. **Course Student Learning Outcomes (SLOs)**

1. Identify characteristics of employees who are qualified for employment, promotion, and retention in the workforce.
2. Explain critical thinking strategies within the context of leadership.
3. Apply business communication skills.
4. Utilize data and information to make decisions
5. Identify roles and strategies used in group processes and team building.

## 10. Student Learning Objectives (SLOs)

Students will:

### **SLO #1 Identify characteristics of employees who are qualified for employment, promotion, and retention in the workforce.**

- 1.1 Identify skills needed for a career in area of expertise.
- 1.2 Acquire techniques and skills for personal and professional success.
- 1.3 Explore career options incorporating the use of related assessments, search tools, and job placement resources.
- 1.4 Identify and file the appropriate career plan with proper advisement.
- 1.5 Develop personal skills of persistence, self-reliance, accountability, resilience, and resourcefulness.

### **SLO #2 Explain critical thinking strategies within the context of strong leadership.**

- 2.1 Identify personal learning style, as well as strengths and weaknesses as a strategic learner, and apply knowledge to classroom learning.
- 2.2 Demonstrate the use of learning strategies and study skills.
- 2.3 Brainstorm an issue and create a mind map to problem solve it.
- 2.4 Expand financial capabilities by gaining and exercising financial knowledge.
- 2.5 Develop strategies used in creative/innovative processes.
- 2.6 Use deductive and inductive reasoning to come to a leadership decision.

### **SLO #3 Apply business communication skills.**

- 3.1 Identify communication styles and describe how communication problems arise.
- 3.2 Use social networking and electronic communications appropriately.
- 3.3 Write a resume or create an e-portfolio.

### **SLO #4 Utilize data and information to make decisions.**

- 4.1 Use data and information obtained from technological tools and library resources to acquire information, solve problems and communicate effectively.
- 4.2 Access online college resources and services to make college and career decisions.

### **SLO #5 Identify roles and strategies used in group processes and team building.**

- 5.1 Write and prioritize both short-term and long-term personal and group goals.
- 5.2 Apply knowledge of group goals, roles, and norms to a specific group.
- 5.3 Explore strategies for adapting to different learning environments and delivery formats.
- 5.4 Rate self as an active group member in the classroom.
- 5.5 Decide which leadership styles work best in specific situations; specifically to build a team.

## 11. Textbook

From Master Student to Master Employee – Based on Dave Ellis' Becoming a Master Student

## 12. Course Requirements

### *Make-up policy*

Make-up test is not allowed. If any class session is cancelled, the instructor will discuss with the students to arrange a make-up class.

### *Attendance and Withdrawal Policies*

Please read information about attendance and withdrawal policies on SaigonTech website:

[http://www.saigontech.edu.vn/saigontech/english/general\\_academic.jsp?subid=37#6](http://www.saigontech.edu.vn/saigontech/english/general_academic.jsp?subid=37#6)

## 13. Instructor's Requirements

### *Instructor's Responsibilities*

- Provide information about grading scale and detail grading formula.
- Facilitate effective learning environment through materials for the topic.
- Provide course outline and class calendar which will include a description of special projects or assignments.
- Assist and meet students individually if required.

### *Student's Responsibilities*

- Read and comprehend text books before the lesson.
- Complete assigned assignments and examinations.
- Ask for assistance if there is a problem.
- Keep copies of materials, paperwork and syllabus.
- Complete the course with a passing score

### *Classroom policy*

- Students are to observe punctuality strictly.
- Students are only allowed a 15minutes grace period to be late, on the condition that the instructor must know before the start of the lesson. Otherwise, they will be marked as "Absent".
- Mobile phones are to be silenced at all times.
- Being active in class discussions and asking questions are highly encouraged.
- Students are to focus on the subject and not on any other subjects during lesson.

### *Academic Honesty*

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by SaigonTech officials against a student accused of scholastic dishonesty. Please visit this site for more details about Academic Dishonesty Policy:

[http://www.saigontech.edu.vn/saigontech/english/student\\_discipline.jsp?disID=3&subid=42](http://www.saigontech.edu.vn/saigontech/english/student_discipline.jsp?disID=3&subid=42)

***Other Student Information:*** Refer to SaigonTech's website at [www. saigontech.edu.vn](http://www.saigontech.edu.vn) for other students rights and responsibilities at the school

## 14. Grading Policies

An Incomplete may be given only for extenuating circumstances (i.e. family illness, accident, and an unforeseen event occurring at exam time). The grading policy is summarized below:

Course Grading		Grading Scale	
1) Weekly Presentations	15%	A	90 – 100
2) Case Study Presentation	15%	B	80 – 89
3) Reflection Homework	20%	C	70 – 79
4) Mid-Term Exam	20%	D	60 – 69
5) Final Exam	30%	F	0 – 69
<b>Total</b>	<b>100%</b>		

The passing grade of this course is **C**.

1. Below is the list of presentation marking criteria:

Criteria	Standards	%
Visual & Multi model aid	Good Presentation layout and slides organisation.	10
	Good Visual and/or Aural support.	10
Organisation Time management	Audience control	10
	Comprehensive & clear task delegation and sections.	10
Delivery & Pronunciation	Accurate, clear, loud enough & correct pronunciation of terminologies.	20
Content & Research of Presentation	Appropriate content in accordance to the subject. Clear research with substantial evidence.	20
Presentation Value	Quality of the overall presentation, quality of the answers & quality of presenters appearances.	20
<b>Total</b>		<b>100</b>

### 1) Group Presentation & Case Study Presentation

- Each group is required to do presentations on weekly Case studies. Each presentation will last about 10 minutes (excluding questions & answers section).
- The groups have to hand in their power point slides to the instructor at the end of the day.
- Everyone in the group has to present. Those who do not present with the group at the presentation date will receive zero of the mark given to the group.
- Each group have to evaluate the presenting group with the rubrics above.
- Each group is required to complete a final case study project on Week 15, where they will present about 15 minutes with Q&A.

### 2) Homework

### **Chapter Review**

*There will be questions each week about the chapter and students are expected to complete and submit online.*

### **Reflection Essay**

*A question will be asked at the end of each lesson for the students to reflect. An essay is required to respond to the question from their perspective with reasoning to their possible action.*

- *Each student is to write a reflective essay (at least 300 words) from a given question by the instructor.*
- *Failure to submit the reflective essay on time will receive no grade for that week.*
- *The table below is the marking rubrics per week:*

<b>Score</b>	<b>Standards</b>
<i>Level 1 (1 - 2)</i>	<i>Answer the question with a stand and reason</i>
<i>Level 2 (3 - 4)</i>	<i>Answer the question with a stand and reason Supports stand with evidence and substantial reasoning.</i>
<i>Level 3 (5)</i>	<i>Answers the question with a stand and reason Supports stand with evidence and substantial reasoning Reflects on other supporting evidence and has a conclusion.</i>

### **3) Mid-Term & Final Exam**

- *Students have to comply with the school attendance standard to do the quiz.*
- *Specific time and date for the quiz are specified in the course calendar. The duration of the quiz is 90 minutes. They will be held during the second half of the class.*
- *The quiz will be provided in order to test students' knowledge about the materials provided in the previous lectures and to help students be prepared for the final examination.*
- *The results and feedbacks will be received at the next class.*
- *The final exam will be held on the last day of the class. The duration of the final is 120 minutes.*
- *There will be MCQ, T/Questions, Filling in the blanks and Essays for the quiz and the final examination.*

## 15. Course Calendar:

<b>HCC Calendar 16 weeks</b>	
<b>Class Begins</b>	<b>January 22<sup>nd</sup> 2018</b>
Drop with 100% Refund and no Record on Transcript	4.30pm January 29 <sup>th</sup> 2018
<b>Tet Holidays</b>	<b>February 12<sup>th</sup> – February 25<sup>th</sup> 2018</b>
Drop with 75% Refund and no Record on Transcript	4.30pm January 29 <sup>th</sup> – 11.30am March 3 <sup>rd</sup> 2018
Drop with 25% Refund and no Record on Transcript	11.30am March 3 <sup>rd</sup> – 11.30am March 10 <sup>th</sup> 2018
<b>Mid Term Examinations</b>	<b>March 26<sup>th</sup> – March 31<sup>st</sup> 2018</b>
Hung Kings Commemoration Day	April 25 <sup>th</sup> 2018
Reunification Day	April 30 <sup>th</sup> – May 1 <sup>st</sup> 2018
Final Examinations	May 14 <sup>th</sup> – May 19 <sup>th</sup> 2018
Instruction & Semester Ends	May 30 <sup>th</sup> 2018
Grade Appeal	June 1 <sup>st</sup> – June 3 <sup>rd</sup> 2018

<b>Semester of 14 Weeks</b>		
<b>Date</b>	<b>Lectures / Topics / Quizzes / Exams</b>	<b>Assignments</b>
Week 1 26/01/2018	-Introduction: Syllabus clarification -Introduction to Critical Thinking: Lateral Thinking puzzles -Introduction to Reflective Essay writing	Interactive Reflective Essay
Week 2 02/02/2018	<b>Chapter 01:</b> Introduction to Learning Style Inventory, First Steps  Case Study	Interactive Chapter Review Reflective Essay
Week 3 09/02/2018	<b>Chapter 02:</b> Character  <b>Case Study</b>	Interactive Chapter Review Reflective Essay
Week 4 16/02/2018	<b>Tet holiday</b>	
Week 5 23/02/2018	<b>Tet Holiday</b>	
Week 6 02/03/2018	<b>Chapter 03:</b> Time Case Study	Interactive Chapter Review Reflective Essay
Week 7 09/03/2018	<b>Chapter 05:</b> Reading  Case Study	Interactive Chapter Review Reflective Essay

Week 8 16/03/2018	<b>Chapter Study 06:</b> Notes Case Study	Interactive Chapter Review Reflective Essay
Week 9 23/03/2018	Topic Review <b>Mid Term Test</b>	
Week 10 30/03/2018	<b>Chapter 07:</b> Test Case Study	Interactive Chapter Review Reflective Essay
Week 11 06/04/2018	<b>Chapter 04:</b> Memory Case Study	Interactive Chapter Review Reflective Essay
Week 12 13/04/2018	<b>Chapter 08:</b> Creative & Critical Thinking Case Study	Interactive Chapter Review Reflective Essay
Week 13 20/04/2018	<b>Chapter 09:</b> Communication & collaboration Case Study	Interactive Chapter Review Reflective Essay
Week 14 27/04/2018	<b>Chapter 10:</b> Career & Money Management Case Study	Interactive Chapter Review Reflective Essay
Week 15 04/05/2018	Final Case Study Group Materials Final Case Research.	Interactive Reflective Essay
Week 16 11/05/2018	<b>Final Case Study Group Presentation</b>	
Week 17 18/05/2018	Topic Review <b>Final Exams</b>	
Week 18 25/05/2018	<b>Course Evaluation</b> Students Review	