AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Leadership and Team Work					
Course Code		REH232		Couse Level		First Cycle (Bachelor's Degree)	
ECTS Credit	3	Workload	76 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The course aims at teaching student how he/she works effectively in the business organization or in the group he/she manages and shows the way to gain leadership characteristics.					
Course Content		Information will be given about such subjects as things to be taken into consideration on team work, increasing individual's contribution to team success, motivating team members, evaluating performances of team members, the relationships of team members with one another and with other teams, team spirit, leadership characteristics, leadership types, importance of leadership on team success, leader's relationship with team members.					
Work Placement		N/A					
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Demonstration, Discussion, Individual Study				
Name of Lecturer(s)		Assoc. Prof. Gülnur KARAKAŞ TANDOĞAN					

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Peter F. Drucker, Gelecek İçin Yönetim, Türkiye İş Bankası Yayınları, 2000.
2	Zeyyat Sabuncuoğlu, Personel Yönetimi, Uludağ Ünv. Yayınları, Bursa, 1984.
3	Salih Güney, Açıklamalı Yönetim Organizasyon El kitabı, Nobel Yayınları, 2004.
4	İsmail Efil, İşletmelerde Yönetim ve Organizasyon, Alfa Yayınları, 2002.
5	Niyazi Altılar, İçimizdeki Lider, Okumuş Adam Yayıncılık (okuma kitabı)

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction, information will be given about the content and objectives of the course.
2	Theoretical	Leadership behaviour and processes
3	Theoretical	Leadership types and leadership approaches
4	Theoretical	Leadership characteristics
5	Theoretical	Leadership process and functions
6	Theoretical	Team spirit and motivation
7	Theoretical	Team building
8	Theoretical	Leadership in communication
9	Intermediate Exam	Mid-Term Exam
10	Theoretical	Leadership principles and values
11	Theoretical	Effective leadership
12	Theoretical	Team building and management
13	Theoretical	Team roles and dynamics
14	Theoretical	Meeting, conflict and performance management
15	Theoretical	General Revision
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Reading	1	2	0	2
Midterm Examination	1	8	1	9

Final Examination	1	8	1	9
		Total Workload (Hours)		76
		[Total Workload (Hours) / 25*] = **ECTS**		3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Recognizes structures and types of organization.
2	Gains a viewpoint of organization with regards to team building and being a member of the team.
3	Learns how to motivate team.
4	Learns how to evaluate the performance of the team members.
5	Learns how to form and analyze the team spirit.
6	Learns leadership characteristics and types.
7	Learns the importance of leader on team success.

Programme Outcomes *(Tourism Guiding)*

1	To have scientific and professional ethical values
2	To gain the ability of analytical and critical thinking
3	To have an awareness of requirement of gaining lifelong new knowledge and skills
4	To know the basic concepts about tourism sector
5	To comprehend relationship between tourism and natural, cultural and social environment
6	To have enough foreign language knowledge to follow trends and studies in his/her field and to be able to communicate
7	to be able to use the second foreign language at medium level.
8	to have the ability of doing team work.
9	To gain the ability to use information technologies in his/her field at a good level.
10	To gain administrative knowledge and ability in his/her field.
11	To be competent on the subject of human relations and behaviours which are required in tourism industry
12	To be able to track the trends in his/her field.
13	To have knowledge and ability on the subjects required for his/her profession.
14	To have comprehensive knowledge required for his/ her profession about other tourism services
15	To have enough knowledge about culture and customs of his/her own country.
16	To have enough knowledge about different cultures and customs.

Contribution of Learning Outcomes to Programme Outcomes *1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High*

	L1	L2	L3	L4	L5	L6	L7
P1	4	4	4	4	4	4	4
P2	4	4	4	4	4	4	4
P3	5	5	5	5	5	5	5
P4	2	2	2	2	2	2	2
P5	3	3	3	3	3	3	3
P6	3	3	3	3	3	3	3
P7	1	1	1	1	1	1	1
P8	5	5	5	5	5	5	5
P9	1	1	1	1	1	1	1
P10	5	5	5	5	5	5	5
P11	5	5	5	5	5	5	5
P12	5	5	5	5	5	5	5
P13	3	3	3	3	3	3	3
P14	3	3	3	3	3	3	3
P15	2	2	2	3	4	4	4
P16	2	2	2	2	2	2	2