

Course	HRDV 5500 Introduction to Covey's 7 Habits of Highly Effective People	
Term	Spring 2, 2010	
Instructor	Yvonne Petite 816-444-1000 petitey@webster.edu	
Catalog Description	This seminar is an introduction to the 7 Habits of Highly Effective People and is designed to allow the students the opportunity to understand and apply Stephen Covey's Model of Effectiveness.	
Prerequisites	None	
Course Level Learning Outcomes	<ol style="list-style-type: none"> 1. Students will know and understand the Foundational Principles of each of the Habits 2. Students will be able to apply the principles in both their personal and professional lives 	
Materials	7 Habits materials will be distributed at the beginning of class	
Grading	2 Exams (20 points each)	40 points
	Paper applying the 7 Habits	20 points
	Exercises	25 points
	Class Participation	15 points
	<p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> • A/A- Superior graduate work • B+/B/B- Satisfactory graduate work • C Work that is barely adequate as graduate-level performance • CR Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. • F Work that is unsatisfactory • I Incomplete work • ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. • IP In progress • NR Not reported • W Withdrawn from the course 	

<p>Activities</p>	<ul style="list-style-type: none"> • Use group decision making and creative problem-solving methods • Show videos on each of the Habits • Small group discussions on the application of each of the Habits • Complete paper applying the 7 Habits
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><i>Academic Honesty</i></p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><i>Drops and Withdrawals</i></p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><i>Special Services</i></p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><i>Disturbances</i></p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p>

Student Assignments Retained

From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.

Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled

Course Policies

- This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class.

- In line with the university's policy on academic honesty, please be advised that instances of academic dishonesty will result in a zero for the assignment and will be reported to the Dean of the School of Business and Technology for further disciplinary action. In this course we will use turnitin.com, an electronic database, which assists students and faculty with academic work.

Session Schedule

	Topic	Assignments
3/20	Foundational Principles Habits 1 and 2 Exercises	Pages 1-27, 29-46 Exercises, 13, 15, 19
4/3	Habits 3, 4, 5 Exam 1	Pages 49-77 Exercises 53-64 Pages 79-146
4/17	Habits 6, 7 Exam 2 Turn in Paper applying the 7 Habits to their work situations	Pages 151-178 Exercises 101-146

Additional

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