



**21 Fall Semester**

## **Course Name Leadership**

### **BUA 121 PIO1 Fall 2021**

**Number of Credits:** 3

**Days Class Meets:** TBA

**Instructor:** Jennifer Burdick

**Semester Start and End:** 9/20/21 – 12/18/21

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## **Course Description**

Both knowledge and behavior contribute to effective leadership skills needed to enhance the contribution of your team. Students explore topics including shared vision and values, team building, and decision making. You will study leadership theory in ways that encourage development of your leadership skills, including effective use of power and influence, motivational tools, personality assessment, team communication, role modeling, and performance appraisals.

## **Prerequisite(s)**

None

## Course Goals

This is an introductory course for leadership. Each chapter dives a little bit deeper into each of the leadership areas of study. The final goal is for the student to be able to identify a good leader, what they might want to emulate, and the decision if they want to be a leader or a follower.

## Course Objectives

At the completion of this course, successful students will be able to:

1. Describe at least two theories of motivation and make an argument for the effectiveness of at least one of them.
2. Identify at least three positive leadership practices and provide examples of how they have proven to be effective.
3. Identify at least two negative leadership practices and provide examples of how they have been detrimental to an organization.
4. Describe at least one major goal you have set for your career and discuss steps necessary to achieve that goal.
5. Present a case for how your own leadership style can be effective, drawing on the examples of other successful leaders studied in this course.

## Textbook

- Daft, Richard L. The Leadership Experience, seventh edition. Cengage Learning, 2018. ISBN-13: 978-1-33710-227-8

## Grading Procedure

The course pack all of the scores for the potential grade. Contact your instructor if you are missing a grade.

## Grading Scale

<b>GPA</b>	<b>GRADE RANGE</b>
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

## Failure

- Failure to turn in assignments for the class.
- Plagiarism
- Failure to respond to instructor over multiple weeks
- See academic honesty policy – failure to comply
- Failure to comply with COVID or any other safety measure put forth by the college or the facility

## Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

## Plagiarism

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation (giving credit to the original creator)
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

## Cheating

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

## **Course Management**

Withdrawals must be handled through the facility navigator

## **Makeup Policy**

I will accept late work on the next hand in for full credit, anything after that will be marked down 25 to 50% off.

## **Academic Advising**

Academic advising is facilitated via your navigator and the CEP team.

## **Student Responsibilities**

- Find out where and how you are to turn in your homework.
- Attend sessions with the instructor (dates, times, and place to be assigned by facility)
- Respond to any messages from your instructor in the manner described by your instructor

## **Attendance- Participation Policy**

Regular class participation inside the facilities are marked by attendance and keeping up with the work described in the course pack as well as contact with your instructor (MDOC JPAY)

While meeting in-person – instructors are looking for participation regarding content from the book or course pack. Reading the material prior to the class is VERY helpful.

Yes, viewing the videos is helpful for a deeper understanding of the content covered in the book. It is a visual representation of the units and chapters.

If for some reason (see Caveat) in-person classes are cancelled or changed. Please note that part of being a good leader is the ability to adapt. Be flexible in your approach to learning.

## **Caveat**

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise.

All COVID safety protocols in place are based on current guidelines and will be enforced while students are within the classroom at your facility.

## Calendar

Calendar timelines and assignments are an approximation and could be changed. You will be notified of any changes.

Note there are 12-weeks of classes and 10-modules. This is to accommodate those crazy unforeseen that seem to happen in this day and age of COVID – crazy weather etc.

MODULE	Chapters	Topic(s)	Homework
1	CH 1 – What Does it Mean to Be a Leader	Introduction to Leadership	Read chapters 1-3 Do the assignments for chapter 1 in the back of this course pack  Read chapters 2 & 3
2	CH 2 - Traits, Behaviors, and Relationships CH 3 - Contingency Approaches to Leadership	Research Perspectives on Leadership  <b>Homework for Chapters 1, 2, and 3 due 10-8-21</b>	Do the assignments for chapters 2 & 3 in the back of the course pack  Read chapter 4
3	CH 4 - The Leader as an Individual	The Personal Side of Leadership	Do the assignments in the back of the course pack for chapter 4  Read chapters 5 & 6
4	CH 5 - Leadership Mind and Emotion CH 6 - Courage and Moral Leadership	The Personal Side of Leadership  <b>Homework for Chapters 4, 5, and 6 due 10-22-21</b>	Do the assignments in the back of the course pack for chapters 5 & 6  Read chapters 7, 8, and 9
5	CH 7 – Followership CH 8 - Motivation and Empowerment CH 9 - Leadership Communication	The Personal Side of Leadership  The Leader as a Relationship Builder	Do the assignments in the back of the course pack for chapters 7, 8, and 9  Read chapter 10
6	CH 10 - Leading Teams	The Leader as a Relationship Builder  <b>Homework for Chapters 7, 8, and 9 due 11-5-21</b>	Do the assignments for Chapter 10 in the back of the course pack and  read chapters 11 & 12.
7	CH 11 - Developing Leadership Diversity CH 12 - Leadership Power and Influence	The Leader as a Relationship Builder	Do the assignments for Chapter 11 and 12 in the back of the course pack  and

			read chapter 13
8	CH 13 - Creating Vision and Strategic Direction	The Leader as Social Architect  <b>Homework for Chapters 10, 11, and 12 due 11-19-21</b>	Do the assignments for Chapter 13 in the back of the course pack and read chapter 14
9	CH 14 - Shaping Culture and Values	The Leader as Social Architect  <b>Homework for Chapters 13, 14, and 15 due 12-3-21</b>	Do the assignments for Chapter 14 and 15 in the back of the course pack and read chapter 15
10	CH 15 - Leading Change	The Leader as Social Architect  <b>Final Exam due 12-10-21</b>	Final exam

### Turn in Dates for Papers:

10-8-21 (please hand-in by 3:00pm 10-7-21)

10-22-21 (please hand-in by 3:00pm 10-21-21)

11-5-21 (please hand-in by 3:00pm 11-4-21)

11-19-21 (please hand-in by 3:00pm 11-18-21)

12-3-21 (please hand-in by 3:00pm 12-02-21)

12-10-21, this one is the most important date due to it being the last pick-up date. (please hand-in by 3:00pm 12-09-21)

### Important Dates:

<b>MONDAY 09/06/2021</b>	<b>LABOR DAY HOLIDAY-NO CLASSES</b>
<b>WEDNESDAY 11/24-SUNDAY 11/28/2021</b>	<b>THANKSGIVING HOLIDAY-NO CLASSES</b>
<b>SATURDAY 12/18/2021</b>	<b>END OF FALL SEMESTER</b>