

**RALPH W. KETNER SCHOOL OF BUSINESS  
CATAWBA COLLEGE  
MGT2564 MOTIVATION AND LEADERSHIP  
SPRING 2021  
KH115 (TOM SMITH AUDITORIUM)**

## **I: General Information**

**Day, Time, & Location:** Monday, Wednesday, and Friday at 1 p.m. in KH 115 (Tom Smith Auditorium)  
**Instructor:** Dr. Stephen R. Hiatt, Professor of Business Administration  
**Contact Information:** shiatt@catawba.edu, Office phone: 704-637-4103  
**Office Hours:** MWF 11 a.m. - 1 pm and by appointment  
**Office Location:** KH 316

## **II: Course Description & Rationale:**

A study of the theories of motivation and leadership in relation to management processes.  
Prerequisite: MGT 2501.

This course satisfies requirements of the Management Concentration. It is an appropriate elective for students majoring in the Sports Management, Communications, Music Industry, and many other majors.

## **III. Required Textbook and Other Materials:**

1. **TEXT:** The 7 Habits of Highly Effective People by Stephen R. Covey

## **IV: Learning Outcomes:**

After successfully completing this course, students will demonstrate an understanding of

1. The importance of character development.
2. Principles of personal vision.
3. Principles of personal leadership.
4. Principles of personal management.
5. Principles of interpersonal leadership.
6. Principles of empathic communication.
7. Principles of creative cooperation.
8. Principles of balanced self-renewal.
9. Major leadership theories and principles and how to apply them.
10. Major motivational theories and principles and how to apply them.

## **V: Course Delivery and Assignments:**

- a. To accomplish the objectives of this course, lectures, class discussions, as well as various learning activities such as role-playing and small group exercises will be used. Videotapes and personal challenges will also be employed. Each student will also be required to give a presentation related to Covey's 7 Habits.

- b. Course assignments

- a. **5 Homework problems**
- b. **4 Exams (Multiple Choice questions)**
- c. **Student Presentations**

## VI: Grades, Weights & Scale:

*Example:*

### Weights:

<i>Homework problems (5)</i>	=	<i>15%</i>
<i>Examinations (4)</i>	=	<i>60%</i>
<i>Student Personations</i>	=	<i>25%</i>

### Scale:

<i>A</i>	=	<i>100-92 %</i>	<i>A-</i>	=	<i>91-90%</i>			
<i>B+</i>	=	<i>89-88%</i>	<i>B</i>	=	<i>87-82%</i>	<i>B-</i>	=	<i>81-80%</i>
<i>C+</i>	=	<i>79-78 %</i>	<i>C</i>	=	<i>77-72%</i>	<i>C-</i>	=	<i>71-70%</i>
<i>D+</i>	=	<i>69-68 %</i>	<i>D</i>	=	<i>67-62%</i>	<i>D-</i>	=	<i>61-60%</i>
<i>F</i>	=	<i>&lt; 60%</i>						

## VII: Academic Integrity and the Catawba College Student:

### **Honor Code**

*"As a member of the Catawba College community, I will practice academic honesty, communicate truthfully, and show respect for the rights and property of others. I will also encourage others in the community to behave honorably."*

### **Academic Dishonesty**

"Academic dishonesty includes, but is not limited to, cheating, plagiarism, and lying about academic work. A student who submits the work of others, whether in whole or in part, without proper acknowledgement or permission, or who has falsified information within his own work, is in violation of the Honor Code, and is therefore subject to appropriate sanctions resulting from such a violation."

## VIII: Attendance Policy:

Regular preparation and class attendance are expected. More than TWO absences will result in a lowering of your final grade by 1 percentage points per absence.

## **IX: Missed Work Policy:**

Assignments are to be handed in on the dates specified. Late assignments will be penalized 5 percentage points per day late. Exams are to be taken on the dates scheduled. Late exams will be penalized by 5 percentage points per day late.

## **X: Electronic Device Policy**

Students may use calculators, laptop computers or pads for note taking and homework problems as well as for exams. No cell phones or music players may be used during class. All other electronic devices are prohibited when taking exams.

## **XI: Course Content**

<b>Topic</b>	<b>Hours</b>
The importance of character development.	3
Principles of personal vision.	3
Principles of personal leadership.	3
Principles of personal management.	3
Principles of interpersonal leadership.	3
Principles of empathic communication.	6
Principles of creative cooperation.	6
Principles of balanced self-renewal.	3
Major leadership theories and principles and how to apply them.	5
Major motivational theories and principles and how to apply them.	5

## **XII: Course Calendar & Due Dates**

DATE	DAY	TOPIC/ASSIGNMENT
January 25	Monday	Introduction
January 27	Wednesday	Paradigms and Principles (Pages 13 - 15) and Inside-Out (Pages 15 - 45)
January 29	Friday	Paradigms and Principles (Pages 13 - 15) and Inside-Out (Pages 15 - 45)
February 1	Monday	Habit 1: Be Proactive
February 3	Wednesday	Habit 1: Be Proactive
February 5	Friday	Habit 1: Be Proactive Habit 2: Begin with the End in Mind (Habit 1 Homework 1 & 2 Due)
February 8	Monday	Habit 2: Begin with the End in Mind
February 10	Wednesday	Habit 2: Begin with the End in Mind (Habit 2 Homework 1 & 2 Due)
February 12	Friday	<b>EXAM #1</b> (Introduction and Habits 1, 2) Online in Blackboard
February 15	Monday	Habit 3: Put First Things First
February 17	Wednesday	Habit 3: Put First Things First
February 19	Friday	Habit 3: Put First Things First
February 22	Monday	Habit 4: Think Win-Win
February 24	Wednesday	Habit 4: Think Win-Win
February 26	Friday	<b>EXAM #2 (Habits 3 &amp; 4)</b> Online in Blackboard <ul style="list-style-type: none"> <li>Time Management Form due</li> </ul>
March 1	Monday	Habit 5: Seek First to Understand, Then to Be Understood
March 3	Wednesday	Habit 5: Seek First to Understand, Then to Be Understood
March 5	Friday	<ul style="list-style-type: none"> <li>Eulogy</li> <li>Personal Mission Statement from Covey Web Page:  <a href="http://www.franklincovey.com/msb/">http://www.franklincovey.com/msb/</a> OR Personal Mission Statement from Dr. Hiatt's form </li> </ul>
March 8	Monday	Habit 5: Seek First to Understand, Then to Be Understood
March 10	Wednesday	Habit 5: Seek First to Understand, Then to Be Understood
March 12	Friday	Habit 5: Seek First to Understand, Then to Be Understood
March 15	Monday	Motivation
March 17	Wednesday	<b>NO CLASS—Take a break!</b>
March 19	Friday	Motivation Habit 6: Synergize
March 22	Monday	<b>EXAM #3</b> (Habits 5 & 6, Motivation) Online in Blackboard
March 24	Wednesday	Habit 7: Sharpen the Saw
March 26	Friday	Leadership
March 29	Monday	Leadership
March 31	Wednesday	Liz Wiseman Leadership Video--"The Power of Not Knowing"
<b>April 2 – 4</b>		<b>EASTER BREAK</b>
April 5	Monday	Liz Wiseman Leadership Video--"The Power of Not Knowing"

April 7	Wednesday	<b><i>Lean on Me</i></b> for Leadership Video Exercise
April 9	Friday	<b><i>Lean on Me</i></b> for Leadership Video Exercise
April 12	Monday	<b><i>Lean on Me</i></b> for Leadership Video Exercise
April 14	Wednesday	<b><i>Lean on Me</i></b> for Leadership Video Exercise
April 16	Friday	<b><i>Lean on Me</i></b> for Leadership Video Exercise
April 19	Monday	<b><i>Lean on Me</i></b> for Leadership Video Exercise
April 21	Wednesday	<b>Good to Great</b>
April 23	Friday	<p style="text-align: right;"><b>Presentations</b></p> <ul style="list-style-type: none"> <li>• Brooke Applebaum</li> <li>• Adolfo Bedolla</li> <li>• Tanner Bibey</li> <li>• AJ Boyd</li> <li>• Ryan Buchanan</li> <li>• Parker Byrd</li> <li>• Robbie Cowie</li> <li>• Cade Cranford</li> <li>• Kendall Davis</li> <li>• Ryan Frick</li> <li>• Anna Gardner</li> <li>• Trey Germano</li> </ul>
April 26	Monday	<p style="text-align: right;"><b>Presentations</b></p> <ul style="list-style-type: none"> <li>• Lexxy Harris</li> <li>• Zack Miller</li> <li>• Matthew Mitchell</li> <li>• Trent Montgomery</li> <li>• Adwoa Ofori-Gyau</li> <li>• Cortarius Polk</li> <li>• Jovana Ramirez Sanchez</li> <li>• Lauryn Scales</li> <li>• Shemya Stanback</li> <li>• Naomi Stinson</li> <li>• Bakary Sylla</li> <li>• Carson Talboys</li> <li>• Camellia Van Aken</li> <li>• Trenton Walsh</li> </ul>
April 28		<b>Study Day</b>
May 6-11	TBA	<b>EXAM #4 (Leadership &amp; Habit 7)</b> Online in Blackboard

### **XIII: Guest Lectures, Special Events, and Field Trips**

To be arranged.

## XIV: Common Professional Component:

Common Professional Component (CPC) Concepts:	Contact Hours
Summary of (CPC) Concepts:	-----
<b>Functional Areas:</b>	-----
Marketing	
Business Finance	
Accounting	
Management	30
<b>The Business Environment:</b>	-----
Legal Environment of Business	
Economics	
Business Ethics	10
Global Dimensions of Business	
<b>Technical Skills:</b>	-----
Information Systems	
Quantitative Techniques/Statistics	-----
<b>Integrative Areas:</b>	
Business Policies	
Comprehensive Integration	
<b>Total Contact Hours</b>	<b>40</b>

## XV: Notes on the Pre and Post Test

This course deploys both a pre-test and a post-test for assessment purposes. Students should *sincerely* attempt both since the results impact our accreditation status and thus the value of the business degree earned at Catawba College. To take the post-test you must have taken the pre-test. You may substitute your grade on the post-test for any homework exercise missed or for the lowest score on a homework assignment.

## XVI: Miscellaneous but Important Items

Motivation & Leadership Presentations
<ol style="list-style-type: none"><li>1. Tell how you have applied or plan to apply one of Covey's 7 Habits to your work or personal life.</li><li>2. Prepare a PowerPoint presentation on the Habit and how you will apply it</li><li>3. Make the presentation about 5-15 minutes long. If you want to, you may involve the class.</li><li>4. Prepare the presentation so that it is interesting and entertaining.</li><li>5. Practice the presentation so that it flows smoothly.</li><li>6. Save the presentation onto a flash drive and bring it to class on the date you are assigned to make your presentation or email it to Dr. Hiatt in advance.</li></ol>