



Leadership Effectiveness

MGMT 5613
Fall 2020
Harvey Business College
Mondays 6:00PM-9:30PM

Instructor: Dr. Donald V. Drew, MHR, EdD HBC 100, Office I

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I. OC Mission Statement

Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, and service.

II. Departmental Mission Statement

Within a framework of excellence in contemporary business education, the College of Business Administration will build a community of lifelong relationships upon a foundation of enduring Christian values.

III. Class in the Time of COVID-19

While OC is planning for classes to occur face to face all semester, the pandemic may force us to go online at some point. If that happens, I want you to know that I've planned this class so that we can make that change smoothly.

IV. Christian Worldview & Teaching Philosophy

It is my hope and intention to work with you to equip yourself with knowledge and tools essential for leading in today's complex environment. Special attention will be given to developing applied knowledge and skills in the areas of leadership, values, motivation, strategy, and innovation.

V. Course Description

This course will focus on the similarities and differences between leadership and management, with special emphasis on key leadership traits and actions. Critical thinking about the skills required to lead complex organizations will be explored using the situational leadership model. Additional study



will address the particular role of leaders and entrepreneurs in today's business environment.

VI. Course Objectives:

Objective	Assessment Tool	Program Objective(s)	University Objective(s)
Learn and apply the theories supporting effective management and leadership.	Leader Presentation (student integrates major topics with a selected business leader)	Provide students an understanding of basic leadership theories and realities	Foundational Knowledge; Info Literacy; Effective Leadership and Communication
Advance students' understanding of their own leadership skill strengths and weaknesses, and provide them a basis for improving their ability to lead effectively.	Personal assessments; Professional Development Plan (PDP)	Improve students' ability to lead effectively	Foundational Knowledge; Info Literacy; Effective Communication
Understand how to apply leadership principles to lead effectively in organizational settings.	Exercises and case studies	Enhance students' critical and creative thinking	Critical and Creative Thinking; Stewardship

VII. Course Requirements & Grading Standards:

A. Course Requirements

This course consists of a variety of actions and activities for which you will earn points as we proceed through the course (articles, assessments, case studies, video reviews, exercises, activities, chapter team presentations, a professional development plan, and an individual presentation). You can see the items in general in number four below with their associated points. Your Course Management System (Blackboard) details each item by week. There are three major requirements that need to be mentioned here.

1. Leader Presentation: Each of you will choose a well-recognized business leader upon. Which you will present. You will develop your presentation while integrating key topics covered in this class. All details are found under “:Course Content” in Blackboard. Your presentation will result in a 10 minute (+/- 1 minute) evaluated effort that will serve as your final for this course. You must complete the presentation to pass the class. The presentation will be graded on a 50 point scale independent of the requirement to complete it. We will do this in the last week of class.

2. Professional Development Plan: Every student will be required to complete a Professional Development Plan and submit it for a grade in week four. A grade of complete (100%/40 points), mostly complete (90%/36 points), somewhat complete (80%/32 points), insufficiently complete (50%/20



points), or incomplete (0%/0 points) will be given. See Bb “Course Content” for the template, instructions, and grading rubric.

3. **Weekly Team Presentations:** You will be placed on either Team A, B, or C, and will have to work with your team to provide 2 presentations on chapter materials during the course. When your team is not presenting, your team will be either evaluating the presenting team, or asking questions in the post Q&A. All team members will share the same grade, though each team’s performance will be graded separately. Inter-team conflicts over individual performance are each team’s responsibility to resolve.

4. This is a breakout of all graded course activities. More detail is available in your course Blackboard, but you can use this to cross check to ensure you complete each week’s graded tasks. All outside of class activities or tasks must be completed by midnight of Sunday following the class as scheduled each week.

Leadership Effectivess	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Exercise/Activity	(4) 50				(1) 10		
Article		(1) 10	(1) 10	(1) 10	(1) 10	(1) 10	
Case	(1) 10	(1) 10				(1) 10	
Video	(1) 10	(2) 30	(1) 10		(1) 10	(1) 10	
Chapter Presentation		(1) 30	(1) 30	(1) 30	(1) 30	(1) 30	(1) 30
Assessment			(2) 20	(1) 10	(2) 20	(1) 10	
Development Plan				(1) 40			
Leader Presentation							(1) 50
Bonus*							(2) 20 added
Total	70	80	70	90	80	70	80
* 20 bonus points available in week 7 if needed							

B. Grading Standards

1. Synopsis of Grading

Activities/Exercises	60 points
Articles	50 points
Assessments	60 points
Cases	30 points
Chapter Team Presentations	180 points
Leader Presentation	50 points
Professional Development Plan	40 points
Videos	70 points
Total	540 points
Bonuses	20 points

2. Grades



- A: 486-540
- B: 432-485
- C: 378-431
- D: N/A
- F: <378

3. All grades will be posted in Bb within one week of a completed measurement.

VIII. Materials Needed

Hughs R., Ginnett R., & Curphy G.; Leadership: Enhancing the Lessons of Experience; McGraw-Hill, 9th Ed.

IX. Required Educational Technology (only if students are required to download and use specific software/technology)

You will need to bring your computer with you to class for every scheduled event.

Google Drive

Some resources and assignments require access to Google Drive. You have an account connected to your OC email with unlimited storage. To access your OC Google Drive, go to www.drive.google.com and enter your OC credentials.



X. Sources of Help

Tutoring	Student Success 405.425.5923 www.oc.edu/academics/student-success/
Writing Lab	Writer's Block http://writersblock.oc.edu/
Research Help	Library 405.425.5312 Ask a Librarian (libanswers.oc.edu/) library.oc.edu
Information Technology	Support Central 405.425.5555 support.oc.edu/home
Blackboard Help	Link in Blackboard (usually on left side)
Calling & Career Office	Day Six (located directly below Admissions) Career counseling, strengths analysis, resume and portfolio building, interview mastery, network building, career search/ landing, and more. 405.425.5961 www.oc.edu/daysix

XI. Course Policies:

Attendance/tardiness/leaving early

From the Academic Policy Manual:

1. Attendance policies and penalties rest under the purview of the professor. Those professors who require attendance for their course must detail those requirements and penalties in their syllabi. Students who exceed the number of absences or otherwise fail to meet attendance policies will experience the consequences explained in the syllabus. These may include withdrawing the student from a course if he or she misses more than a specified number of classes.
2. Since this is an MBA class, we will follow MBA. Specific policies. You may miss no more than one class before you are withdrawn from the course; however, this does not excuse you from any



graded requirements in the week missed. You absolutely must communicate with me in advance if you are going to be late, absent, or need to leave early.

Participation/class decorum

We are professionals. I expect the upmost in respect from each of us, and racist, demeaning, or sexist language will not be tolerated under any circumstances.

Late assignment/exam policies

Late work will not be accepted.

Americans with Disabilities Act

If you have a diagnosed disability and need special accommodations, please notify Ms. Katy Roybal (425-1876) before or immediately after your first scheduled class meeting. After your disability has been verified, your instructor will work with you, with Ms. Roybal, and with the Office of the Vice President of Academic Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this course.

Sexual Misconduct Policy (Title IX)

Oklahoma Christian University is a Christian community unequivocally committed to ensuring a working and learning environment in which the dignity of every individual is respected and providing a campus environment that is free of unlawful discrimination, which includes sexual harassment, sexual assault, or sexual misconduct. OC's Sexual Misconduct Policy (see the OC Student Handbook) is compliant with Title IX, which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual harassment is a breach of community, which expresses disrespect, exploits and undermines relationships based on trusts, and interferes with learning and productive work.

Students are encouraged to immediately seek available assistance and report incidents of sexual misconduct as defined by the Sexual Misconduct Policy to the Title IX Coordinator:

Title IX Coordinator Mrs. Lisa Herndon 405.425.1820 lisa.herndon@oc.edu

Students have access to confidential services through OC's Counseling Center and the Spiritual Life office.



OC Counseling Center

405.425.5250

Spiritual Life

Jeff McMillon, Dean of Spiritual Life 405.425.5919

Summer Lashley, Ethos Director 405.425.5908

Inclement weather policy

In the event that weather causes class to be cancelled, check Bb to determine how we will handle making up the class, assignment, or exam. No student will be penalized because of any such change. If an exam is cancelled due to whether, you will be notified as to how we will make it up.

Campus Closing Policy from the Academic Policy Manual: Because a large majority of OC's students live on or very near the campus, and because most professors also live very near, it is the policy of the University not to suspend classes for bad weather conditions unless their severity poses unnecessary risk to faculty, staff and students. Students who are prevented from meeting a class because of road conditions should notify their professors as to the cause of their absence, and the professor will treat the absence as being for an acceptable reason.

Emergency statement

In case of an emergency, faculty, staff, and students who have signed up for OC Campus Messenger (oc.edu/notify) will be notified by text, email, or Twitter. If the emergency occurs during class, the instructor will inform the students present of the appropriate procedures.

Oklahoma Christian University Policy on Academic Honesty

Cheating

Cheating on an examination, assignment, roll sheet or other course related work or activities undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who cheat on examinations, assignments or other course related work or activities will face serious consequences, as outlined in this policy.

Plagiarism

One particular form of cheating is plagiarism. Plagiarism is the transmission of another's ideas, words, or materials as one's own and/or the failure to credit accurately the ideas, words, or materials of another. Plagiarism also includes passing off another's work (a friend, a parent, a website) as one's own. Plagiarism undermines the ethics of the academy and the specific



Christian purposes of Oklahoma Christian University.

Accordingly, students who engage in plagiarism in assignments submitted will face serious consequences, as outlined in this policy.

Penalties for Academic Dishonesty

1. On the first offense, the student will receive zero (0) credit for the examination or assignment. For forms of cheating or dishonesty other than on examinations or assignments, the Professor shall have the discretion to impose an appropriate penalty. Professors must send documentation of the first offense to the appropriate chair, the dean of the appropriate college, the Chief Academic Officer, and the Dean of Students.
2. On the second offense in the same course, the student will receive an F in the course. Professors must send documentation of the second offense to the appropriate chair, the dean of the appropriate college, the Chief Academic Officer, and the Dean of Students.
3. At either the first offense or second offense, the student may appeal using the process described in both the *OC Student Handbook* and the *OC Academic Policy Manual* covering Grade Appeals.
4. If the student commits offenses in two or more courses, the Academic Appeals Committee, described in the *OC Student Handbook* and in the *OC Academic Policy Manual*, may assign penalties for academic dishonesty in addition to the penalties assigned by the professors in the courses. The Academic Appeals Committee may impose penalties up to and including suspension from the University in instances where a student has engaged in cheating or plagiarism in two or more courses. The Academic Appeals Committee will inform the Chief Academic Officer and the Dean of Students in writing of any penalties imposed by it and will report annually on its activities to the University's Academic Affairs Committee.
5. Professors should maintain the highest standards of academic honesty both in and out of the classroom. Professors must report and apply the rules regarding cheating/plagiarism to the appropriate channels. The student should be referred to the Oklahoma Christian University Covenant for principles which should guide conduct in these matters.

Copyright/Fair use notice

Course materials provided or made available to students in class, online or via email are the property of Oklahoma Christian University, the instructor and other copyright holders and are made available for the sole use of students enrolled in this class during the semester in which the student is enrolled. Students may keep one copy (print or digital) for personal use only and may not distribute the materials in any media format to any person without the express permission of the Oklahoma Christian University and the instructor. Original materials posted and authored by students may not be distributed under any circumstances.



XII. Tentative Course Schedule:

Date	Chapter(s)	Main Topic	Notes
17-Aug		Introduction	
24-Aug	9	Motivation, Effectiveness, and Performance	
31-Aug	5	Leadership Attributes	
7-Sep	10	Satisfaction, Engagement, and Potential	PDP
14-Sep	3, 8, and 11	Developing Skills, Personal Credibility, Influence, and Team Leadership	
21-Sep	12	Skills for Developing Others	
28-Sep	17	Skills for Optimizing Leadership as Situations Change	Leader Presentation