

COURSE SYLLABUS**COURSE TITLE:** Introduction to Organizational Leadership**TERM & YEAR:** Spring 2020**COURSE & SECTION NUMBER:** LDR 103**TIME & PLACE:** Online**NUMBER OF CREDIT HOURS:** 3

COURSE DESCRIPTION: This course introduces the principal frameworks in the field of Organizational Leadership and at the same time, develop skills to explore leadership challenges and opportunities. Individual, group and organizational levels of Organizational Leadership will be considered by utilizing the concepts and practices within the field of Organizational Behavior. Prerequisite: LDR 101

PREREQUISITES: LDR 101**REQUIRED TEXT:** Required materials are embedded within the course**LEARNING OUTCOMES:** Upon completion of this course, the student should be able to do the following:

1. Identify organizational structure and the resulting impact on an organization's performance.
2. Examine the formation, development, and sustainability of positive organizational cultures and subcultures.
3. Review and clarify your personal leadership style and potential application of your style within organizational leadership activities.

COURSE REQUIREMENTS: Students will be required to participate in several activities, to complete written assignments, to complete forum entries on Moodle, and to share their ideas through a presentation.

Weekly top ten take aways	10 points each
Discussion Boards (8)	50 points each
Week 3 Group Discussion Board	100 points
Writing Assignments Weeks 2,4,5,6,7	100 points each
Week 8 Video	100 points
Total Points Possible	1180 points

GRADING/EVALUATION:

90-100	A	70-75	C
86-89	B+	66-69	D+
80-85	B	60-65	D
76-79	C+	Below 60	F

ATTENDANCE/PARTICIPATION: Since this class has an online component, students need to log into the class and complete assignments. Acceptance of late assignments will be considered only for documented medical reasons or emergency circumstances and will be handled on a case by case basis.

OTHER POLICIES:

LATE POLICY

This is a fast moving Internet course, and late material loses value. **Late assignments lose 10 percent per week of their potential points and will be handled on a case-by-case basis.**

NETIQUETTE POLICY: Online discussion board forums take the place of actual conversations in a traditional classroom; furthermore, discussion boards are a part of your final grade. Assume that you are in a professional setting and be sure to be mindful of your spelling and grammar when making posts. Like it or not, you are judged by how well you write and speak in the real world. Some students prepare their main posts in Microsoft Word and then copy/paste them into the forum. Please remember to read each post made within the course and to meet the requirements for responding to your peers each week. Finally, remember to be respectful within your discussion posts and responses and refrain from belligerent feedback as such behavior is considered unprofessional and unacceptable

OTHER POLICIES:

A. Technology Tools:

1. Web Access: this course is taught in asynchronous mode, using Moodle. Students will need daily access to a web-accessible computer with a minimum of 56.6k modem speed. Weekly participation, via Discussion Board postings, is required.
2. Software: Microsoft Word, PowerPoint and Adobe Reader.

B. Instructor Guidelines (Expectations):

1. The instructor reserves the right to require proctoring or validation of student's academic work at the instructor's discretion.
2. The instructor reserves the right to change or modify course materials or deadline in response to student feedback or unforeseen circumstances.
3. The instructor requests that students allow 24 hours to respond to student emails or other forms of contact.
4. The instructor requests that the students allow the instructor three days from the date of submission, to post a grade, or provide feedback, on any assignment.

C. Student Guidelines (Expectations):

1. Refer to the Assignment Schedule in Moodle for all due dates.
2. Late assignments will lose points per the Assignment Schedule.
3. Must know how to access their Trine University email account and will use this account for this course unless other arrangements have been made. Check your email periodically.
4. Keep a copy of all assignments until the end of the course. Check your Gradebook regularly for grades on assignments.
5. Review and refer to the syllabus, this Syllabus Supplement Sheet and the Course Announcements for all pertinent information.
6. Participate on a weekly basis in this course via Discussion Board (threaded discussion area) postings.
7. Log in on a regular access via internet accessible capabilities for this course.
8. Assume more responsibility (than in a regular face-to-face course) for his or her learning.
9. Understand that there are not any "lectures" in this course and students are responsible to read ALL course materials, including emails and announcements from the instructor.

ACADEMIC MISCONDUCT

The University prohibits all forms of academic misconduct. Academic misconduct refers to, but is not limited to, dishonesty in examinations (cheating); presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification; permitting another student to plagiarize or cheat from one's own work; submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another; acquiring improper knowledge of the contents of an exam; using unauthorized material during an exam; submitting the same paper in two different courses with knowledge and

consent of professors; or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. **A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.**

Wee k	Learning Outcome	Activities	Assessments
Wee k 1	Identify organizational structure and the impact on an org's performance.	<p>Read Chapter 14 - Creative Commons (OER): Organizational Behavior https://open.lib.umn.edu/organizationalbehavior/part/chapter-1-organizational-behavior/ (LO1)</p> <p>YouTube (LO1): http://www.businessdictionary.com/definition/organizational-structure.html</p>	<p>DB/PEER ENGAGEMENT : DB Yes....this is a video post. Please create and post a video introducing yourself to the class. Please include information about yourself as well as your perception of organizational leadership. The video should be a minimum of 1 minute in length. Written posts will not be given any points. Your video post is due by Wednesday at 11:59pm and you will reply to at least 2 classmates (written responses) by Sunday at 11:59pm.</p> <p>DB/PEER ENGAGEMENT (LO1) : Organizations have been observed to have both formal and informal structures. Compare and contrast formal and informal organizational structure. Respond to at least 2 other students' posts by week's end.</p> <p>Quiz (LO1) (low-point valued/self-check/open-book quiz on the material in Chapter 14).</p>

Week 2	Identify organizational structure and the impact on an org's performance.	<p>Online article (LO1): https://smallbusiness.chron.com/organizational-structure-affect-performance-measurement-78846.html</p> <p>Online article (LO1): https://smallbusiness.chron.com/effects-organizational-structure-behavior-65759.html</p> <p>Small business video (with transcript LO1): https://smallbusiness.chron.com/organizational-structure-affect-companys-culture-64005.html</p>	<p>DB/PEER ENGAGEMENT (LO1) : Last week we explored on the Discussion Board that organizations have been observed to have both formal and informal structures. Describe, in detail, how each may or may not impact the organization's performance. If you can, provide a specific example (real or potential). Respond to at least two other students' posts by week's end.</p> <p>Paper (LO1): Complete the "Individual Exercise" at the end of OB Chapter 14</p>
Week 3	Identify organizational structure and the impact on an org's performance.	<ul style="list-style-type: none"> <p>Read 14.1 Toyota CaseURL Edit (LO1)</p> <p>Read article: What is organizational structure? Definition and meaningURL (LO1)</p> 	<p>Small group work on Case 14.1 Toyota (LO1). Please read the Toyota case in 14.1. See the link in this week's module. After reading the case, you will be discussing the case with your group. You can find your group by visiting the participants list on the left hand side of the page. Each group will come up with answers to questions 1-4. Use this discussion forum</p>

			<p>to work with your group to finalize your answers. One member from each group will need to post the group's final answers as the last thread in the discussion. Make sure that one is marked as the final answers. I have also provided a zoom link in this week's module. Feel free to use that link as a group if you want to have an online discussion.</p>
Week 4	Examine the formation , development, and sustainability of positive org culture and subcultures	<p>...focus on org culture <i>formation</i>.</p> <ul style="list-style-type: none"> <p>Read Chapter 15...sections 15 - 15.3URL (LO2)</p> <p>Watch video: What is Organizational Culture by Denison ConsultingURL (LO2)</p> <p>Watch video: 6 Characteristics of a High Performance Culture by Newton InstituteURL (LO2)</p> 	<p>DB/PEER ENGAGEMENT DQ (LO2): Each of us comes to our workplace team with different needs and expectations to be successful. What does a happy workplace culture look like to you?</p> <p>Assignment: (LO2, LO3) The purpose of writing a personal mission statement is to provide a gauge for measuring your success, to create an overarching personal mission that will</p>

		<ul style="list-style-type: none"> • Watch video: The importance of Organizational Culture by Nate WoodburyURL (LO2) 	<p>guide your behavior and help you develop goals as you continue in your personal and professional development. Your task is to create personal mission statement. Research the steps to creating a personal mission statement online. There are many resources available to help you with this assignment.</p> <p>To meet the expectations of this assignment, you will 1. create the personal mission statement and 2. you'll describe the online resource(s) that you used to help you complete this task.</p>
Wee k 5	Examine the formation, development, and sustainability of positive org culture and subcultures	<p>...focus on org culture <i>development</i>.</p> <ul style="list-style-type: none"> • Read Chapter 15 from section 15.4 to 15.8URL (LO2) • Read article: How to build a positive company culture by Alan KohlURL (LO2) 	<p>DB/PEER ENGAGEMENT DQ (LO2) : Describe your most recent onboarding experience at your place of work (or recent volunteer experience). Highlight two positives from your onboarding experience. Give two examples of ways in which the organization could improve the onboarding experience.</p> <p>Assignment (LO2) :</p>

		<ul style="list-style-type: none"> • Read article: How to create a positive work place culture by Dr. Pragya AgarwalURL (LO2) • Watch video: Company Culture by Jay WilkinsonURL (LO2) 	<p>Imagine that you are a part of a department that has been told it has to move offices. The rationale behind the move is that another department has grown and needs your space. Your department will be moving from a beautiful, up-to-date location where your team has been located for decades to a remote building that isn't nearly as desirable. A positive is that your team will have better parking and you're across the street from a frequented, popular coffee shop. Based on what you've read about forming, developing, and sustaining a positive work culture, would you would help your team manage this transition? Provide at least 3 scholarly resources for your response.</p>
Week 6	Examine the formation, development, and sustainability of positive org culture and subcultures	<p>...focus on org culture <i>sustainability</i>.</p> <ul style="list-style-type: none"> • Read article: 6 ways to maintain a positive company culture as your team grows y Alexandra SlaterURL (LO2) 	<p>DB/PEER ENGAGEMENT DQ (LO2): It is not uncommon for colleagues within the same building to communicate via email, instant messages, and so on. How can you make a good impression in the age of virtual communications? Name ways in which you can help to sustain a positive organization culture via your written communication.</p>

		<ul style="list-style-type: none"> • <u>Read article: The importance of maintaining a positive company culture by Oscar Waterworth</u>URL (LO2) • <u>Watch video: Successful leaders build and sustain long-term relationships by Steve Cockram</u>URL (LO2) • <u>Read Chapter 3 and Chapter 8 in OER Organizational Behavior text</u>URL (LO2) 	<p>Support your work with two outside sources.</p> <p>Assignment (LO2): Which message would you prefer? (see attached document)</p>
Week 7	Review and clarify personal leadership style and application of personal style within org leadership activities	<ul style="list-style-type: none"> • <u>Watch video: The Role of Leadership in Driving Company Culture by CultureIQ</u>URL (LO2, LO3) • <u>Read article: The Role Leadership Has In Company Culture by William Craig</u>URL (LO2, LO3) 	<p>DB/PEER ENGAGEMENT</p> <p>DB (LO3) Read Chapter 12.7 https://open.lib.umn.edu/organizationalbehavior/chapter/12-7-leadership-development-the-case-of-starbucks/</p> <p>Answer the 4 discussion questions at the bottom. Initial post due by Wednesday at 11:50pm. Respond to at least 2 other students' posts by Sunday at 11:59pm.</p> <p>Remember...initial posts must be a minimum of 500 words and responses a minimum of 100 words.</p> <p>Assignment (LO1, LO2, LO3) : Describe in detail the organization structure and culture of your place of work. If you are not</p>

			<p>currently employed, you can research a volunteer organization, university, or a place you aspire to be employed at. Here are the questions to answer:</p> <ol style="list-style-type: none"> 1. overview of the company 2. vision and mission statement 3. organizational structure 4. hierarchy of authority (chain of command) 5. communication network (how effectively do members communicate with each other) 6. organizational culture and how the structure affects it 7. what type of leadership best serves this organization and why 8. your own analysis and areas for possible improvement in both structure and culture
Week 8	Review and clarify personal leadership style and application	<ul style="list-style-type: none"> • <u>Read Chapter 12: Leading People Within OrganizationsURL</u> 	<p>DB/PEER ENGAGEMENT</p> <p>DB (LO3) Look around you. Who do you see as an authentic leader and why? Give examples of what makes this individual authentic. This person may be famous or it may be someone you work with. You may support your response with outside resources. Initial post due by Wednesday</p>

<p>of personal style within org leadership activities5.20/;'</p>	<ul style="list-style-type: none"> • Read article: What is Authentic LeadershipURL • Read article: The One Skill You Need to Be An Authentic LeaderURL 	<p>at 11:50pm. Respond to at least 2 other students' posts by Saturday at 11:59pm.</p> <p>Remember...initial posts must be a minimum of 500 words and responses a minimum of 100 words.</p> <p>Assignment (LO3): Authentic leaders have high levels of self-awareness, and their behavior is driven by their core personal values. This leadership approach recognizes the importance of self-reflection and understanding one's life history. Answer the following questions in a 5-7 minute video with power point. Make sure you have at least one slide for each question. This assignment is due on Thursday.</p> <p>1. Understand Your History</p> <ul style="list-style-type: none"> • <i>Review your life history.</i> What are the major events in your life? How did these events make you the person you are right now? • <i>Think about your role models.</i> Who were your role models as you were growing up? What did you learn from your role models? <p>2. Take Stock of Who You Are Now</p>
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			<ul style="list-style-type: none"> • <i>Describe your personality.</i> How does your personality affect your life? • <i>Know your strengths and weaknesses.</i> What are they and how can you continue to improve yourself? <p>3. Reflect on Your Successes and Challenges</p> <ul style="list-style-type: none"> • Write down challenges you face and solutions you used to check your progress. <p>4. Make Integrity a Priority</p> <ul style="list-style-type: none"> • <i>Understand your core values.</i> What are your core values? Name three of your most important values. • <i>Do an ethics check.</i> Are you being consistent with your core values? If not, how can you get back on track? <p>5. What kind of a leader would you be if you truly acted out your values? How would people working with you respond to such a leadership style?</p> <p>6. Reflecting on your personal leadership philosophy from LDR 101; how does authentic leadership relate to your personal philosophy? Does this change your philosophy?</p>
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