TRINE
U N I V E R S I T Y

Course Syllabus

Course Title: Technology Tools for Leaders   **Term and Year:**

Course and Section Number: LDR 5253   **Time and Place:**

Number of Credit Hours: 3

Instructor: **Office Location/Hours:**

Office Phone: **Email:**

Course Description: With the vast and varied technologies available to leaders, it is no doubt managing these technologies can be challenging. Yet, leaders must have a sense of which technologies will help the organization and its members to be successful. While an organizational leader does not need to be a technology expert, having an awareness of the impact technology has on an organization is important.

Learning Outcomes: Upon completion of this course, the student should be able to:

1. Investigate how emerging technologies impact organizational communication.
2. Determine an organization's need for technology.
3. Prepare an organization's members for continuous technology changes.
4. Implement initiatives that use technology to maximize organizational effectiveness.

Prerequisites: None.

Required Text: All materials are OER and can be accessed through the course in Moodle.

Course Requirements:

- **This course has a Google Certificate:** Managing a Project with Digital Tools
  o The content will be accessed through the Moodle learning management system. It will take roughly 4-9 hours to complete. Upon completion, you'll receive a certificate from Google, which can qualify for continuing education units.

Attendance/Participation: All students are expected to log in to their courses regularly throughout the week to receive instruction, materials, and updates from the instructor. It is your responsibility to check in and submit your assignments, complete your discussion board postings, and finish quizzes and exams by the due dates.

If you do not participate in the course, you will be counted absent. Simply logging in is not enough; you must submit/complete an assignment, post to a discussion board, or other similar assignment tasks to avoid being counted absent. Instructors are required to submit attendance the Monday following each week of class.

This attendance is reported to the Financial Aid Department and may result in the loss of any financial aid refund you are expecting if you have not been participating in your courses. **In addition, you will be administratively dropped from the course if you are reported absent a total of three weeks.**

Grading/Evaluation:

- Late work will not be accepted.

Grading Breakdown
- Introduction Forum: 10 points
- Assignments,100 points (9)   900 points
- Discussion Forums (7)   350 points
- **TOTAL POINTS:**   **1260 points**

Trine Graduate Grading Scale:

Grade	Percentage	Quality Points	Meaning of Grade
A	93-100	4.0	Excellent
B+	86-92	3.5	Very Good
B	81-85	3.0	Good
C+	75-80	2.5	Above Average
C	70-74	2.0	Average (lowest passing grade)
F	00-69	0.0	Failure
I	Incomplete	Not figured into GPA	
IP	In Progress (grade deferred)	Not figured into GPA	
W	Withdrawal	Withdrawal before completion of 80% of semester	
WP	Withdrawal	Withdrawal after completion of 80% of semester issued only under special circumstances and with approval of the department chair/director	

Academic Misconduct:
The University prohibits all forms of academic misconduct. Academic misconduct refers 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. Academic dishonesty includes, but is not limited to, the following examples: 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 without 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.

Artificial Intelligence (AI) is prohibited: All work submitted by students in this course must be generated by the student. Students may not have another person or entity contribute to an assignment for them, which includes using AI. Students may not incorporate any part of an AI-generated response in an assignment, use AI to formulate arguments, use AI to generate ideas for an assignment, or submit work to an AI platform for improvement. Using an AI tool to generate content may qualify as academic misconduct in this course.

Electronic Devices:
Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

References

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TRINEONLINE

Course Mapping

LDR 5253 Technology Topics for Leaders

Course Description: With the vast and varied technologies available to leaders, it is no doubt managing these technologies can be challenging. Yet, leaders must have a sense of which technologies will help the organization and its members to be successful. While an organizational leader does not need to be a technology expert, having an awareness of the impact technology has on an organization is important. **Prerequisite**: None.

Learning Outcomes:

1. Investigate how emerging technologies impact organizational communication.

2. Determine an organization's need for technology.

3. Prepare an organization's members for continuous technology changes.

4. Implement initiatives that use technology to maximize organizational effectiveness.

Week One: Design Thinking (LO1-4)	
Learning Activities and Materials	**Assessments**

Read, Watch, Listen:	Introduction Forum:
Read, Watch, Listen: - [Chapter 1: Technology Tools for Leaders](#) (~12 pages) **(LO1-4)** **Read:** - [What is design thinking and what does it have to do with equity?](#) (~13 pages) **(LO1) (LO4)** - [Design thinking as an effective method for problem setting and needfinding for entrepreneurial teams addressing wicked problems](#) (23 pages) (LO1) (LO2) **Review:** - Technology Scenarios, Part 1 **(LO2) (LO3)** Stakeholder's Map Example **(LO2) (LO3)**	**Introduction Forum:** - Describe yourself using your favorite technology and tools. For example: I am creative like Canva, detailed like Monday.com, and enthusiastic like a TedTalk. - After reviewing the Technology Scenarios, please share which technology scenario you are going to use for the duration of the semester, this will sort you into specific focus groups **(LO2)** **Assignment:** - Create a stakeholder's map using the information from Exercise 4 in the textbook. You will evaluate how the new technology will affect the organization, determine the needs, as well as communicate and implement the technology to the organization. It is suggested to make the map in Canva, but you can create it in a platform of your choice. After you've created the stakeholder's map, write a 1-2-page summary (in APA format) of the map where you outline the top three to five anticipated stakeholders involved in your project. **(LO1-LO4)**
Week Two: Program Charter (LO1-4)	
Learning Activities and Materials	**Assessments**

Read, Watch, Listen:	Discussion Forum:
- Chapter 2: Technology Tools for Leaders (~5 pages) **(LO1-4)** **Read:** - Workplace 4.0: Exploring the Implications of Technology Adoption in Digital Manufacturing on a Sustainable Workforce (24 pages) **(LO1)** - Preparing Workplaces for Digital Transformation (32 pages) **(LO1) (LO3)** **Review:** - Technology Scenarios, Part 2 **(LO2) (LO3)** - Sample Executive Brief **(LO2) (LO3)** **Complete:** - Google Cert Lesson 1: Unit Introduction (5 minutes) **(LO2) (LO3)** Google Cert Lesson 2: Create a Project Charter (40-80 minutes) **(LO2) (LO3)**	- In focus groups, share your Project Charter and discuss potential improvements, providing helpful feedback. Pose questions to at least two peers, regarding their project charter. It is likely you will receive many follow up questions in a real-life circumstance; this will prepare you for those situations. **(LO2) (LO3)** **Assignment:** Complete an executive brief, detailing why the technology is needed, supporting your perspective with at least three resources. Submit the executive brief with your revised project charter (2-3 pages). **(LO1-4)**

Week Three: Budgeting for New Technology (LO2,3)

Learning Activities and Materials	Assessments
Read, Watch, Listen: - Chapter 3: Technology Tools for Leaders **(LO2) (LO3)** (~6 pages) **Review:** - Technology Scenarios, Part 3 **(LO2) (LO3)** - Sample Decision Matrix **Complete:** - Google Cert Lesson 3: Track a Project Using a Spreadsheet **(LO2) (LO3)** - Google Cert Lesson 4: Create Budget in a Spreadsheet **(LO2) (LO3)**	**Discussion Forum:** - In focus groups, share your project tracking spreadsheet and provide helpful feedback on ways to improve. **(LO2) (LO3)** **Assignment:** Create a decision matrix which documents the organization's need for the technology and prepares the organization for the changes. Submit your matrix with the Project Tracker and Budget. **(LO2) (LO3)**

Week Four: Progress Report (LO1-4)

Learning Activities and Materials	Assessments
Read, Watch, Listen: - Chapter 4: Technology Tools for Leaders **(LO3) (LO4)** (~6 pages) **Complete:** - Google Cert Lesson 5: Present a Progress Report **(LO3) (LO4)** **Review:** - Developing and Using a Logic Model **(LO3) (LO4)** (focus on pages 4-6 if using the link; 8-10 if using the PDF) - Components of a Logic Model (12:55) **(LO3) (LO4)**	**Discussion Forum:** - Debate face-to-face presentations vs. virtual presentations. What are the benefits of one over another? (Class is split in half to argue one over another) **(LO4)** **Assignment:** - Complete Logic Model Diagram - Submit your progress report with your certificate from the Google Certificate. **(LO3) (LO4)**

Logic Model Worksheet Example **(LO2) (LO3)**	

Week Five: Communication (LO2-4)

Learning Activities and Materials	Assessments
Read, Watch, Listen: - Chapter 5: Technology Tools for Leaders **(LO2) (LO3) (LO4)** (~25 pages) **Read:** - Communicating in the Digital Age (3 pages) **(LO3)** **Review:** - Sample Memo **(LO2) (LO3) (LO4)** **Watch:** - The Power of Modern Communication (16:21) **(LO2) (LO3)** **Listen:** - Communications in the Digital Age (12:14) **(LO2) (LO3)** Transcript here	**Discussion Forum:** - After viewing the TedTalk: Let my dataset change your mindset (provided in the textbook) and using the information regarding communication in a digital age, how would you prepare an organization for the technology change? Consider how you would inspire, motivate, and engage employees in a positive discussion. **(LO3)** **Assignment:** Write a memo to the staff, preparing them for the technology changes, demonstrating the need of the change, and detailing a general plan for implementation. **(LO2-4)**

Week Six: Failing Successfully (LO1,3)

Learning Activities and Materials	Assessments
Read, Watch, Listen: - Chapter 6: Technology Tools for Leaders **(LO1) (LO3)** (12 pages) **Read:** - 8 Key Steps to Prevent Failure in Implementing Decisions or in Managing Projects and Processes **(LO3)** (11 pages) **Watch:** - The Unexpected Benefit of Celebrating Failure **(LO1) (LO3)** **Listen:** On the Science of Failing Successfully (24:00) **(LO3)**	**Discussion:** - Select one of the videos in the text review. Evaluate their strategies to overcome failures. Why is it important to have a contingency plan in case of failures? What are the three most important things, in your opinion, in case of unexpected changes? **(LO3)** **Assignment:** Evaluate your technology implementation plan. When obstacles or failures happen, what strategies will you use to ensure the project continues to make progress? Detail at least one strategy related to the tool, people involved, and timelines (3 pages minimum). **(LO1) (LO3)**

Week Seven: Continuous Improvement (LO2-4)

Learning Activities and Materials	Assessments
Read, Watch, Listen: - Chapter 7: Technology Tools for Leaders **(LO2) (LO3) (LO4)** (3 pages) **Read:** - Performance Measurement Systems in Continuous Improvement Environments:	**Discussion:** - Once the technology is implemented how will you continuously improve and expand its usage within the department? What strategies will you use to

Obstacles to their Effectiveness (10 pages) **(LO2) (LO4)** - Measure Progress for Continuous Improvement (1 page) **(LO4)** o Improvement Cycles Overview (30 pages) **(LO4)** **Review:** SMART Goals (3:30) **(LO4)**	make sure it is being fully used possible? What obstacles do you expect to impede progress? **(LO3) (LO4)** **Assignment:** Create a continuous improvement plan for the next 3 years. Include SMART goals, to demonstrate when updates will occur and what will occur. Include stakeholders and other relevant parties (minimum 3 pages). **(LO2-4)**

Week Eight: Privacy (LO1-4)

Learning Activities and Materials	Assessments

Read, Watch, Listen:
- Chapter 8: Technology Tools for Leaders **(LO1-4)** (3 pages)
Read:
- The New Rules of Data Privacy (9 pages) **(LO1-4)**
- Mobile-Based Applications: The Legal Challenges on Data Privacy **(LO1-4)** (12 pages)
Listen:
- The ins and outs of workplace privacy law (49:06) **(LO1-4)**
Review:
Ethical Use of AI (10 pages) **(LO1-4)**
	Discussion Forum:
	- When using technology there are often concerns about privacy, accessibility, and ethics. Review your tool for these elements and compare it to similar tools. How does it stand up to the competition? Is it better? Share links to their privacy and accessibility policies. Does this change your mind about the tool you selected? **(LO1-4)**
	Assignment 1:
	- Compile all components of your technology implementation plan into a single document, using feedback given as well as making any additional updates, create a coherent plan for implementation. Compile the items in this order (using APA formatting, headings, etc.)
	    o Title Page
	    o Explain technology need.
	    o Stakeholders map plus explanation
	    o Logic Model
	    o Proposed budget.
	    o Decision matrix
	    o Project Tracker
	    o Executive Brief to Administration/Board
	    o Memo to Staff
	    o Long Term Evaluation
	    o Continuous Improvement Plan
	    o Conclusion/Summary
	    o References
	    o Appendices as necessary **(LO1-LO4)**
	Assignment 2:

	- 3-2-1 Infographic Assignment. Share three things you learned in this course which you think will be valuable skills or information for your career? - Share two things which challenged you. Why did these items challenge you and how could be improved to be less challenging in the future? - Share one item which you want to learn more about from the class. Where could you start? Create an infographic in Canva, answering the prompt. **(LO1-4)**