

**TRINE**  
UNIVERSITY  
**COURSE SYLLABUS**

**COURSE TITLE:** Leadership

**TERM & YEAR:**

**COURSE & SECTION NUMBER:** MGT 323 **TIME & PLACE:** Online

**NUMBER OF CREDIT HOURS:** 3  
**INSTRUCTOR:**

**OFFICE LOCATION/HOURS:**  
**EMAIL:**

**OFFICE PHONE:**

**COURSE DESCRIPTION:** This course examines leadership, influence, and power across a variety of disciplines, with a strong emphasis on ethics. This course focuses on a transformational based approach to leadership and leadership development as well as the skills necessary for facilitating positive change in groups, organizations, and communities. Active learning opportunities to understand and practice essential skills such as continual learning, powerful communication, problem solving, managing process, goal achievement, conflict resolution, win-win negotiating, and empowering stewardship are woven throughout the course. Effective leadership practice through emphasis on strengths development is the goal of this class.

Historical, literary, and contemporary examples of successful leadership provide a framework for examining the theories and practice of leadership and power.

**PREREQUISITES:** PSY 113 or SM 393

**REQUIRED TEXTS:** Open Education Resources (OER) embedded in the course.

**REFERENCES:**

**OTHER MATERIALS:** Posted on Moodle.

**LEARNING OUTCOMES:**

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

- Define what it means to lead and the role of personal, ethical responsibility in leadership.
- Apply the concepts of group roles, dynamics, and decision making in order to function constructively in group settings.
- Explain the theories of leadership and how they apply to multidisciplinary studies.
  - Identify elements of a person leadership philosophy.
- Evaluate one's talents relative to key leadership theories, and incorporate findings into a plan for ongoing growth and development.

## **COURSE REQUIREMENTS:** None

### **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 counts absent. Instructors are required to submit attendance the Monday following each week of class.

### **GRADING/EVALUATION:**

#### **Points Available:**

Discussion Board posts with responses (9 at 20 points each)	180 points
Leadership Theory Presentation	100 points
Ethical Leadership Interview	125 points
Applying Ethical Leadership Skills Essay	100 points
Team Roles Essay	100 points
Leadership Philosophy Statement	75 points
Leadership Development Plan	200 points
Leadership Development Plan Presentation	120 points
<b>Total Class Points</b>	<b>1000</b>

#### **Final Grades are based on the following scale:**

90-100% A	75-79% C+	60-64% D
85-89% B+	70-74% C	59% and below F
80-84% B	65-69% D+	

### **LATE ASSIGNMENTS:**

Homework assignments will be accepted after the posted deadline for a 25% reduction per day that they are late. For example, if the assignment was due at 11:59pm Sunday evening, and it is turned in after that deadline, the maximum percentage that you would receive is 75%. You can turn in an assignment up to three days late (for a maximum grade of 25%).

I do not, for any reason, allow midterms, final exams, final presentations or final papers to be submitted after the deadline. Exams, homework, presentations or papers in the final week are not eligible for late submission. Additionally, no assignments will be accepted after the last day of the course.

### **OTHER POLICIES:**

Please see the Instructor and Student Interaction Expectations within the Course Information section of the Moodle course for additional information.

## **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.

**COURSE CALENDAR/SCHEDULE:** Please refer to the course submission schedule in Moodle

## Course Mapping

### MGT 323 Leadership

**Course Description:** This course examines leadership, influence, and power across a variety of disciplines, with a strong emphasis on ethics. This course focuses on a Transformational based approach to leadership and leadership development as well as the skills necessary for facilitating positive change in groups, organizations, and communities. Active learning opportunities to understand and practice essential skills such as continual learning, powerful communication, problem solving, managing process, goal achievement, conflict resolution, win-win negotiating, and empowering stewardship are woven throughout the course. Effective leadership practice through emphasis on strengths development is the goal of this class. Historical, literary, and contemporary examples of successful leaderships provide a framework for examining the theories and practice of leadership and power.

#### Learning Outcomes:

1. Define what it means to lead and the role of personal, ethical responsibility in leadership. **(LO1)**
2. Apply the concepts of group roles, dynamics, and decision making in order to function constructively in group settings. **(LO2)**
3. Explain the theories of leadership and how they apply to multidisciplinary studies. **(LO3)**
4. Identify elements of a personal leadership philosophy. **(LO4)**
5. Evaluate one's talents relative to key leadership theories, and incorporate findings into a plan for ongoing growth and development. **(LO5)**

<b>Week One: Leadership Theories (LO1)</b>	
<b>Learning Activities and Materials</b>	<b>Assessments</b>
<p>Read:</p> <ol style="list-style-type: none"> <li>1. Read the <a href="#">5 Different Types of Leadership Styles</a> <b>(LO1)(LO3)</b></li> <li>2. Read the <a href="#">Leadership Theories and Styles: A Literature Review</a> <b>(LO3)</b></li> </ol> <p>Watch:</p> <ol style="list-style-type: none"> <li>1. Watch the <a href="#">Ten Leadership Theories in Five Minutes</a> <b>(LO1)(LO3)</b></li> </ol> <p>Complete:</p> <ol style="list-style-type: none"> <li>1. Take the Interactive Leadership Styles Assessment <b>(LO1)(LO3)</b></li> </ol>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> <li>1. <i>Discussion Forum Introduction:</i> Please introduce yourself to the class by doing a Kaltura video. Let's get to know each other. Tell your peers: <ul style="list-style-type: none"> <li>• In which state you live (include city/town if you would like)</li> <li>• The degree program you are pursuing</li> <li>• Why you chose to go back to school</li> <li>• Your favorite course/project thus far and</li> </ul> </li> </ol>

	<p>why</p> <ul style="list-style-type: none"> <li>• What do you hope to gain by taking this class</li> <li>• Any other information you want to share about yourself</li> <li>• Then respond to at least two classmates.</li> </ul> <p>2. <i>Discussion Forum Week One:</i> Take the Interactive Leadership Styles Assessment and then reflect on your finding in 250 or more words.</p> <ul style="list-style-type: none"> <li>• What did the assessment tell you?</li> <li>• What did you uncover that you already knew?</li> <li>• What surprised you?</li> </ul> <p><b>(LO1)</b> <b>(LO3)</b></p> <p>Assignment:</p> <p>1. <i>Leadership Theory Presentation:</i> Based on this week's videos and readings, select a leadership theory that you feel most applies to you. Do some research on the theory and find 1-2 more scholarly sources that you can use to present your theory. Consider other famous and successful leaders. Do you know of an individual that follows this theory? What famous leaders follow this theory? Present your findings in a 3-5 minute Kaltura video.</p> <p><b>(LO1) (LO3)</b></p>
<b>Week Two: Ethical Leadership (LO1)</b>	
<b>Learning Activities and Materials</b>	<b>Assessments</b>
<p>Read:</p> <ol style="list-style-type: none"> <li>1. Read Chapters 1, 2, and 3 in <a href="#">The Anatomy of Ethical Leadership : To Lead Our Organizations in a Conscientious and Authentic Manner (LO1)</a></li> <li>2. Read <a href="#">The Dark Side of Leadership (LO1)</a></li> </ol>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> <li>1. <i>Discussion Forum Week Two:</i> Answer one of the questions in 250 or more words. If someone asked you "How do I create an ethical culture at my organization," what are the first three things you would tell</li> </ol>

Watch:

1. Watch [Ethical Leadership, Part 1: Perilous at the Top \(LO1\)](#)
2. Watch [Ethical Leadership, Part 2: Best Practices \(LO1\)](#)

Listen:

1. Listen to the [Leadership Lessons from Challenger](#), with Allan McDonald Available on Apple Podcast, Google Podcast, Stitcher, Spotify and Overcast
  - "Don't assume that if it's really critical other people will always do their job" - Allan McDonald  
**(LO1)**

them? OR Have you ever felt that your judgement was affected by the culture of your organization? Then respond to at least two of your classmates. **(LO1)** Assignment:

1. *Ethical Leadership Interview Presentation*: Part of being an ethical leader is knowing what you stand for. Based on the readings, videos, and discussions this week, pick someone in your life that you know to be an ethical leader. Conduct an interview with this person to determine how they got to be in the position that they did. Where did they learn their ethical behavior from? How has ethical leadership played a role in their career and life? Present your interview findings and what you learned in a 3-5 minute Kaltura video. **(LO1)**

*Applying Ethical Leadership Skills Essay*: Select a current event (within the last two years) that demonstrated poor ethical leadership. Conduct research on your current event and then write a 2,000 or more word essay. In writing your essay, consider the following questions:

- What went wrong with the values, actions, goals or power of the leader(s)?
- Which pillars of character were absent in the leader(s) management of the crisis or problem?
- How does the handling of the crisis show a lack of justice?
- Which of the five forms of power were used unethically?

	<ul style="list-style-type: none"> <li>• What are the take-away lessons from this case?</li> <li>• If you were the leader during this situation what would you have done differently? <b>(LO1)</b></li> </ul>
<b>Week Three: Leadership and Group Dynamics</b>	
<b>Learning Activities and Materials</b>	<b>Assessments</b>
<p>Read:</p> <ul style="list-style-type: none"> <li>- Sign up for a free student account with BookBoon</li> <li>- Read <a href="#">Six Myths and Realities of Teamwork</a> (LO2)</li> </ul> <p>Watch:</p> <ol style="list-style-type: none"> <li>1. Watch the <a href="#">Good Teamwork and Bad Teamwork</a> (LO2)</li> <li>2. Watch <a href="#">The Power of Teamwork</a> (LO2)</li> </ol> <p style="padding-left: 40px;">Sign up for a free account with <a href="#">Coaching for Leaders</a>. Once you have created your account, listen to <a href="#">How to Create Team Guidelines</a> (LO2)</p> <p>Complete:</p> <ol style="list-style-type: none"> <li>1. Take the Team Role Test (LO2)</li> <li>2. Take the 16 Personalities Test (LO2)</li> </ol>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> <li>1. <i>Discussion Forum Week Three: Class teamwork activity</i> <ul style="list-style-type: none"> <li>- build a story. <ul style="list-style-type: none"> <li>• One student will begin the story with one statement finishing this sentence, “On the first day of Peyton’s online class...”</li> <li>• Then a different student will continue the story by adding one sentence onto the first student’s sentence.</li> </ul> </li> <li>• Each classmate will continue to add on one sentence until each student has added on one sentence.</li> <li>• The finished product will result in a story about Peyton’s first day in an online class. <b>(LO2)</b></li> </ul> </li> </ol> <p>Assignment:</p> <ol style="list-style-type: none"> <li>1. Take the <a href="#">Team Role Test</a> (LO2)</li> <li>2. Take the <a href="#">16 Personalities Test</a> (LO2)</li> <li>3. <i>Team Roles Essay:</i> After taking the Team Role Test and the Sixteen Personalities Test, you now have a better understanding of your personality and your role within a team. In a 1,000 or more word essay, answer the questions below.</li> </ol>

	<ul style="list-style-type: none"> <li>• How can you use the information from these assessments to be a more effective team member?</li> <li>• How can you use the information from these assessments to be a more effective leader?</li> <li>• Think of past events where you have been on a team, how did you perform on the team?</li> <li>• How will your new knowledge of yourself change how you engage on teams in the future?</li> </ul> <p>Then respond to at least two classmates. <b>(LO2)</b></p>
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**Week Four: Leadership Philosophy (LO1-LO4)**

<b>Learning Activities and Materials</b>	<b>Assessments</b>
<p>Read:</p> <ol style="list-style-type: none"> <li>1. Read <a href="#">How to Develop a Leadership Philosophy that Inspires</a> <b>(LO4)</b></li> <li>2. Read the LinkedIn Article on <a href="#">5 Steps to Craft your Own Personal Leadership Philosophy</a> <b>(LO1) (LO4)</b></li> </ol> <p>Watch:</p> <ol style="list-style-type: none"> <li>1. Watch the <a href="#">Values Based Leadership - Pick your One Word</a> <b>(LO4)</b></li> </ol> <p>Listen:</p> <ol style="list-style-type: none"> <li>1. Listen to <a href="#">Discover Who You Are</a> with Hortense Le Gentil Available on Apple Podcast, Google Podcast, Stitcher, Spotify and Overcast</li> <li>□ Creating alignment with personal values to professional activities as leaders <b>(LO1) (LO4)</b></li> </ol> <p>Complete:</p> <ol style="list-style-type: none"> <li>1. Complete the <a href="#">Values Exercise</a> <b>(LO1) (LO4)</b></li> </ol>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> <li>1. <i>Discussion Forum Week Four:</i> Complete the <a href="#">Values Exercise</a> and read the LinkedIn Article on <a href="#">5 Steps to Craft your Own Personal Leadership Philosophy</a>. Using these resources, develop your personal leadership philosophy. Then respond to at least two of your classmates and offer them suggestions on how they can make their leadership philosophy stronger. Then respond to at least two classmates. <b>(LO1)(LO4)</b></li> </ol> <p>Assignment:</p> <ol style="list-style-type: none"> <li>1. <i>Leadership Philosophy Statement:</i> Turn in your completed leadership philosophy statement. <b>(LO1)</b></li> </ol> <p><b>(LO4)</b></p>

**Week Five: Personal Leadership and Self-Reflection (LO1-5)**

<b>Learning Activities and Materials</b>	<b>Assessments</b>
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<p>Read:</p> <ol style="list-style-type: none"> <li>1. Read <a href="#">The Importance of SelfAssessment in Leadership</a> (LO1) (LO2) (LO3) (LO4) (LO5)</li> </ol> <p>Watch:</p> <ol style="list-style-type: none"> <li>1. Watch <a href="#">The Value of Self-Reflection</a> (LO1) (LO2) (LO3) (LO4) (LO5)</li> <li>2. Watch <a href="#">Increase your SelfAwareness with one Simple Fix</a> (LO1) (LO2) (LO3) (LO4) (LO5)</li> </ol>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> <li>1. <i>Discussion Forum Week Five:</i> We are going to flip the classroom. This week you get to be the instructor! Find a leadership self-assessment, article, idea, or other resource (not one already presented within the course) that you find to be valuable to personal leadership growth. Then present this information to your peer's using Kaltura. Share with the class the importance of this particular resource and explain why it should be used within your Leadership Journey. Then respond to at least two classmates. (LO1) (LO2) (LO3) (LO4) (LO5)</li> </ol>
<b>Week Six: Applying Leadership (LO1-5)</b>	
<b>Learning Activities and Materials</b>	<b>Assessments</b>
<p>Listen:</p> <ol style="list-style-type: none"> <li>1. You should have signed up for an account in week four with <a href="#">Coaching for Leaders</a>. Once you have created your account, listen to Listen to the <a href="#">10 Ways to Empower People you Lead</a> (Lesson 1-9) o Putting what you have learned into action (LO1) (LO2) (LO3) (LO4) (LO5)</li> <li>2. Listen to <a href="#">Decide First Where You're Going</a> Available on Apple Podcast, Google Podcast, Stitcher, Spotify and Overcast. So, where do you go from here? Where are you going? What road do you take? (LO1) (LO2) (LO3) (LO4) LO5)</li> </ol>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> <li>1. <i>Discussion Forum Six:</i> In this Discussion Forum post, please describe in your own words, and provide relevant examples where applicable, what you learned in this course for each of the five (5) course learning outcomes below. How might you use this knowledge in the future? <ul style="list-style-type: none"> <li>• Define what it means to lead and the role of personal, ethical responsibility in leadership.</li> <li>• Apply the concepts of group roles, dynamics, and decision making in order to function constructively in group settings.</li> <li>• Explain the theories of leadership and how they apply to multidisciplinary studies.</li> </ul> </li> </ol>

- Identify elements of a personal leadership philosophy.
- Evaluate one's talents relative to key leadership theories, and incorporate findings into a plan for ongoing growth and development.

Then respond to at least two classmates. **(LO1) (LO2) (LO3) (LO4) (LO5)**

Assignment:

1. *Leadership Development*

*Plan:* The major question at the end of each class is: Where do you go from here? A leadership development plan is often used to pave the road to your future success as a leader. You will create a 2,000 or more words essay laying out your plan to become a successful leader in your personal and professional life. Your plan should include the following:

- Traits and Characteristics that generally form a great leader
  - Even better - provide examples
- Self-Assessment results and discussion
  - You have been given several selfassessments throughout the class. Feel free to include these or use others that you find useful and valuable
- Your Core Values - What makes you, you! At the end of the day, what do you stand for?
- Your Personal Leadership Philosophy -

	<p>how did you get to where you are now? How did you create this?</p> <ul style="list-style-type: none"> <li>• SWOT Analysis of your current leadership skills       <ul style="list-style-type: none"> <li>○ Strengths</li> <li>○ Weaknesses</li> <li>○ Opportunities</li> <li>○ Threats</li> </ul> </li> <li>□ SMART goals       <ul style="list-style-type: none"> <li>○ Specific</li> <li>○ Measurable</li> <li>○ Attainable</li> <li>○ Realistic <b>(LO1)</b> <b>(LO2) (LO3) (LO4)</b> <b>(LO5)</b></li> </ul> </li> </ul> <p>2. <i>Leadership Development Plan Presentation:</i> You are required to upload a Kaltura Video Presentation of your Leadership Development Plan. There is not a slide number requirement, but your final presentation is should be 1015 minutes in length. Keep in mind this presentation is personal in nature and is designed for you to share what you have learned throughout this course and the future goals that you have set for yourself to continue to develop your leadership skills. <b>(LO1) (LO2) (LO3) (LO4) (LO5)</b></p>
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