

BSA 357 Leadership

Instructor: Paul Lottino

Phone: 812-239-9771 Cell Email: pdlottino@peace.edu

Course Dates: 10 May – 26 June 2021

Course Times: Online

Location: Virtual

Course Description: Leadership explores historical and contemporary leadership theories and models with an emphasis on understanding yourself as a leader. The course is organized in three sections: theories of leadership, understanding leadership development, and leadership in practice.

Course Objectives:

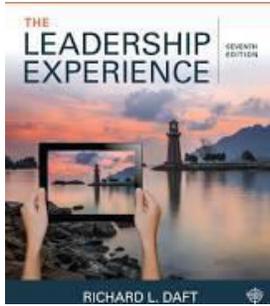
- Define leadership and discuss the myths of leadership.
- Explore the distinction between management and leadership.
- Describe the following theories of leadership: trait theories, behavioral theories, style approaches, situational leadership, contingency theory, charismatic leadership, and transformational leadership.
- Outline the pros and cons of each of the major theories of leadership.
- Outline critical leadership competencies in each of the following areas: self-awareness, emotional intelligence, group and team leadership, and followership.
- Understand your leadership strengths and areas for future leadership development.
- Understand theories and practices of leadership development.

Prerequisites: BSA 240

Text Book:

The Leadership Experience 7th edition by Richard L. Daft

ISBN: 9781337102278 South-Western CENGAGE Learning



ROLE OF INSTRUCTOR AND STUDENTS

Based on my leadership and teaching philosophy, I view my role in this course as a facilitator, consultant, coach, and co-leader. This course is based on the assumption that you as course participants are highly capable and committed to your own learning, which means you share in the leadership of the class.

Email/Communication Policy: pdlottino@peace.edu Students may contact me at any time via email or phone by appointment.

Critical Thinking About Culture and Society (CTC) student learning outcome: Students will analyze and interpret the complexity of elements of society and culture in relation to their history, values, politics, communication styles, economy, or beliefs and practices.

Written Papers: Submitted papers should be in Times New Roman 12 point font, double-spaced with standard margins. APA or MLA style. Please include your name, assignment number and date on the top of each page. Also, include the assignment instructions at the top of the first page for all assignments. Finally, please use the following naming convention for your assignment submissions: Course Number, Last Name and assignment number. Example: BSA357LastName1. Changes in syllabus and assignments may be modified as deemed appropriate. Proper grammar, spelling and punctuation is required. Organized thought along with clear and concise writing is expected at this level. Please cite and reference all support materials to avoid plagiarism.

All online courses in the School of Professional Studies are fully online and require the use of Moodle. Weekly readings, activities, and assignments will be listed in Moodle. You should expect to spend on average 10-15 hours per week on an individual 3-credit course. This includes all the readings, posts and assignments as well as being actively engaged in the discussions on the message boards. You should expect to log into the course daily, or at least 4-5 times per week. If you

have any problems accessing Moodle please contact Dr. Lori McClaren, Director of Online Learning at 919-508-2367.]

Late Assignments: All assignments must be submitted through Moodle at the specified time in order to be accepted and graded. DO NOT SEND ANY ASSIGNMENTS VIA EMAIL TO THE INSTRUCTOR!! I will not accept any late assignments unless approved in advance. Late submissions will receive a (zero score). All assignments are due on Sunday by 11pm EST, but you should note the deadline for Midterm and Final exam.

All online courses at William Peace University require one (1) proctored exams or activities during the final week of the course. For more information on proctoring options, please see: http://www.peace.edu/wp-content/uploads/Proctoring-Options-for-Online-Students_2016.pdf.

Plagiarism policy (from student handbook): Plagiarism is theft; it is the *deliberate or accidental use of a source's words, interpretation, or information without properly quoting or paraphrasing and acknowledging that use*. In both the professional world and the academic world, plagiarism is punished. In the professional world, charges of plagiarism, when proven, carry potentially enormous financial penalties. In the academic world, universities and colleges punish plagiarism with varying degrees of severity, with the penalties ranging all the way from expulsion from the school, to automatic 'F' in the course, down to automatic 'F' on the particular project or paper.

There are only two ways to avoid plagiarism:

1. **Quote and Citation:** Use the source's *exact* words, place quotation marks at the beginning and end of them, and insert a citation immediately at the end of the quotation according to the standards of the discipline.
2. **Paraphrase and Citation:** Transform (paraphrase) the source's words and information *entirely* into your own style of writing and insert a citation at the end of this paraphrase. If what you write still echoes the source's *words and style*, you have plagiarized. If you fail to insert a citation, you have plagiarized.

The Honor Code represents the important values of integrity and accountability to the University community. It sets the standard for personal behavior. All new students are given the opportunity to sign the Honor Code to indicate their

commitment, but all students are bound by it because of their membership in the William Peace University community. (Go to www.peace.edu to review the Community Conduct Code.) On my honor as a William Peace University student, I will not lie, cheat, or steal, nor will I condone the actions of those who do.

Academic Integrity

William Peace University takes academic integrity seriously. It is expected that students are familiar with the University Honor Code and that they strive to embody its principles in their work. Students should be aware that there is a process by which violations of academic integrity are adjudicated.

Academic integrity requires that all members of the University community pursue learning with honesty and responsibility. Violations of academic integrity include:

- **Cheating** (using or attempting to use unauthorized materials, information, or study aids in academic work or in working with others on academic requirements (tests, assignments, etc.).
- **Plagiarism** (representing the words or ideas of another as one's own in any academic work).
- **Falsification** (falsification or invention of any information or citation in academic work).
- **Facilitating academic dishonesty** (helping or attempting to help another student to commit an act of academic dishonesty as noted above).
- **Lying** (misrepresenting information that is relevant to the classroom or academic performance).
- **Procedure for Handling Violations**
- The instructor will meet with the student(s) involved, send an email response, or note the matter on a graded assignment and clearly state the nature of the charge. Each professor has the option to institute sanctions for a first offense but is also required to submit a report to the Vice President for Academic Affairs. The type of infraction (e.g. unintentional plagiarism versus blatant cheating on a test) will determine the severity of the sanction. A professor's course syllabus will explain his or her penalties

for a violation of academic integrity, such as a zero or “F” for a specific assignment or an automatic “F” for the entire course.

- The student is under no pressure, overt or implied, to admit responsibility. A student cannot withdraw from a course in which a decision about the violation of academic integrity is pending. When a decision has been made, the accused student(s) may choose to appeal using the academic grade appeal process.
- The Vice President of Academic Affairs will keep records of all violations which remain a part of a student’s permanent record. For each violation the VPAA usually sends a letter to the student, which serves to note the infraction, remind about the importance of academic integrity, and warn about the consequences of future infractions.

Violation	Action by Faculty (Course Penalty)	Action by V.P. for Academic Affairs (Academic Penalty)
First	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Usually sends letter to student warning that another violation will result in suspension for the subsequent semester.
Second	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Sends letter to student suspending him or her from WPU for the subsequent semester and warning that one more violation results in permanent expulsion from the university.
Third	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Sends letter to student permanently expelling him or her from WPU.

Disability Services: Disability Services are available for students who require reasonable accommodations due to any cognitive, physical, or psychological disability, in order to provide equal access to the educational

environment. Students will need to be registered with the office and provide appropriate documentation, in accordance with local, state, and federal laws, in order to receive an Academic Accommodation Plan. For more information or to register, contact Nicole Davis, Director of Counseling and Disability Services at (919) 508-2163 or Nicole.Davis@peace.edu. The Disability Services office is located on the 2nd Floor of Joyner House.

Class Participation: This class is designed to foster discussion and interaction. Students are expected to come to the online class prepared to apply course readings and theories to your activities. It is your responsibility to actively participate in class. **Discussions** are a critical part of a student's grade, and my goal for the course is that at a **minimum**, each student should make an original post to each question by **Wednesday of each week** and then comment on at least one other students thread by **Sunday** of each week. I try to develop discussions that are thought provoking and fun. By participating in the discussions, you learn about your classmates and get to see a variety of ideas and opinions.

Incompletes: An Incomplete is appropriate for a student that has been making steady, successful progress in a course and has an unexpected, verifiable mitigating circumstance at the end of the semester which precludes them from completing the last assignment or exam. Poor time management is not an appropriate reason to request an Incomplete. All incomplete grade requests must be approved first by the Instructor, and then by the Director of Online Programs. If the Incomplete is approved the student will have up to six additional weeks to complete the work, as determined by the Instructor. If the student does not complete the final work, the Instructor will assign the appropriate letter grade for work completed or the grade will revert to an "F."

Assignments and Grading

Assignment	Point Value
Introductory Assignment is due week 1	5
Class Participation (Earned via responses to discussion sessions and are due each week)	60
Assignment #1: Favorite Leader Due	25

week 2	
Week 1: Quiz (Not Proctored) Covers the assigned readings for the week. 3 Essay Questions	45
Assignment #2: Winning Philosophy Due week 3	35
Mid-Term Exam (Proctored) covering the required readings from weeks 1- 4 due week 4	45
Assignment #3: Amazing Organizations Due week 5	40
Assignment #4: Leadership Interview is due week 6	100
Final Exam (Proctored) covering the required readings from weeks 5-7 and is due week 7	45
Total	400

Point Distribution to Letter Grade

Use the information below for translation of numeric grades to letter grades.

360 or above = A

324 - 359 = B

288 - 323 = C

243 - 287 = D

242 and below = F

Course expectations: on average, a student should expect to spend around **10-15 hours per week** on an individual 3-credit course online course.

Weekly Requirements and Assignments: There are specified readings for each week. Dig into this textbook. It is a good one!

Course Assignments (4)

Assignment #1: Favorite Leader (25 Points)

Instructions: Write a 4-7 page paper (check format on syllabus) on your favorite notable leader. Select from history, business, sports, military and politics. See assignment #1 in moodle for more details and required questions. Answer the

following questions within your paper in any order you see fit. You can and should include more information as is pertinent to your particular leader. **The key is to integrate and link the readings from the textbook using specific page numbers to support your thoughts (See examples below on how to link using specific page numbers).**

Assignment #2: Winning Philosophy (35 Points)

Write a 4-7 page paper (check format in syllabus) about a College or Professional team and their winning philosophy or beliefs. Include specifics or facts that prove this team is a winner. See assignment #2 in moodle for more details. **The key is to integrate and link the readings from the textbook using specific page numbers to support your thoughts (See examples below on how to link using specific page numbers).**

Assignment #3: Amazing Organizations (40 Points)

There are many amazing and fun places to work. Write a 4-7 page paper (check format in syllabus) about a business or corporation and their winning philosophy or beliefs. Describe the corporate culture, the benefits or whatever else makes it a fun and amazing place to work. **Important note - The key is to integrate and link the readings from the textbook using specific page numbers to support your thoughts.** Finally, I want you to write a paragraph which compares and/or contrasts to the athletic team you chose in the last assignment.

Assignment #4: Leadership Interview / Paper (100 Points)

The leadership interview paper is due in week 7 of the course, but you will need to set up a meeting time and prepare for this interview early in the course. You should meet with a leader of your choice (someone in a leadership position in business, academia, sports, the military etc). It will be your responsibility to select the leader and schedule the meeting, which may last an hour or more. The meeting should be face to face. Check the Interview guide to help you facilitate the meeting. After the meeting, you will submit a 7-10 page paper which includes a transcript of the interview and which addresses the questions below. You will discuss lessons learned during the interview and discuss how this links to textbook theories which you have read about throughout the course.

- a. Who is your leader and why did you choose him/her?
- b. What impressed you about your chosen leader?
- c. What made them a successful leader?
- d. What skills or techniques did they use to attain their goals? Be specific.
- e. What were/are the results of their leadership?
- f. Explain the time period in which they are or were a leader and the organizational environment internally and/or externally.
- g. What leadership advice do they offer? / Did you discover any useful leadership tips that you can adopt?
- h. Are there any conflicting opinions on the success of your leader? Who opposes and why?
- i. Reflect on what you learned in the course and tie this all in with your leader interview.

Course Outline:

Week 1: 10-16 May

Read: The Leadership Experience Chapters 1&2.

Activities:

a. Submit introductory assignment NLT 11:55pm (EST) Sunday end of week 1.

Instructions: Please introduce yourself to me so I can get to know a little bit about you. I would like you to include at a minimum, the following information in your introduction:

Your background (if you are a full-time student, your program of study; if you work, the kind of work you do; etc...). Career plans or goals that relate to this course, if any.

Why you enrolled in this course, and what you hope to accomplish. Make a statement about yourself that will help me remember you from among the many other students in the course. (The statement should focus on what is unique about you.) Feel free to add any other statements to help me get to know you better.

b. Review Leaders Self-Insight on pages: 17,41,47,54,69,76 and 90

c. Week 1 Discussion: Topic: Share with the class a fun and interesting place where you have worked or would like to work in the future. Be specific as to your reasons for selecting this place.

d. Submit Week 1 Quiz: Not Proctored, Open Book 3 Essay questions covering the material from Chapters 1 & 2.

Week 2: 17-23 May

Read: The Leadership Experience Chapters 3&4

Activities:

a. Complete the Leaders Self-Insight on pages 122-124 and score yourself. Send a short email to the instructor explaining your feelings on discovering your typology.

b. Submit Assignment #1: Favorite Leader assignment NLT 11:55pm (EST)
Sunday

d. Week 2 Discussion: Ethical Dilemma? Discuss an ethical dilemma you have faced in your life and explain how you handled it?

Week 3: 24-30 May

Read: The Leadership Experience Chapters 5&6.

Activities:

a. View the video “Where Will We Find Tomorrow’s Leaders?”

b. Week 3 Discussion: Topic: Post your reaction to the Professor Hill video and comment on what you may apply to your own life and work.

c. Submit assignment #2: Winning Philosophy assignment NLT 11:55pm (EST)
Sunday

Week 4: 31 May – 6 June

Read: The Leadership Experience Chapters 7&8.

Activities:

a. View the video Desmond Tutu on leadership. Find link inside this folder.

b. Complete the Midterm Exam (3 Essay Questions / 60 minutes. The exam covers material from chapters 1-8 and consists of 3-5 essay questions.

c. Extend your research to uncover the accomplishments of Tutu. Overview of Desmond Tutu link: http://en.wikipedia.org/wiki/Desmond_Tutu Tutu Foundation UK link: <http://www.tutufoundationuk.org/>

d. Week 4 Discussion: Topic: Post your reaction to the Desmond Tutu Video and how you will use its message.

Week 5: 7-13 June

Read: The Leadership Experience Chapters 9-11

Activities:

a. Listen to the Harvard Business Review (HBR) IdeaCast: The Leaders We Need with Steve Singer and Michael MacCoby, author of “The Leaders We Need: And What Makes Us Follow.” Run time: 11 minutes, 42 seconds.

<http://feeds.harvardbusiness.org/harvardbusiness/ideacast> #67

b. Submit Assignment #3: Amazing Organizations assignment NLT 11:55pm (EST) Sunday

c. Week 5 Discussion: Topic: Discuss your reaction to the HBR Ideacast on the "Leaders we need" and what you found interesting or may apply to your life and work.

Week 6: 14-20 June

Read: The Leadership Experience Chapter 12&13.

Activities:

a. Listen to the HBR IdeaCast: Three Signs of a Miserable Job: Paul Michelman talks with Patrick Lencioni, author of a new book, The Three Signs of a Miserable Job. Located inside the weekly folder.

b. Continue working on the Leadership Interview paper

c. Week 6 Discussion: Topic: Post your reaction to the Paul Lencioni interview and comment on what you learned or found interesting.

d. Submit Assignment #4: Leadership Interview assignment NLT 11:55pm (EST) Sunday

Week 7: 21-26 June

Read: The Leadership Experience Chapter 14&15.

a. Complete the PROCTORED Final Exam (3 Essay Questions / 60 minutes). **The exam will be available from 21June, 0600am (EST) and must be completed no later than 26 June at Noon (EST) 2021. The exam will shut off on 26 June at Noon, so plan accordingly!** The exam covers material from the required readings from week 5 through the end of the course. **Special Instructions:** Students are allowed to use Open book- “Essentials of Criminal Justice” and notes. The exam covers material from chapters 1-8 and consists of 3-5 essay questions. There are new options and guidelines available for proctoring. Students are responsible for reviewing the proctoring guidelines and scheduling their exams. For more information, please visit: http://www.peace.edu/wp-content/uploads/Proctoring-Options-for-Online-Students_2016.pdf.

