

University of North Texas at Dallas
Spring
2016
SYLLABUS

MGMT 4470-001: Leadership3 Credit Hrs			
Department of	Management	Division of	Urban and Professional Studies
Instructor Name:	Dr. Frances Charlene Conner		
Office Location:	TBA		
Office Phone:	TBA		
Email Address:	Frances.Conner@untdallas.edu		
Office Hours:	Monday, 12-4pm, Tuesday 9-10am and 2-4pm, Saturday 12-1pm		
Virtual Office Hours:	TBA		
Classroom Location:	Building 2 – 7400 Houston School Rd., - DAL2 304, Dallas, TX 75241-4605		
Class Meeting Days & Times:	Weekly: Tuesday 10-12:50pm		
Course Catalog Description:	3 hours. An in-depth course on leadership. Students are provided practical tools and methods of leadership that will apply to a variety of organizational structures. Students gain insights about their own personalities, skills, ethics, values and beliefs as they relate to leading others, and have the opportunity to discuss and debate a number of leadership topics.		
Prerequisites:	Not applicable		
Co-requisites:	Not applicable		
Required Text:	Title: Leadership: Theory and Practice By Peter G. Northouse 7 th Edition Sage Publications, Inc.		
Recommended References:	Various articles, handouts and periodic internet downloads (see below course outline).		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 338-1616; web: http://www.untdallas.edu/our-campus/library UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com		
Course Goals or Overview:			
	The goal of this course is to provide students with an understanding of the various theoretical perspectives of leadership while also immersing them in practical scenarios where concepts, theories, and approaches can be applied to “real world” organizational issues		
Learning Objectives/Outcomes: At the end of this course, the student will:			
1	Better understand the basic knowledge of key leadership theories, strategies and approaches.		
2	Self-awareness of one’s personal leadership style		
3	Assessment of leadership dilemmas within organizations		
4	Ability to analyze and recommend action-oriented decisions through case analysis		

Course Outline

This schedule is subject to change by the instructor.

Any changes to this schedule will be communicated by the instructor during class time.

If not in attendance, **each student is responsible for coordinating with a student colleague to obtain any changes/updates to the course outline and/or handouts distributed during class time.**

Week	Date	Reading Assignment	Activity	Assessments/ Exam
1	Jan 19	<p align="center"><u>First Day of Class</u></p> <p>Introductions Review – Course Syllabus: Schedule & Expectations</p> <p><u>Bolman and Deal Frames</u></p>	<p>Complete – Student Contact Information Sheet</p> <p>Leadership Orientation</p> <p>PPT Bolman and Deal</p> <p>Leadership/Management</p> <p>Generations at Work</p> <p>Lecture/Discussion</p>	
2	Jan 26	<u>Chapters 1 and 2</u>	<p>Lecture/Discussion Forum</p> <p><i>Best Laid Plans Case</i></p>	<p>Pre-Leadership Journal Reflection</p> <p>Case Analysis</p>
3	Feb 2	<u>Chapter 3</u>	Lecture/Discussion Forum	Case Analysis
4	Feb 9	<u>Chapter 4</u>	Lecture/Discussion Forum	Case Analysis
5	Feb 16	<u>Chapters 5 and 6</u>	Lecture/Discussion Forum	<i>Case Analysis</i>
6	Feb 23	<u>Chapter 7</u>	Lecture/Discussion Forum	Case Analysis
7	Mar 1	<u>Chapter 8</u>	Lecture/Discussion Forum	<p>Case Analysis</p> <p>Exam Review</p>
8	Mar 8	<u>Chapter 9</u>	Lecture/Discussion Forum	<p>Case Analysis</p> <p>Mid-Term Exam</p>

	Mar 14 - 20	<u>Spring Break</u>		
9	Mar 22	<u>Chapter 10</u>	Lecture/Discussion Forum	Case Analysis
10	March 29	<u>Chapter 11</u>	Lecture/Discussion Forum	Case Analysis
11	Apr 5	<u>Chapter 12</u>	Lecture/Discussion Forum	Case Analysis Post-Reflection Paper
12	Apr 12	<u>Chapter 13</u>	Lecture/Discussion Forum	Case Analysis
13	Apr 19	<u>Chapter 14</u>	Lecture/Discussion Forum	Case Analysis
14	Apr 26	<u>Chapter 15</u>	Lecture/Discussion Forum	Best Laid Plans
15	May 3	<u>Chapter 16</u>	Lecture/Discussion Forum	Research Project
15	May 3	<u>Chapter 16</u>	Lecture/Discussion Forum	Research Project
16	May 10			Final Exam

Method of Instructions: Lectures, text discussion forums, exercises, supplemental materials, and individual assignments.

NOTE: All reading assignments, classroom discussions, handouts, internet downloads, articles, homework and lecture presentations are open for test inclusion.

The single-most important aspect of **chapter reading & study** is the student's **understanding** of the context.

COURSE EVALUATION METHODS AND POINTS

Tests/EXAMS

There will be two tests.

There will be one final exam – comprehensive.

Tests/Exam will consist of matching, multiple choice, fill in the blank, and/or true/false questions. Each test and exam is worth 100 points.

Pre-Reflective (50 points) and Post-Reflective Leadership (100 points) Paper

The pre-reflective leadership paper will cover the leadership style exercise the first week of class. The paper should be at least two pages. Grammar, spelling, sentence structure are important. The post-reflective paper will include the leadership style reflected in pre-reflective paper and information gathered through the semester study. This paper should be 3-5 pages in length.

Case Analysis and Presentation (150 points)

Each student will be responsible for a case analysis and presentation. The case analysis format is as follows:

1. Identify the main characters (those who play a major role in the case)
2. Trace the Chronological Series of Events
3. Isolate the Problem(s) and Solutions
4. Propose the Solution(s) to the Problem(s) based on the facts in the case and your personal and educational experience. Ask, “what options might be available?”
5. Explore the root problem. Difference between possible “root problem” and “symptoms”.
6. Root solution. What is the most feasible solution/option from the firm’s available resources, which will best satisfy the stakeholders? Your assessment of the case study will depend on the facts, your reasoned argument. Use 12 point font, Times New Roman, correct spelling and grammar. It is most helpful to identify each of the steps; main character, chronological series of events, etc.

Your presentation should cover each of these areas in your power point and narrative.

There will be question and answer period.

Case Analysis – Best Laid Plans (100 points)

Each student will turn in a case analysis on Best Laid Plans, a case we will discuss throughout the semesters. Students will use the same case analysis format as noted above.

Research Paper (300 points)

Each student is responsible for a research paper related to a leader you feel exhibits excellent leadership traits. For example, one might want to write about Jack Welch, Mark Zuckerberg, Bill Gates, Warren Buffett, etc. The research paper should be no less than 10 pages, not including the cover sheet and reference pages. The paper will include at least ten peer reviewed, academic level sources. The paper will be written using APA format, 12 point font, Times New Roman. The research paper will be graded using a Research Paper Rubric.

Class Participation (100 points)

A healthy class experience is dependent upon not only the instructor, but the instructor-student and student-student interactions. This class not only incorporates a manageable amount of readings and case analysis, but also injects “real-world” exercises to allow students to put theory into practice. The course will also have the opportunity to meet leaders in various fields and ask meaningful questions.

Total points (1,000)

Grade

Determination:

A = 900 – 1000 pts; i.e. 90% or better

B = 800 – 899 pts; i.e. 80 –

89 % C = 700 – 799 pts; i.e.

70 – 79 % D = 600 – 699 pts;

i.e. 60 – 69 %

F = 599 pts or below; i.e. less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Assignment Policy:

Assignments in this class must reflect the following format:

- Font: Times New Roman, Size 12
- Cover Page with Assignment Title, Class Title, Date, and Student Name
- One inch margins (Top, Bottom, Left, Right); please note that you will have to go into your page setup to make this adjustment. Most MS Word programs have 1.25 inches as a default for Left and Right margins.

Late Policy:

Students are expected to turn in all assignments by the end of the class on the date the assignment is due. Late work will receive a grade penalty. Work that is turned in at any time during the first 24 hours after the date and time the assignment is due will receive no higher

than a grade of B. Work that is turned in at any time during the second 24 hours after a paper is due will be received no higher than a grade of C. Student work *will not be accepted under any circumstances* more than 48 hours after the assigned due date and time. You will receive a 0 for the assignment. A hard copy of all work must be handed in to the professor at the beginning of the class.

Exam Policy:

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at <http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs.%20Education.%20and%20Funding/7.002%20Code%20of%20Academic%20Integrity.pdf> for complete provisions of this code.

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTO Academic Integrity Policy.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not *in* the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason.

Students are also responsible to make up any work covered in class.

It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute *their* perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

Use of Cell Phones & Other Electronic Gadgets In the Classroom

Students who prefer to use laptops to take notes in class are more than welcome to do so. However, please refrain from engaging in other activities (Facebook, shopping, etc.) that will serve as a distraction for both you and me.

Also, while we have all become increasingly reliant upon our technological devices to keep us in the loop both professionally and personally, this class has a "No Cell Phone policy. This policy is particularly focusing on the growing trend of in-class texting, but it is certainly not limited to this behavior. If you need to use your cell phone, please feel free to leave the class as you see fit. Our time in class is limited, and despite our busy lives, I would like to spend the class period focused on the material.

Incompletes:

A semester grade of incomplete will be given only under extreme and unusual situations. Additionally, to be fair to all students in the course, when the work is completed, the student will not receive higher than a B for the course, regardless of how many points were earned in the course. More importantly, an incomplete will only be granted for students who are in good standing within the class (NB grade) and have completed all work (except for the final) at semester's end. An incomplete is not a substitute for a poor grade.