University of North Texas at Dallas
Fall 2013
SYLLABUS

MGMT 4470D: Leadership   3Hrs

Department of	Management	Division of	Urban and Professional Studies

Instructor Name:	Panita Ingram
Office Location:	7400 Houston School Rd. – Rm. 305 – Dallas, TX 75241-4605
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Office Hours:	7:00pm – 9:50pm (Mo)
Virtual Office Hours:	6:00pm -- 7:00pm (Mo)

Classroom Location:	Building 2 – 7400 Houston School Rd., - DAL2 308, Dallas, TX 75241-4605
Class Meeting Days & Times:	Weekly: Monday; 7:00pm – 9:50pm

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 6th 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) 780-3625;
	    web: http://www.unt.edu/unt-dallas/library.htm
	UNT Dallas Bookstore:
	    phone: (972) 780-3652;
	    e-mail: 1012mgr@fheg.follett.com
	UNT Dallas Writing Center:
	    phone: (972) 338-1646
	    Bldg. 1 – 3rd Floor

Course Goals or Overview:

- The goal of this course is to increase your understanding of major leadership behavior patterns and strategies that promote effectiveness in organizations.
- In order to maximize the full learning experience, students must engage with the required learning materials/venues.

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	Learn the leadership traits and behaviors of business practices.
3	Be introduced to the concept of "transformational leadership" and its implications.
4	Compose a research column--make a presentation on a prominent business leader in today's global market.
5	Develop a personal vision statement for future application.

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	Sep 9	**First Day of Class** Introductions Review – Course Syllabus: Schedule & Expectations **Chapter 1** Introduction	**Complete** – Student Contact Information Sheet **BEFORE** - Leadership Statement Sheet H/O: *LLog* **Entry #1** H/O: Research Column Guidelines Lecture/Discussion Forum	
2	Sep 16	**Chapter 2**	Lecture/Discussion Forum *LLog* - **Entry #2**	
3	Sep 23	**Chapter 3**	Lecture/Discussion Forum *LLog* - **Entry #3**	
4	Sep 30	**Chapter 4**	Lecture/Discussion Forum *LLog* - **Entry #4**	
5	Oct 7	**Chapter 5**	Lecture/Discussion Forum *LLog* - **Entry #5**	*Test - Review*
6	Oct 14	**Chapter 6**	Lecture/Discussion Forum *LLog* - **Entry #6**	**TEST #1** *(Chapters 1-5)*
7	Oct 21	**Chapter 7**	Lecture/Discussion Forum *LLog* - **Entry #7**	
8	Oct 28	**Chapter 8 and 9**	Lecture/Discussion Forum *LLog* – **Entry #8** **H/O: TL Exercise & Vision Statement Guidelines**	

9	Nov 4	**Chapter 10**	**DUE: TL Exercise &** *my***Vision Statement** Lecture/Discussion Forum *LLog* – **Entries #9**	*Test - Review*
10	Nov 11	**Chapters 11 and 12**	Lecture/Discussion Forum *LLog* – **Entries #10**	**TEST #2** *(Chapters 6-10)*
11	Nov 18	**Presentation Day** *(Part 1)* **Chapter 13**	**DUE: Business Leader – Research Column** Lecture/Discussion Forum *LLog* - **Entry #11**	
12	Nov 25	**Presentation Day** *(Part 2)* **Chapter 14**	**DUE: Business Leader – Research Column** Lecture/Discussion Forum *LLog* - **Entry #12**	
13	Dec 2	**Chapters 15 and 16**	Lecture/Discussion Forum *LLog* - **Entries #13 and #14**	*Exam - Review*
14	Dec 9	**Last Day of Class**	**AFTER** – Leadership Statement Sheet	**FINAL EXAM** *(Chapters TBD)* No exemptions
	Dec 13	**Fall Term Ends**		

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 <u>chapter reading & study</u> is the student's <u>understanding</u> of the context.

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.

Leadership Log *(LLog)*
A Leadership Log HANDOUT will be distributed on the first day of class to each student.
Each student is required to keep a "Leadership Log", in which you will make an entry relative to the chapter discussion and *practical application/learning outcomes… **(your observation, interpretation and application)*** explain future uses.
Entries to your log will be <u>due at the end of each chapter discussion forum</u> (each class).
There will be 14 log entries required through the course of the semester.
Each log entry is worth 5 points.
Each log entry must be **turned in before you leave class**… **at the end of each class**… and must be initialed/dated by the professor.
<u>No points</u> will be given after the due date.
Attendance is required to receive points.
Periodic leadership trivia will be incorporated…first student to solve the trivia will receive an automatic 5 points and will not have to record a log entry on that day.

Leadership Statement
A Leadership Statement HANDOUT will be distributed on the **first** <u>day of class</u> to each student.
Each student is <u>required</u> to complete the form and return it back to the professor at the end of the first class.
Likewise, a Leadership Statement HANDOUT will be distributed on the **last** <u>day of class</u> to each student.
Each student is <u>required</u> to complete the form and return it back to the professor at the end of the last class.

Business Leader – Research Column
Your business leader research project will culminate in a written research column and presentation.
Research column should include both a description/evaluation of your chosen leaders':
- successes (effectiveness), and
- weaknesses (ineffectiveness) as well as recommendations for improvement.

See **HANDOUT** distributed on first day for detailed instructions.
Deductions will be made for both minor and major errors.

Vision Statement
Each student is required to create a personal vision statement based on the textbook framework.
See Instructional Learning HANDOUT for Chapter 9.
Must be typed to earn points.
Worth 10 points.

Instructional Learning Exercise(s)
Transformational leadership assignment required – Chapter 9.
HANDOUT will be provided and also posted to *Blackboard* – must complete all questions.
Must be typed to earn points.

Case Analysis Study
Periodic discussions will be incorporated throughout the semester.

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Exam – No exemptions/No make-ups.
Tests – No make-ups.
Leadership Log – One entry per class meeting…**must** be turned in at the **end of each class**.
Leadership Statement – One will be required <u>before</u> the class begins and at the <u>end</u> of the class.
Business Leader Research Column/Presentation – Students must use specific criteria listed in handout.
Instructional Learning Exercise – See Blackboard.
Vision Statement – Must use criteria outlined in Chapter 9 of textbook.
Assignments/Logs – No late, partial/incomplete assignments accepted.

Grading Points Summary:

Instrument	Value (points or percentages)	Total
Leadership Statement - Before	5 points	5
Leadership Statement - After	5 points	5
Leadership Log Entries	14 entries – 5 points each	70
Research Column - Written	80 points	80
Research Column - Presentation	20 points	20
Vision Statement	10 points	10
Instructional Learning Exercise – Transformational Leadership	10 points	10
Test #1	100 points	100
Test #2	100 points	100
Final - Exam	100 points	100
Total:		**500**

Grade Determination:
A = 450 – 500 pts; i.e. 90% or better
B = 400 – 449 pts; i.e. 80 – 89 %
C = 350 – 399 pts; i.e. 70 – 79 %
D = 300 – 349 pts; i.e. 60 – 69 %
F = 299 pts or below; i.e. less than 60%

GRADING SYSTEM
UNT Dallas' grading system uses the letters A, B, C, D, F, P, NP, I, PR, W, WF, and Z.

A — excellent work, four grade points for each semester hour.
B — good work, three grade points for each semester hour.
C — fair work, two grade points for each semester hour.
D — passing work, one grade point for each semester hour.
F — failure; given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing a course and misses the final examination without satisfactory explanation; or (3) stops attending class without processing an official drop or withdrawal.
P — passed; a credit grade (1) on pass/no pass option, (2) on student teaching, and (3) in selected undergraduate and graduate individual problems, research, thesis and dissertation courses.
NP — not passed; a failing grade on the pass/no pass option; non-punitive.
I — I is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These

requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student and department chair and must be entered on the grade roster by the instructor. Grades of I assigned to an undergraduate course at the end of the Fall 2007 semester and later will default to F unless the instructor has designated a different automatic grade. See also "Removal of I" policy in the Academics section of this catalog.

PR — used to show that work is in process on thesis or dissertation in courses numbered 5950D.

W — drop or withdrawal without penalty. Given when a student drops a course or withdraws from the university prior to the end of the sixth week of classes of long terms/semesters or corresponding dates for summer sessions. After that time the student must have a passing grade for the instructor to assign a grade of W for a dropped course; otherwise, the grade of WF is recorded.

WF — drop or withdrawal with a failing grade. Instructor may drop a student with a grade of WF from courses for nonattendance. May be assigned from the 7th through the 13th week of classes of long terms/semesters or corresponding dates for summer sessions.

Z - used to indicate that a grade was not properly received and/or recorded for a course.

Note: No grade points are allowed for grades F, I, NP, P, PR, W, WF or Z.

A complete record of all previously used grades and grading systems is detailed on the official transcript.

Reference: The University of North Texas at Dallas: 2010-2011 Undergraduate and Graduate Catalog (p. 140).

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of Management is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. <u>Grades assigned before an accommodation is provided will not be changed</u>. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, [Disability Accommodations for Students](), and by visiting Student Life, building 2, Suite 200. 972-780-3632, [studentlife@unt.edu]().

UNT|DALLAS
STUDENT SUCCESS
OFFICE OF STUDENT LIFE

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.

Family Educational Rights and Privacy Act of 1974 (FERPA):
This law prohibits disclosure of student records to any **unauthorized** party. A student **does not** have a right to see educational records containing information about <u>other students</u> such as grades, test scores, etc.

Assignment Policy:
All assignments should be **typed**/**printed** and brought to class ready to turn in on scheduled due date.
Do not send assignments via email.
Late assignments will not be accepted.
Header should always include: Student Name, Date, and Course Name/Number.

Exam Policy:
*Exams should be taken as scheduled. **No makeup examinations will be allowed** except for documented emergencies (See Student Handbook). <u>All chapter reading assignments, classroom discussions, handouts, homework and lecture presentations will be inclusive</u>. Once testing begins, students will not be allowed to leave the classroom until testing is completed.*

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty 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 Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

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 <u>impossible for students to make-up or to receive credit for missed classes</u>.

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. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.
EXPECTATION: Students should attend each class for the entire period and be on time.

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 Center for Student Rights and Responsibilities as the instructor deems appropriate.
EXPECTATION: Zero tolerance for disrespectful and unprofessional behavior.

Additional Policies:
- *Use of **cell phones** and/or texting – will **not** be permitted during class time (except for medical emergencies).*
- *Students who engage in texting or phone calls during class will be asked to leave.*
- *Use of camera phone – will **not** be permitted during class time.*
- *Use of **laptops** – is permitted for taking notes during classroom lectures/discussions, **but will not be permitted on quiz/testing dates.***
- *Tape Recording – will **not** be permitted in class.*

Note: Playing games on a laptop or other electronic device, processing e-mail or surfing the internet for recreational purposes during class is considered to be disrespectful and a distraction to the professor and other students.