

University of North Texas at Dallas

Summer 2012

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
Office Phone:	214-533-6553
Email Address:	Panita.Ingram@unt.edu
Office Hours:	6:00pm – 9:50pm (MW)
Virtual Office Hours:	5:00pm -- 6:00pm (MW)
Classroom Location:	Building 2 – 7400 Houston School Rd., - DAL2 308, Dallas, TX 75241-4605
Class Meeting Days & Times:	Weekly: Monday and Wednesday; 6:00pm – 9:50pm
Course Catalog Description:	3 hours. An in-depth course on leadership. Students are provided practical tools and methods of leadership that 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: <i>Leadership – Theory and Practice</i> By Peter G. Northouse Sixth 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 – 3 rd Floor
Course Goals or Overview:	
	<ul style="list-style-type: none"> ▪ 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.

Read and be prepared to discuss all chapter reading assignments.

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	Jul 9	<p>Summer Term Begins <u>First Day of Class</u> Introductions Review – Course Syllabus: Schedule & Expectations</p>	<p>Complete/Turn in – Student Contact Information Sheet</p> <p>BEFORE - Leadership Statement Sheet</p> <p>H/O: Research Column Guidelines</p> <p>Chapter 1 – Lecture Discussion Forum</p> <p>Leadership Log – H/O: Entry #1</p>	Quiz
	Jul 11	Chapters: 2 and 3	<p>Lecture/Discussion Forum</p> <p>Case Analysis – Team - TBD</p> <p>Leadership Log - Entry #2</p>	
2	Jul 16	Chapters: 4 and 5	<p>Lecture/Discussion Forum</p> <p>Leadership Log - Entry #3</p> <p>Exam - Review</p>	
	Jul 18	Chapters: 6 and 7	<p>Lecture/Discussion Forum</p> <p>Leadership Log - Entry #4</p>	Test (Chapters 2-5)

3	Jul 23	Chapter: 8	<i>Complete Independent Study Project (lab work)</i>	
	Jul 25	Chapter: 9	<i>Complete Independent Study Project (lab work) - Vision Statement</i>	
4	Jul 30	Chapters: 10 and 11	DUE: ISP Lecture/Discussion Forum Leadership Log - Entry #5 Exam - Review	
	Aug 1	Chapters: 12 and 13	Lecture/Discussion Forum Case Analysis – Team - TBD Leadership Log – Entry #6	Test (Chapters 6-11)
5	Aug 6	Chapters: 14 and 15	Lecture/Discussion Forum Leadership Log – Entry #7	
	Aug 8	<u>Last Day of Class</u> Chapter: 16 Business Leader – Research Column Due	Lecture/Discussion Forum Presentation Day Leadership Log – Entry #8 Exam – Review	

	Aug 10	Summer Term Ends (No exemptions from exam)	Complete/Turn in – AFTER – Leadership Statement Sheet	FINAL - EXAM (Chapters 12-16)

Method of Instructions: Traditional lectures, chapter discussion forums, exercises, independent study, 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.

Quiz/EXAMS

There will be one quiz – Chapter 1 only – worth 50 points.

There will be three exams.

Exams will consist of matching, multiple choice, fill in the blank and/or true/false questions from the text frameworks.

Each exam is worth 100 points.

Leadership Log

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 re: *practical application/learning outcomes...* (explain how you will use the information learned in the future).

Log entries will be due at the end of each chapter discussion forum (each class).

No points will be given after the due date.

Eight log entries are required through the course of the semester.

Each log entry is worth 10 points and must be initialed/dated by the professor at the end of each class.

Attendance is required to receive points.

Leadership Statement – BEFORE and AFTER

A Leadership Statement HANDOUT will be distributed on the first day of class to each student.

Each student is required 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 day of class to each student.

Each student is required to complete the form and return it back to the professor at the end of the last class.

Presentation/Business Leader – Research Column

Your business leader research project will culminate in a written research column and oral 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.

Independent Study Project (ISP)

Instructional HANDOUT will be provided.

Students will be required to read Chapters 8 and 9; then complete assigned project.

Project must be **typed, printed and hand-delivered** on assigned due date.

Each completed chapter project will be worth 25 points.

Vision Statement

Each student is required to create a personal vision statement based on the textbook framework.

The statement will be worth 10 points.

Q&A Exercises/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.

Exams – No exemptions/No make-ups.

Quiz – 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 **before** the class begins and at the **end** of the class.

Business Leader Research Column/Presentation – Students must use specific criteria listed in handout.

Independent Study Project – Students must complete assigned projects along with the **myVision Statement** during week three.

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	8 entries – 10 points each	80
Research Column - Written	80 points	80
Research Column - Presentation	20 points	20
Independent Study Project	2 chapters – 25 points each	50
Vision Statement	10 points	10
Quiz	50 points	50
Exam #1	100 points	100
Exam #2	100 points	100
Final - Exam	100 points	100
Total:		600

Grade Determination:

A = 540 – 600 pts; i.e. 90% or better

B = 480 – 539 pts; i.e. 80 – 89 %

C = 420 – 479 pts; i.e. 70 – 79 %

D = 360 – 419 pts; i.e. 60 – 69 %

F = 359 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. Grades assigned before an accommodation is provided will not be changed. 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.



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:

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). **All chapter reading assignments, classroom discussions, handouts, homework and lecture presentations will be inclusive.** 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 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. 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 – will not be permitted during class time.
- **Use of Laptops – may be used for taking notes during classroom discussions, but will not be permitted on quiz/testing dates.**
- Tape Recording – will not be permitted in class.