



BUS 415 – Leadership in Organizations (3)

Doane University – Omaha Campus

18SP Term (Mar 12-May 12)

Mondays 6:00–10:30 pm

Instructor:	Mr. Jaye Emerson Stentz, M.A.
Email:	jaye.stentz@doane.edu (preferred mode of communication)
Phone:	Mobile: 402-540-5203 Call/text* by 7:00 p.m. - *include your first name and course number (i.e., BUS 415)

COURSE DESCRIPTION

A course designed to investigate attitudes and behaviors which inspire and motivate others to a common purpose through an investigation of current and historic leadership theories, to lead students to a conceptual understanding of the term leadership, and to help students acquire the attitudes and skills necessary for innovation, risk taking and team building.

REQUIRED TEXT (1)

Northouse, P. G. (2017). *Introduction to leadership: Concepts and practice*. (4th ed.). Sage Publications. ISBN: 9781506330082

The text provides a basic introduction to leadership is provided by focusing on what it means *to be a good leader*. Emphasis in the text is on *connecting theory to the practice of leadership*. The text will support our examination of topics such as: the nature of leadership, recognizing leadership traits, developing leadership skills, creating a vision, setting the tone, listening to out-group members, handling conflict, overcoming obstacles, and addressing ethics in leadership. Attention will be given to helping students to understand and improve their own leadership performance.

COURSE OBJECTIVES

Students will work to:

- Develop *through self-assessment questionnaires* an awareness of their own leadership philosophy, traits, skills, and behaviors.
- Develop *through real-world observation exercises* an understanding of the fundamental ways leadership is practiced in on-going organizations.
- Develop *through reflection and action activities* an understanding and appreciation for the unique dimensions of their own leadership style, their strengths and weakness, and ways to improve what they do as leaders.

COURSE METHODS:

This class will use a lecture-discussion format. For each class meeting you will be expected to have read all the assigned material and to be prepared for discussion. The activities at the end of each chapter are meant to facilitate class discussion and, also, for you to better understand leadership in your own life.

GRADING

Course Grades: Percentages assigned to each grade in this class will be as follows:

A+ 100-97%	B+ 89-87%	C+ 79-77%	D+ 69-67%	F 59% and below
A 96-94%	B 86-84%	C 76-74%	D 66-64%	
A- 93-90%	B- 83-80%	C- 73-70%	D- 63-60%	

Your grade for the course will be determined by the following:

Performance Areas	Total Grade Points Course	Total Grade % Course
	400	100%
a. Quizzes – 7	35	8.75%
b. Reflections – 7	70	17.5%
c. Personal Leadership Philosophy	100	25%
d. Personal Leadership Philosophy Presentation	20	5%
e. Leader Profile Paper	100	25%
f. Leader Profile Presentation	35	8.75%
g. Participation	40	10%

- a. **Quizzes.** The seven (7) quizzes will be designed to assess your basic understanding of the chapter readings. The instructor will determine the formats for the quizzes (e.g., multiple choice, T/F, matching, one-minute papers, etc.). Total points for quizzes is 35 points (or 8.75%) of your course grade.
- b. **Reflections.** Seven (7) weekly reflections related to course content will be assigned to assess your understanding and appreciation for the unique dimensions of your own leadership style, strengths and weakness, and ways to improve what you do as a leader. For each reflection, you will be asked to respond to different questions regarding self-assessments, your thoughts on/experiences in the class, etc. It is suggested that you set up a regular time to complete your reflection each week. This time will best serve you if it is scheduled soon after our class session for that week rather than immediately before the due date/time. Total points for reflections is 70 points (or 17.5%) of your course grade.
- c. **Personal Leadership Philosophy.** A personal leadership philosophy will be created by students through application of course concepts in ways that demonstrate awareness of their own leadership philosophy, traits, strengths, skills, and behaviors. Total points for the personal leadership philosophy is 100 points (or 25%) of your course grade.
- d. **Personal Leadership Philosophy (Presentation).** Students will give a short informal presentation of their personal leadership philosophy during a designated class meeting. The points for the leadership philosophy presentation is 20 points (or 5%) of your course grade.
- e. **Leader Profile Paper.** Students will select an organizational leader (past or present) to research and report their findings to demonstrate an understanding of the fundamental ways leadership is practiced in on-going organizations. Total points for the leader profile paper is 100 points (or 25%) of your course grade.
- f. **Leader Profile Paper Presentation.** Students will give a presentation (including PowerPoint or Prezi) of their leader profile paper during the final class meeting. The points for the leader profile presentation is 35 points (or 8.75%) of your course grade.

- g. **Participation.** Learning in this class depends on achieving high quality discussions. If you are not prepared and fully present, you will miss the benefit of engaging in interesting, lively and enjoyable discussions that cannot be reproduced. You are graded on both attendance and participation. Total points for attendance/participation is 40 points (or 10%) of the course grade.

COURSE POLICIES

Attendance. Students are expected to attend every class meeting and be on time. Any excused absences should be discussed with the instructor beforehand. While some class time will be devoted to lectures, most class time will be devoted to group discussions and activities designed to cultivate a deeper understanding of the course content.

For more information on **class attendance**, please visit the website:

<http://catalog.doane.edu/content.php?catoid=16&navoid=1314&hl=attendance&returnto=search>

Study time. Expectation of the amount of time the course requires students to spend preparing and completing assignments outside of class is a minimum of 12 hours per week for this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.

The Higher Learning Commission's, Doane University's accrediting body, definition of a credit hour can be accessed at this link:

<http://www.hlcommission.org/Policies/assignment-of-credits.html>

Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve week for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours. 34CFR 600.2 (11/1/2010).

For information on **student support**, please visit the website:

<http://www.doane.edu/academic-success-center>

Late submissions. Assignments submitted late will be automatically docked 10% of the total points available per day beyond the assigned due date. For example, a late reflection worth up to 10 points will have 1 point automatically deducted per day beyond the original due date.

Submitting assignments. Students will submit assignments via Blackboard and in class, as instructed.

Grades of incomplete. Incomplete course grades will generally not be allowed. Any exception to this will be determined mutually between instructor and student at the instructor's sole discretion and within Doane University's policy for grades of Incomplete. The federal

requirement states that students must complete 75% of the course work in order to receive an incomplete grade. Students who fall more than two weeks behind cannot meet this requirement.

For information on the **grade appeal process**, please visit the website:

<http://catalog.doane.edu/content.php?catoid=16&navoid=1314#Grades and Credits>

Academic integrity. Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist:

1. Cheating
2. Fabrication
3. Facilitating academic dishonesty
4. Plagiarism

For more information on **academic integrity**, please visit the website:

<http://catalog.doane.edu/content.php?catoid=16&navoid=1333#Academic%20Integrity/Dishonesty%20Policy>

Disability resources. Students with disabilities substantially limiting a major life activity are eligible for reasonable accommodations in University programs, including this course. Accommodations provide equal opportunity to obtain the same level of achievement while maintaining the standards of excellence of the University. If you have a disability that may interfere with your participation or performance in this course, please meet with me to discuss disability-related accommodations and other special learning needs.

<http://catalog.doane.edu/content.php?catoid=16&navoid=1333#Access/Services%20for%20Students%20with%20Disabilities>

For information on **harassment**, please visit the website:

<http://catalog.doane.edu/content.php?catoid=16&navoid=1333#Anti-harassment%20Policy>

Expectations of students.

Your instructor expects the following from each student:

- Be inquisitive; think deeply and critically.
- Use previous knowledge acquired from coursework and life experiences when approaching every class assignment and classroom discussion.
- Work should reflect your absolute best effort.
- Be professional. Your actions and assignments should impress an employer or boss.
- Be an active participant in all classroom activities and discussions.

Automatic failure. A students' disregard for the communication policies, expectations, general course and/or institutional policies stated in this Syllabus, will be subject to an automatic failure of and dismissal from the course.

Course schedule. A Course Schedule will be provided for purposes of encouraging and supporting full accountability of each student to their own performance. Each student is highly encouraged to get organized early on and remain organized all the way through the term.

New York Times Subscription. Doane students now have access to the New York Times for free. I suggest registering for access using the following steps and then using it as an important reference throughout the semester.

- Visit **nytimes.com/grouppass** from a networked **computer on campus**
- Use your **Doane University email address** to create a free NYTimes account
- You have successfully created an account when you see the **START YOUR ACCESS** screen
- Now you can enjoy your subscription to NYTimes, INYT.com, and NYTimes mobile apps by logging onto your account from anywhere, even off campus

Instructor disclaimer. The instructor reserves the right to modify the Syllabus and/or the Course Schedule to meet the educational goals of the course and Doane University. Any changes will be shared with students in a timely manner.

Course Schedule

Week	Topic	Readings	Assignments	Due Dates
1	Introduction to Course Introduction to Dunham & Pierce Leadership Model	Course Syllabus Preface (Northouse)		March 12th
2 Quiz #1	Understanding Leadership; Recognizing Your Traits	Chs. 1 & 2 (Northouse)	Reflection #1	March 19th
3 Quiz #2	Engaging Strengths; Understanding Philosophy and Styles	Chs. 3 & 4 (Northouse)	Reflection #2	March 26th
4 Quiz #3	Attending to Tasks and Relationships; Developing Leadership Skills	Chs. 5 & 6	Reflection #3 Personal Leadership Philosophy (PLP)	April 2
5 Quiz #4	Creating a Vision; Establishing a Constructive Climate	Chs. 7 & 8	Reflection #4	April 9
6 Quiz #5	Embracing Diversity and Inclusion; Listening to Out-Group Conflict	Chs. 9 & 10	Reflection #5	April 16
7 Quiz #6	Managing Conflict; Addressing Ethics in Leadership	Chs. 11 & 12	Reflection #6	April 23
8 Quiz #7	Overcoming Obstacles	Chs. 13 (Northouse)	Reflection #7	April 30
9			Leader Profile Paper & Presentation	March 7