



DOANE UNIVERSITY SYLLABUS

Course Title	Topics in Leadership
Course Number	BUS-471-FX4 (Undergraduate) BUS-699-FX4 (Graduate)
Number of Credits	3
Course Dates	Winter 2018 Flex-Term (January 6 – January 12)
Instructor	Dr. Stephanie LaPuma, MBA, MAM
Email Address	Stephanie.lapuma@doane.edu
Office Hours/Availability	I am an adjunct professor, which means my hours of availability tend to vary day to day, however I am here for you. Please send me an email with BUS 609 in the subject line. I can answer your questions via email or if you wish, or we can have a phone conversation.
Phone Number	402-968-2656 cell phone: I do not accept text messages, because I do not have my cell phone with me all of the time.
Textbook Information: (e.g. title, edition, publisher, ISBN)	
Additional Course Materials	NA
Course Description	Leadership is the ability to influence a group of people towards a goal. In this course students will increase their own leadership capacities through feedback, reflection and practice. This course focuses on compelling issues and perspectives in leadership practice presented by outside speakers who are successful in business and organizational leaders. Students will use readings, presentations from leaders from the community, and reflection with success being paired with personal introspection. You need not be in a position of authority to take this course. Course deliverables include: active participation during

	presentations given by community leaders, your reflections and experiences around leadership.
Program Outcomes	
Course Learning Outcomes/Objectives	
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Topics might include:

Manager vs. Leader – Stephanie
 Strategic Planning – Annette Wolf
 Work Life Balance – Kara Meisinger
 Social/Emotional Intelligence
 Mentoring
 Generational Differences – Steve Rathman
 Trust
 Change Management – Deb Robinson
 Delegation
 Decision Making – Kevin Turgeon
 Cultural Awareness/Sensitivity – Pedro

Speakers Journal

Complete a daily reflection journal to describe and reflect on the speaker. You are required to compose 1-2 pages of well throughout reflections. Remember to use the research article that you used for the prework in your composition. Be sure to use APA formatting when composing your composition.

Questions to address:

What did you expect to learn from this speaker?

How did this speaker build upon previous knowledge?

What did you learn from this speaker?

How will you apply this information to future leadership opportunities?

Pework

Prior to each speaker you will need to prepare for the speaker by researching the topic of focus and then crafting three questions that you will ask the speaker. The research article must be from the Doane University Library and cannot be older than 2 years. The reason for this is that leadership topics are very fluid and constantly change. These questions need to be formulated keeping in mind the questions that you must cover when composing your Speakers Journal.

Panel Discussion

On the final day of class (Saturday) a panel discussion will be the focus. In preparation for the panel discussion you will need to compose 10 questions that will be asked of the panel members. You are not able to use any questions that you have used from previous speakers. You are expected to compose more complex questions that are based your new knowledge that you have gained from the speakers, and your research.

Course Schedule - PLEASE NOTE ALL TIMES ARE CST

Week or Module	Topic	Content	Due Date & Time
Day 1 – Sunday 1 pm- 7 pm	Manger vs Leader		
Day 2 – Monday 6 pm -9 pm			
Day 3 – Tuesday 6 pm -9 pm			
Day 4 – Wednesday 6 pm -9 pm			
Day 5 – Thursday 6 pm -9 pm			
Day 6 – Friday – No class meeting			
Day 7 – Saturday 9 am – 2 pm			

Grade Scale (Grade scale will be program specific. Please check with the applicable Program Director for this information.)

A=90%-100% B= 80-90% C= 70-80% D= 60-70% F= 59% or below

<p>Participation Policy</p>	<p>Readings: Each week, you will be assigned readings related to the week's topics. It is important to complete your readings before you begin your assignments for the week. Your instructor will be looking for a reflection of your understanding of the readings assignment in your completed assignments.</p> <p>Discussion Board: We will use the Discussion Board in Blackboard throughout every week as the primary forum for posting all assignments and commenting on each other's posts. After you post your initial response to an assignment, you will be asked to read your peers' Discussion Board posts and provide your Response to your peer's posts.</p> <p>Responses: In addition to your weekly readings, Discussion Board assignments, exercises, papers, and blog entries, you are required to read at least two of your peers' posted assignments and respond to the posts in the Discussion Board. A "Response" is a substantive comment of more than two sentences that includes, for example, reasons you agree or disagree with the comments, an explanation of your opinion, or an additional perspective that adds to and expands the discussion.</p> <p>Unless otherwise stated, you are required to post substantive comments to, at least, two of your peers' assignments for each assignment that is posted in the Discussion Board. Check in with the Blackboard Discussion Boards at least every other day to read unread posts and respond with meaningful and substantive comments when you can contribute to the conversation.</p> <p>A response such as "I agree" does not meet the assignment criteria. Each response should be written in Microsoft Word and include 8 – 10 structured sentences with appropriately noted references and sources. Use the 'spell-check' and 'grammar-check' within the Word program to check your work prior to posting. Within your responses to other students' postings, include the following:</p> <ol style="list-style-type: none"> 1. Reasons and detailed explanations as to why you agree or disagree with your peers' viewpoints 2. Any similar or different experiences and the outcomes that resulted 3. Other suggestions that should also be considered 4. Additional insight from outside research
<p>Study Time</p>	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.</p>
<p>Late Work</p>	<p>There are no make-up dates, extensions for the assignments, or exceptions to meeting assignment deadlines except for documented personal emergencies or special permission granted by the instructor in writing in advance of the missed deadline. Special permission must be requested in writing to the instructor at least two (2) days prior to the due date of the assignment. An approved late assignment will receive a minimum of a full letter grade reduction.</p>
<p>Submitting Assignments</p>	<p>Assignments are due according to the identified days within the course.</p>

Communication Policy including Assignment Feedback	<p>I will provide feedback on your submissions within 48 hours following the end of the assignment week. If there is deviation from that timeframe I will post information within the announcement section of the course.</p> <p>I will only send emails using the Doane University email and I expect that you will communicate with me via the Doane University email. If you have any questions at any time please feel free to reach out to me for assistance.</p>
Academic Integrity Policy	Add new University policy once final.
Academic Support	<p>Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support</p>
Disability Services	<p>https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.</p>
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	<p>Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.</p>
Syllabus Changes	<p>Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.</p>

COURSE POLICIES AND EXPECTATIONS FOR STUDENTS

Technology Requirements

You are required to have a stable internet connection throughout the course, no exceptions.

Social Media Guidelines – Post about others as you would have them post about you.

Know Copyright Laws

Always use a URL link when posting videos, full articles, etc. In other words, if you embed them on the site, be sure to provide sources and/or permissions.

Be Accurate

Always provide clear and consistent information based on research and fact.

Be Respectful

It's okay to disagree, but be polite and constructive in your manner. No defamatory or harmful information about any individual – including students, colleagues, faculty, or administrators will be tolerated and may result in removal of the violator at the discretion of the instructor. Not that any opinions expressed are your own, and communicate in a professional and appropriate manner, your instructor will likewise follow these guidelines. The instructor is not speaking on behalf of Doane University.

Safeguard Others' Privacy

When sharing authentic experiences, don't identify the location, names, job titles or any other personal information protected by state and federal privacy laws.

Extra Credit Opportunity.

No extra credit opportunities exist in this course.