

Spring 2019

Course: MGT 375 Leadership and Motivation

Credit: 4 Quarter Hours

Method of Delivery: eLearning (online)

Course Description: This course examines major leadership theories, leadership styles, characteristics of leaders and delegation; motivational methods and techniques useful to successful leadership. Students will develop and analyze profiles of successful leadership and test these profiles in field research.

Prerequisite(s): BUS 204 Principles of Management and PSY 140 Introduction to Psychology or SOC 100 Introduction to Sociology

Text(s) & Manual(s): The Art of Leadership 6th edition

Author(s): Manning and Curtis

Publisher: McGraw Hill

ISBN-13: 9781260140392

Text(s) & Manual(s): The Leadership Challenge 6th edition

Author: Kouzes and Posner

Publisher: The Leadership Challenge / Wiley

ISBN-13: 9780470651728

Materials Needed for this Course:

Additional Supplies: None

Hardware/Software and Equipment: Access to a computer

Topics:

1. Leading by challenging the process
2. Leadership through inspiring shared vision
3. Leadership through enabling others
4. Leadership through modeling the way
5. Synthesis of becoming a more effective leader
6. Leading by motivating yourself and others
7. Leading in a diverse world
8. Leading by setting examples and examining others

Learning Objectives: Upon completion of this course, the student will be able to:

1	Analyze the attributes of successful leadership styles
2	Illustrate skills to improve leadership skills
3	Contrast and compare leadership theorists

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4	Analyze the leadership skills both pro and con of an assigned person with well-established power
5	Understand and recognize the skills necessary for an effective leader
6	Conclude and support the link between leadership and motivation
7	Design and execute a survey instrument with a person of demonstrated power and authority

Midstate Grading Scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals,

books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- **Tutoring:** Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- **Writing assignment assistance:** This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- **Math, accounting, and computer skills (including file management).**
- **Test-taking techniques.**
- **Note-taking skills development.**
- **Study skills development.**
- **Time management.**

Instructor Information:

Instructor: Dr. Brian Young

Midstate e-mail: bjyoung@midstate.edu

Office Phone: 309-692-4092

Office Hours: Please call or email and make an appointment to avoid any schedule conflicts.

Policies and Procedures:

1. Late work: Late work is not accepted and will result in a zero percent on any/all late assignments. Only in extreme extenuating circumstances will late work be accepted (and even in such circumstances, the student has the responsibility to notify the instructor in a timely manner and seek approval for extensions). Even if extensions are granted, late penalties in grading will still apply at the discretion of the instructor.

2. All Writing Assignments: This includes, but is not limited to, papers, essays, projects, essay questions on exams, homework assignments, and summaries. These assignments will supplement the textbook, additional readings, and online lectures to further your understanding and application of course material. Assignments may be turned in online via Turnitin (our online plagiarism software). Late papers will not be accepted (see above policy on late work). I expect college-level writing, appropriate for the level of class this is, and

such writing will be will be graded on spelling and grammatical errors (run-on sentences, punctuation, etc) in addition to content.

3. Academic dishonesty: Cheating / plagiarism in any form will not be tolerated in this course and may result in the dismissal/suspension from the course/program/college. Do your own work! Not knowing the rules of plagiarism is not a valid defense. Check with me if you are not clear on what constitutes plagiarism.

4. Syllabi changes: The instructor reserves the right to change this syllabus at any time. Students will receive timely notice of all such changes via announcements made online in Moodle Rooms and/or via email.

Participation Requirements:

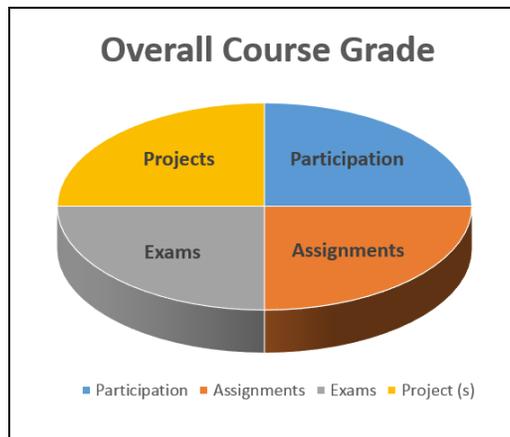
eLearning: In accordance with Midstate College policies, class material will be made available in our learning management system (Joule/Moodle Rooms) on Monday at 12:00 p.m. of each week and will remain available until the following Monday until 8:00 AM. This allows students one week to access the lecture and related material for that week's session, complete any assignments and/or assessments, and participate in the mandatory discussion and summary boards (see my discussion/summary requirements rubric in Moodle Rooms to ensure full credit in forums). Students must "submit substantial gradable work" in order to be marked as present for each week (see the Midstate eLearning policy on attendance in the student eLearning handbook). While each week extends from Monday at 12:00 PM to the following Monday at 8:00 AM, the instructor has the right to set due dates at their discretion within each week. For instance, **your initial discussion posts are due Thursday nights by Midnight**. Certain assignments, exams, and papers/projects may be due in the middle of the week at specified days and times.

Instructor's Grading Scale:

Participation (discussion/summary for online classes)	25%
Assignments (homework, case studies, etc)	25%
Exams & Quizzes	25%
Papers/Projects (Mini Essays, etc.)	25%

***Instructor will use the online Moodle Rooms gradebook for all students in the course.**

Please note that I use percentages so actual points per assignment are somewhat arbitrary. Often students see that my discussion/summary forums are five points each, whereas a homework assignment may be worth 100 points. On a point system, the discussion would have a much smaller effect on your grade than the assignment. However, on my percentage system, both of these tasks essentially have the same impact on the grade. Please see the chart below for a visual, and please reach out if you have any questions.



Barbara Fields Memorial Library:

Library Hours:

Monday – Thursday 8:00 a.m. – 8:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

Saturday 9:00 a.m. – 12:00 p.m.

Library Resources:

The Barbara Fields Memorial Library, located in Room 403 of the R. Dale Bunch Student Center, contains books, periodicals, and other materials to support the educational and cultural needs of students, faculty, and staff. Computers are available for student use during library hours.

The library also subscribes to several online research resources that give immediate access to digitized versions of professionally-published content such as books, journal articles, popular magazines and the like.

Research Guides:

Library guides are organized by subject that will give you access to all of the library resources like books, ebooks, reference materials, articles from subscription databases, business news and articles, company research, industry and economic data, tools for business & writing and citation help. *Plus* you'll find links to websites, videos, tutorials, and more!

Access the Business Research Guides at this location:

<http://midstate.libguides.com/business> or, follow the steps below:

1. Visit www.midstate.edu
2. Click on Library Resources at bottom of page
3. Click on "Click the Cloud!" (in light blue color in middle of page)

WEEK 1

Topics-

- Leading by challenging the process

Objectives-

- Analyze the attributes of successful leadership styles

Assignments-

- **Read** The Art of Leadership - Preface and Chapters 1 and 2.
- **Read** The Leadership Challenge – Chapter 1
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)

WEEK 2

Topics-

- Leading by setting examples and examining others

Objectives-

- Contrast and compare leadership theorists
- Analyze the leadership skills both pro and con of an assigned person with well-established power

Assignments-

- **Read** The Art of Leadership – Chapter 3
- **Read** The Leadership Challenge – Chapter 2
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)

WEEK 3

Topics-

- Leadership through inspiring shared vision.

Objectives-

- Illustrate skills to improve leadership skills

Assignments-

- **Read** The Art of Leadership – Chapters 4 and 5
- **Read** The Leadership Challenge – Chapter 3
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)
- **Wk 3 Quiz**
- **Wk 3 Leadership Mini Essay:** “Who has inspired a vision in your life?” (see online course for details)

WEEK 4

Topics-

- Leadership through enabling others

Objectives-

- Analyze the attributes of successful leadership styles
- Understand and recognize the skills necessary for an effective leader

Assignments-

- **Read** The Art of Leadership – Chapters 6 and 7
- **Read** The Leadership Challenge – Chapter 4
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)
- **Wk4 Case Study**

WEEK 5

Topics-

- Leadership through modeling the way

Objectives-

- Understand and recognize the skills necessary for an effective leader

Assignments-

- **Read** The Art of Leadership – Chapters 8 and 9
- **Read** The Leadership Challenge – Chapter 5
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)
- **Wk5 Leadership Mini Essay:** "How (someone) has demonstrated leadership through modeling the way." You should give clear examples, and your conclusion should include what you have learned about this process of leadership and how you can apply it to yourself and others. (see online course for details)

WEEK 6

Assignments-

- **Read** The Leadership Challenge – Chapter 6
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)
- **Midterm Exam**

WEEK 7

Topics-

- Synthesis of becoming a more effective leader
- Leading by challenging the process

Objectives-

- Design and execute a survey instrument with a person of demonstrated power and authority

Assignments-

- **Read** The Art of Leadership – Chapters 10 and 11
- **Read** The Leadership Challenge – Chapter 7
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)

WEEK 8

Topics-

- Leading by challenging the process
- Leading by motivating yourself and others

Objectives-

- Conclude and support the link between leadership and motivation

Assignments-

- **Read** The Art of Leadership – Chapters 12 and 13
- **Read** The Leadership Challenge – Chapter 8
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)
- **Wk8 Leadership Mini-Essay:** TBA (To Be Announced: See online course for details)

WEEK 9

Topics-

- Leading in a diverse world

Objectives-

- Understand and recognize the skills necessary for an effective leader

Assignments-

- **Read** The Art of Leadership – Chapters 14 and 15
- **Read** The Leadership Challenge – Chapter 9
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)
- **Wk9 Quiz (Chapters 10-15)**

Week 10

Topics-

- Leadership through enabling others
- Leadership through modeling the way

Objectives-

- Contrast and compare leadership theorists

Assignments-

- **Read** The Art of Leadership – Chapters 16 and 17
- **Read** The Leadership Challenge – Chapter 9
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)

Week 11

Topics-

- Leading by setting examples and examining others

Objectives-

- Design and execute a survey instrument with a person of demonstrated power and authority

Assignments-

- **Read** The Art of Leadership – Chapters 18 and 19
- **Read** The Leadership Challenge – Chapter 10 and 11
- **Complete** weekly discussion and summary, assignments, and/or additional deliverables assigned by instructor (See online course in Moodle for details)

Week 12

Assignments-

- **Read** The Art of Leadership – Chapter 20
- **Read** The Leadership Challenge – Chapter 12
- **Final Exam**