

**LEAD 305**  
**Introduction to Leadership: Concepts and Practices**

**Term:** Spring II 2022

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**Office:** Online, Zoom, phone. Please contact instructor via phone or email to schedule an appointment. Additional questions and comments can be sent through Blackboard message.

**Course Number:** LEAD 305

**Course Title:** Introduction to Leadership: Concepts and Practices

**Semester Credit Hours:** 3

**Course Description**

This course is designed to provide a basic introduction to leadership by focusing on what it means to be a good leader. Emphasis in the course is on the practice of leadership. The course will examine topics such as: understanding leadership; recognizing leadership traits; engaging people's strengths; understanding philosophy and styles; attending to tasks and relationships; developing leadership skills; creating a vision; establishing a constructive climate; listening to out-group members; handling conflict; addressing ethics in leadership and overcoming obstacles. Students will assess their leadership traits and skills to improve their own leadership performance.

**Course Delivery Method**

Web-based

**Required Textbook**

Northouse, P. G. (2021). *Introduction to leadership: Concepts and practices* (5th ed.). Sage Publications Incorporated.

[ISBN#: 978-1-5443-5159-9 paperback] [ISBN#: 978-1-5443-5161-2 ePub}

**NOTE: The 5th edition is necessary. If you are unable to obtain the text prior to third week of classes, contact the instructor.**

**Additional Resources**

APA Manual 7th Edition:

American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style*.

<https://apastyle.apa.org/instructional-aids/handouts-guides>

Purdue Owl:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

**Student Learning Outcomes**

1. Students will synthesis their individual potential leadership philosophy, traits, skills, behaviors, and develop a leadership portfolio through chapter assessment questionnaires and exercises.
2. Students will analyze an understanding of the fundamental ways leadership is practiced in on-going organizations by composing questions to case studies and responding to discussion board questions.
3. Students will interpret fundamental leadership practices relevant to contemporary organizations by composing an ethical dilemma paper.
4. Students will enhance their writing skills by comparing and contrasting different leadership approaches.

### ASSIGNMENTS & ASSESSMENTS

All assignments and exams will be submitted via Blackboard. Only Word or PDF documents will be accepted. Email assignments will not be accepted. All due dates are posted in Blackboard under *Save the Due Dates*. Assignments submitted after due dates may not be accepted unless the instructor was contacted 48 hours before the assignment deadline. Only university excused absences will be accepted for tardiness of assignments. Documentation may be required. Instructor reserves the right to change assignment due dates as needed. Grading rubrics will be provided in Blackboard for evaluation of all assignments.

A questions and answers document has been created to help students understand course and portfolio expectations. Students may read the syllabus, Q&A, and save the date documents several (at least three times) to make sure they fully understand course expectations and deadlines clearly. Students are encouraged to contact the instructor with any questions regarding assignments, lecture content, and/or any other questions regarding the course.

**Syllabus Pop Quiz (10 points):** See exams tab. To be completed before the Census date.

**Student Introduction (10 points):** See discussion board.

**Discussion Board Questions (20 points):** There are four discussion questions valued at 5 points each. The student will participate in an ongoing discussion using the Discussion Board tool in Blackboard. Since our meeting time is online, discussion board questions and responses will be submitted online. Posts and responses are due by the due date. No credit may be given for past due responses. Students will receive full credit for coherent sentences, proper grammar, and quality philosophical content. Please avoid choppy sentences and statements such as “I agree with you.” The original post by the student must be 250 words and aligned with content listed in the prompt (content and questions) per the discussion board instructions. Responses in reply to classmates’ posts should be a minimum of 50 words and free of spelling and grammar errors.

**Case Study (60 points):** There will be a total of four case studies valued at 15 points each. Student will submit a case study from an assigned chapter from the text, *Introduction to Leadership: Concepts and Practices*. The case study is designed to help the student understand how to become a better leader and contrast different leadership styles. After each case study, prolific questions are provided in the textbook to help the student analyze the case study using

ideas and practices presented in each chapter. Each case study will be submitted in Blackboard. Each case study must meet the following requirements: minimum of 350 words, appropriate header and title, free of spelling and grammar errors; and, submitted as PDF or Word document.

**Leadership Profile Portfolio (50 points):** Each student will complete a leadership questionnaire throughout the semester to assist them in assessing their potential leadership philosophy, traits, skills, and behaviors to develop a leadership portfolio. The student will assemble a Leadership Portfolio consisting of four parts in PDF or Word document. A cover sheet may be included before each section and formatting according to APA as closely as possible. The sectional cover pages do not need to include your name; only the title of the section. This document will be submitted as one assignment and should be formatted according to the following below.

***Formatting of Portfolio***

1. APA Title Page (Student's name, etc.)

2. **Section I: Journal Entries.**

There will be a total of 12 Journal Entries (this will be included in the portfolio). Each chapter questionnaire, observational exercise, reflection/action should be labeled as Journal Entry #1, #2, etc. The student is encouraged to complete each Journal Entry after each chapter to maximize learning and growth as well as to ensure the assignment may be completed successfully. For each Journal Entry, prepare a synopsis of 2-3 paragraphs of your (the student's) leadership profile results based on the chapter questionnaire, observational exercise, reflection/action. Consider: What did you (the student) learn about yourself from this process?

3. **Section II: Personal and Professional Mission Statements.**

Include Personal and Professional Mission Statements and goals to accomplish both mission statements.

4. **Section III: Pictures.**

The purpose of the picture page is to articulate the type of leader the student aspires to become through visual media.

5. **Section IV: Closing Thoughts.**

Include 1-2 paragraphs about how this assignment has assisted you (the student) in your leadership journey and how you will continue to accomplish your mission.

- Each student is encouraged to be creative with this project. It is encouraged for the student to use this information to inform professional evaluations or professional interviews.
- Correct grammar, APA style, and good writing mechanics will only be accepted. A cover sheet for each section may be included. Again, creativity is encouraged as this project is for the student's benefit of learning and reflecting about their leadership styles, traits, and abilities.
- The paper should be saved as a Word or PDF file and submitted via Blackboard.

**Ethical Dilemma Paper (50 points):** Student will prepare a 2-4 page paper on how ethical dilemmas can influence the student as a leader. A cover sheet does not count as one of the 2-4 content pages. Each paper should **define ethics in the student's own words; the importance of ethics; how decision making can impact one's ethical leadership journey; and, include 2-4 scholarly references from leadership articles or other scholarly sources.**

- Please contact the A&M-Texarkana Library for assistance in using the library online and locating scholarly articles.

- Need help with APA? See Purdue Owl and APA websites and/or APA manual (listed in required texts and additional resources on this syllabus).
- Paper will be graded on correct grammar, spelling, APA style, and good writing mechanics. The paper is to be submitted via Blackboard in PDF or Word document.

**Assessments (200 points) (Mid-Term Exam 100 points; Final Exam 100 points):** The Mid-term will cover Chapters 1-7, and the Final Exam will cover Chapters 8-14. Exams will consist of 40-50 true-false and multiple-choice questions covering text and reading assignments. Exams are not comprehensive, but will cover the assigned chapters. Exams will be available in the Blackboard program at designated times and will have time limits. 200 points (100 points for each exam).

## **EVALUATION AND GRADING**

### **Methods of Evaluation**

*Syllabus Pop Quiz	10 points
Student Introductions	10 points
Discussion Board (Four @ 5 points each)	20 points
Case Study (Four @ 15 points each)	60 points
Mid-Term Exam	100 points
Final Exam	100 points
Leadership Profile Portfolio	50 points
Ethical Dilemma Paper	50 points

**Total Points: 400**

\*Please see online course participation policy in the syllabus. This Syllabus Pop Quiz must be completed by the Friday of the first week of class or the student will be dropped.

### **Grading Scale**

A = 90-100%   B = 80-89%   C = 70-79%   D = 60-69%   F = 0-59%  
 A: 400-360   B: 359-320   C: 319-280   D: 279-240   F: 239 or below

## **CLASS POLICIES**

### **Student Participation**

Online participation is required for this course. Be prepared and participate in every discussion. Submit assignments on-time. The student's interpretation of the reading material assigned and feedback to other students in small group discussions are an important part of the learning process as it also facilitates active and productive learning and engagement with the class and material. Please contact the instructor with any problems with online activities. The student must have appropriate access to computer, program, and technology to ensure success in the course, please see technology requirements and assistance information below.

In this course students are to conduct professional, correct grammar, and respectful dialogue. Passionate discussion is encouraged, as done so respectfully. The consequences of inappropriate and disrespectful content will lead to removal from course. Email the instructor in a professional manner at all times. For example, do not e-mail the instructor as if you are sending a text message to your friends or in all capital letters. Please review content from *Netiquette* by Virginia Shea (<http://www.albion.com/netiquette/corerules.html>).

### **University Participation Policy**

Students are responsible for beginning their participation on the FIRST CLASS DAY by logging on and completing assignments according to the COURSE CALENDAR. Failure to submit online assignments between the first day of classes and the University census date (according to the University schedule) will result in an ADMINISTRATIVE DROP from the course. Please note that the student needs to complete the syllabus pop quiz assignment online during the first few days of the course.

### **Communication**

Email and phone are the primary methods of communication for this course. Additional communication may be submitted through Blackboard messages. Students with questions, or in the event of an immediate problem or emergency, should contact the instructor at [marlenabcoco@gmail.com](mailto:marlenabcoco@gmail.com).

### **Library/Media Resources Assessment**

The student is required to use the University library for additional research for assignments. Please contact the John F. Moss Library at 903-223-3100 for library access and questions.

### **Technology**

The student must have appropriate access to computer, program, and technology to ensure success in the course, please see technology requirements and assistance information below.

## **TEXAS A&M UNIVERSITY-TEXARKANA POLICIES**

### **A&M-Texarkana Email Address**

Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

### **Students with Federal Loans and/or Grants**

Students who have federal loans and grants must be aware that participation is monitored in online courses. In the event a student withdraws from a course the student will be required to refund all federal funds prorated from the last date of participation. A student's last access to

Blackboard would not suffice as participation. The required weekly activity could include a comment to a blog, a discussion board posting, a journal entry, a quiz or exam, a submitted assignment, or other measurable and tracked activity.

### **Disability Accommodations**

Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

### **Academic Integrity**

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog.

### **Drop Policy**

To drop this course after the census date, a student must complete a Drop/Withdrawal Request Form, located on the University Registrar's webpage or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email ([Registrar@tamut.edu](mailto:Registrar@tamut.edu)), mail (7101 University Ave., Texarkana, TX 75503), or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

### **Student Technical Assistance**

Solutions to common problems and FAQ's for your web-enhanced and online courses are found on the [Online Student Training page on our website](#). If you cannot find your resolution there, you can submit a support request by contacting the IT HelpDesk.

- Email: [isite@tamut.edu](mailto:isite@tamut.edu)
- Phone: 903-334-6603
- Submit a Support Request Ticket: <http://helpdesk.tamut.edu/portal>
- Blackboard help for students: <https://help.blackboard.com/Learn/Student>

### **Technical Requirements**

The following are the minimum computer requirements for online learning: A computer capable of handling streaming video. A mid-range multi-core CPU should be adequate. A sound card. A high speed internet connection preferably directly connected to the computer via a hard-wired Ethernet connection rather than wirelessly connected.

Virus and adware protection software. Microsoft Word, minimum version 2007 or above.

Mozilla Firefox browser available free (<https://www.mozilla.org/en->

<US/firefox/new/?scene=2#download-fx>). The most recent versions of Java, Flash, QuickTime, Adobe Reader, and Shockwave. You can check this in the Firefox browser by visiting <https://www.mozilla.org/en-US/plugincheck/>. Please note: some instructors may require the use of a headset with microphone and/or a webcam. If so, the cost of these items is not included in your course fees and will need to be acquired at your own expense.

### **Blackboard Mobile for iOS and Android Devices**

Android and iOS devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below. The Blackboard Mobile App provides limited access to courses, including the ability to read and contribute to discussions, check grades and announcements, access content, read and comment on blogs, reflect in journals, link to your personal Dropbox, and receive push notifications when courses are updated. Limited course features may also be available via your mobile device's browser; however, your mobile device does not replace your personal computer and should not be used as a substitute for one. High stakes assignments, tests, etc. should be completed on your personal computer, and not on your mobile device.



*\*If necessary, the instructor reserves the right to change or modify syllabus to meet course objectives. \**