

Leadership in Organizations
LSTD 3613 806
March 11, 18, 25, April 1, 8, 15, 22, 29, 2008
5:30-7:30 pm
Rose State College
Tom Steed Center – Room 203

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Unit Overview

This course introduces students to the major issues, theories, and concepts related to both the study and application of leadership. We will examine leadership at both the individual and organizational levels. Learning methods include lectures and discussions, experiential analysis and self-assessments, individual and team projects.

Unit Objectives

By the end of this class, students should

- be able to describe leaders and followers, leading and following, leadership and followership; and have the ability to relate these concepts to a variety of organizational settings;
- know the general history of leadership research and the major theories that have developed from that research;
- know how and when to apply the scholarly leadership research to the experience of everyday leadership situations; and
- develop specific skills that will assist in their personal growth as leaders in society.

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• **Required Texts**

- Daft, Richard L. (2008). The Leadership Experience (4th edition). United States: Thompson Southwestern. ISBN-10: 0-324-53968-1. ISBN-13: 978-0-324-53968-4.
- Machiavelli, Niccolo. (1998). The Prince. Translated by Harvey C. Mansfield. Chicago: The University of Chicago Press. ISBN: 0-226-50044-6.

Grading and Due Dates

Specific information related to grading and assignment due dates is available on the class D2L web-site. You will have access to the site once you enroll in the course.

General Course Requirements

This section provides a rough outline of the types of assignments required in this course. Detailed instructions for each assignment are available on the class D2L web-site. You will have access to this web-site after you enroll in the course.

Class Participation

Each class session will include a combination of lecture and discussion sessions, as well as an in-class activity. In addition, each week will feature an on-line discussion topic. You are expected to actively participate in both the on-site and on-line discussions and activities.

On-Line Assessments

During weeks one through five, you will complete a series of on-line assessments designed to demonstrate your understanding of the course material, in particular of the reading assignments.

Individual Presentation

Each student will facilitate a brief discussion over select topics from the Daft textbook.

Group Project

In the second half of the course you will work with your group members to prepare a presentation based on specific chapters from Machiavelli's *The Prince*.

Course-Spanning Case Study Project

Throughout the course, you will complete a series of assignments that leads to the completion of your final research paper – the analysis of a specific leadership case study. Specific components of this project include: preparing an initial summary of your proposed research topic, preparing a preliminary bibliography and outline of the research paper, preparing a rough draft of the paper, preparing a power-point presentation of your research, and preparing the final version of your research paper.

Grading Procedures

Remember that it is your responsibility to maintain ongoing communication with your faculty member(s). If you need to miss a class (on-site) or if you are going to be delayed in submitting unit assignments (online), you should contact your faculty

member to let them know your situation. Faculty members are not obligated to initiate contact with you before assigning final grades. If you have several absences (on-site classes) or outstanding or late assignments, your grade may be seriously impacted.

Students in our online courses who do not contact their faculty member, or who fail to submit assignments within four weeks from the beginning of the course, are subject to a grade of “Administrative Withdrawal.” The grade of AW is given for students who never submit work, and who never contact their faculty member. The “AW” is a permanent grade that does not impact your grade point average. In most circumstances, the “AW” can not be challenged, and you will be required to retake and repay for the course to receive credit.

The grade of “AW” may have an impact on your financial aid award, so if you are receiving financial aid, you must make sure you are submitting your assignments in a timely fashion.

Students will submit assignments to the learn.ou.edu drop box. Assignments will be graded, with comments, and grades sent directly to the student’s e-mail address. Privacy will be maintained, and student grades will not be publicly posted. This course is letter graded.

Completion Policy

The College of Liberal Studies expects students to complete all assignments to earn a grade in a given course.

Incomplete (“I”) Policy

For sufficiently extenuating circumstances a student may receive a grade of “I” and receive an extension to complete. To receive a grade of “I” the student must satisfactorily complete a minimum of one-half of the course work, have a legitimate reason for not being able to complete the work during the normal time frame, request from the instructor a desire to receive an Incomplete grade via submitting a request for an “I” and a plan to the instructor about how and when the work will be completed. If the student receives a grade of “I” the instructor will indicate to the student, and to the Office of Academic Records via the official OU grade sheet, what

must be done to complete the course and set a time limit appropriate to the circumstances, however, the time allowed may not exceed one calendar year. If the course has an associated Web site and the Web site has changed before the student starts work on the Incomplete, the student will contact the faculty member and the faculty member will develop comparable assignments based on the current Web site. If books have changed in the course, the faculty member should be willing to develop assignments based on the books that the student has so the student will not have to buy new books. If by the end of the year, no change in grade has been submitted, the grade of “I” will become permanent on the student’s record. If the student wants to re-enroll in the course they may, and they will need to pay full tuition and fees for the enrollment. History tells us that the longer an Incomplete goes unfinished the less likely it will ever be completed at all. The College recommends that the student remedy their incomplete grade before the start of the next semester.

If you have submitted no work, or less than half of the course assignments, you should not expect to receive a grade of “I” You will receive either an “AW” or a failing grade. Students will make arrangements with the instructor to complete coursework. Work submitted within four weeks of the final course date will be accepted without negative consequences to the grade; work submitted to remove the “I” after four weeks will have consequences to be determined by the professor. Grades of “I” must be completed within one academic year.

Procedures for Submitting Work

Students will utilize the <http://learn.ou.edu/> drop box to submit all work to their professor for the course. Some courses also require students to post work on <http://learn.ou.edu/>.

Academic Integrity

The University of Oklahoma Academic Misconduct Code
<http://www.ou.edu/provost/pronew/content/integritymenu.html>

1.1 BASIC PRINCIPLE OF HONESTY

Honesty is a fundamental precept in all academic activities, and those privileged to be members of a university community have a special obligation to observe the highest

standards of honesty and a right to expect the same standards of all others. Academic misconduct in any form is inimical to the purposes and functions of the university and therefore is unacceptable and rigorously proscribed.

1.2 DEFINITIONS

1.2.1 Academic Misconduct. Any act that improperly affects the evaluation of a student's academic performance or achievement. The following terms illustrate but do not delimit or define academic misconduct.

- a. Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;
- b. Plagiarism: the representation of the words or ideas of another as one's own, including:
 1. direct quotation without both attribution and indication that material is being directly quoted, e.g. quotation marks;
 2. paraphrase without attribution;
 3. paraphrase with or without attribution where the wording of the original remains substantially intact and is represented as the author's own;
 4. expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;
- c. Fabrication: the falsification or invention of any information or citation in an academic exercise;
- d. Fraud: the falsification, forgery, or misrepresentation of academic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery or misrepresentations of other academic records or documents, including admissions materials and transcripts; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;
- e. Destruction, misappropriation or unauthorized possession of university property or property of another;
- f. Bribery or intimidation;
- g. Assisting others in any act proscribed by this code; or
- h. Attempting to engage in such acts.

Accommodation for Special Needs

The College of Liberal Studies is committed to making its activities as accessible as possible. The college and the university provide a range of special services for those with disabilities. Any student in this course who has a disability that may prevent her or him from fully demonstrating her or his abilities should contact [Frank Rodriguez](#), Coordinator of Undergraduate Programs and Enrollment Management, as soon as possible to discuss accommodations necessary to ensure full participation and to facilitate this educational opportunity.