The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Course Syllabus  

Course Title:  
Seminar in Leadership in Organizations  

Course Number:  
HR 5033-223  

Course Description:  
This course is designed to explore the conceptual, research, and practical aspects of leadership and  
leadership development.  

Class Dates, Location and Hours:  
Dates: March 24-29, 2015  
Location: Classes held at Building 2784, Room 301, Kapaun Air Station on Vogelweh Air  
Base.  
Hours: Tue-Fri 6:00-9:30 pm; Sat-Sun 8:30 a.m.-4:30 p.m.  
Last day to enroll or drop without penalty: February 23, 2015  

Site Director:  
Tiffany Winfield. Assistant: Taylor Austin. Phone: DSN 480-6807, Civilian 06371-47-6807; Fax: 06371- 479839; E-mail: apramstein@ou.edu  

Professor Contact Information:  
Course Professor: Susan Smith Nash, Ph.D  
Mailing Address: 1108 Westbrooke Terrace  
Norman, OK 73072  
Telephone Number: (405) 314-7730  
Fax Number: (405) 310-6617  
E-mail Address: susan@beyondutopia.com  
Professor availability: The professor will be available via e-mail to students before and after the  
class sessions. On-site office hours are half an hour before and after each  
class session, by appointment.  

Textbook(s) and Instructional Materials:  
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK,  
and can be ordered online, by phone, by email, or by fax. Ordering online at www.oklahoma.bkstr.com is  
strongly recommended – students can track the status of their order within 48 hours. If an order has not  
been shipped within three days, students can contact the Follett textbook manager by phone (405) 325- 3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook  
manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday  
through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m.  
to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text  
prices are available online.  

9781452203409.  

Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become  
necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds  
only for texts purchased through Follett.
Course Objectives:
To explore the conceptual, research, and practical aspects of leadership and leadership development in a variety of organizational settings, including for-profit and nonprofit organizations.

Assignments, Grading and Due Dates:
1. Read the required textbook prior to the first day of class.
2. Based on the readings from the textbook and your personal knowledge and experience with leadership, write a 3-4-page report explaining your personal philosophy of leadership. **Due Date:** You must turn in this assignment on the first night of class.
3. Search in the literature base for two (2) separate scholarly pieces of work involving concepts of leadership. These materials may be from referenced journals, books or monographs.
4. Using the results of the literature search, you are required to write a mini-report on both scholarly pieces. In total, your report should be between five to seven pages long. In each mini-report, give a brief discussion of the points raised (no more than one page) and then analyze the points using the concepts of leadership covered in the textbook. You may, for example, explain why these points make or do not make sense to you, the logic or completeness of their arguments, and the potential implications of these concepts for your experiences with leadership. This exercise is calling for your analysis of the points rather than a journalist account of the article. **Due Date:** This assignment will be due on the last day of class and will be presented in class.
5. Write a paper based on an eye-ball account (real life account) of an aspect of leadership or organizational development in any organization (e.g. business, military, state or federal educational agency, and college or university). Your report should be between 6-10 double-spaced pages. This exercise, in essence, serves as your final exam and will be **due on the last day of class.** You are encouraged to address the following points.
   a. Who are these leader(s), what positions do they hold, and who are their followers?
   b. What do you think makes them leaders? Do their followers feel the same way?
   c. What is their philosophy of leadership?
   d. What traits or characteristics of them do you find interesting or effective in their exercise of leadership? What do you find are their undesirable traits?
   e. Are there certain actions or behaviors you think are particularly innovative or effective?
   f. How do they deal with problems related to situational leadership? Explain how they adjust their leadership strategies with their followers and vice versa, how problems are resolved, and the effectiveness of their actions.
   g. What are their strengths and weaknesses of their leadership style or behavior? What could they have done better?
   h. What lessons can be drawn from your examination, and what are the implications of these for other organizational settings?

Grading:
This is a letter-graded course: A, B, C, D, or F. The criteria for your final course grade are as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly Writing in Items 2 and 4</td>
<td>Item 2: First night of class Item 4: Last day of class and presented in class</td>
<td>40</td>
</tr>
<tr>
<td>Scholarly Writing in Item 5</td>
<td>Last Day of Class</td>
<td>40</td>
</tr>
<tr>
<td>Quality of Participation in Group Presentations and Open Class Discussions</td>
<td>During Class</td>
<td>20</td>
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</tbody>
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Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc…; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA

Susan Smith Nash, Ph.D.

Education

- 1996  Ph.D., University of Oklahoma – English, Outstanding Ph.D. Dissertation Award
- 1989  M.A., University of Oklahoma – English
- 1981  B.S., University of Oklahoma – Geology (Minor – Business)

Current Positions

- Director of Education and Professional Development, American Association of Petroleum Geologists (AAPG), Tulsa, OK  http://www.aapg.org
- Advanced Programs Professor since 2001
- Vice President, Victoria Resources, Norman, OK

Past Positions

- Associate Dean, Liberal Arts, Excelsior College, Albany, NY
- Programs Director, University of Oklahoma College of Continuing Education
- Director of International Projects, University of Oklahoma College of Liberal Studies
- Director of Online Curriculum Development, University of Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5110 The Literature of Leadership
- HR 5110 Leadership in Difficult Times
- HR 5100 Graduate Research and Writing for Human Relations

Major Areas of Teaching and Research Interest

- Leadership, Online Instruction, International Strategies for Development, Literature, Translation, Cultural Understanding
- Technical Projects/Programs Developed and/or Managed: Small business and producer solutions for small, multipoint retail, marketing, production
- Developing interface, curriculum, and system for online university courses, avoiding third party turnkey solutions, but focusing on proprietary, in-house, cost-effective and easy-to-implement solution. Low startup costs. High return on investment, cash flow.
- Developing curriculum, interface, and delivery philosophy with subject matter experts for university-level online courses in private, public, and corporate university settings.
- Online courses developed, with faculty training tutorials including the following courses:
  - E-catalog interface, with third-generation relational database integration, with automated point-of-sale relating to logistics coordination, packaging, and production scheduling.
  - Sales and anticipated demand production scheduling for inter- and intranet applications for chemical (pigment and synthetic rutile) producer
  - Integrated logistics coordination for economies of scale for small and medium-sized producers; shipping, packaging, cold storage, warehousing, etc., for use in South America and U.S.
- International Economic Development Programs:
  - Packaging and Brand Image, March 2001 (Azerbaijan)
  - Private Sector Strengthening Mission, Fall 2000 (Azerbaijan)
  - Best Practices for the Use of Internet-based Educational Programs in Developing and Transitional Economies (for Universidad Autonoma, Guadalajara, Mexico, Universidad el Bosque, Bogata, Colombia)
  - English/Cultural Center Curriculum and Program Design, January 2000, (Cuidad del Este, Paraguay)
Representative Publications and Presentations

More than 75 articles and columns on distance learning and leadership, and more than 100 reviews, short stories (in the original Spanish and English), and poems (in the original Spanish and English) have been published in journals in the U.S., France, Germany, Japan, Australia, India, Azerbaijan, Paraguay. Poems have been translated in Russian, Bengali, and French.

Books:


Book Chapters:


Articles:

• "Assistive Technologies: Accessing Voice and Selfhood in an Age of Digital Technologies" *Feminist Cyberspaces* (Winter 2011)


• "E-Learning and the Geoscientist" *The Correlator*. AAPG Division of Professional Affairs. 1st Quarter, 2011: http://dpa.aapg.org/correlator/e_learnQ111.cfm


• Review of Ana Merino’s Cell Mate” World Literature Today. Winter 2009
• “On Jerome McGann’s The Point is to Change it: Poetry and Criticism in the Continuing Present” Talisman, Spring 2009
• “Subjectivity in Second Life: Enactments in the Space Between the Real and the Virtual” Talisman. Fall 2008
• Journal of Issues in Informing Science and Information Technology (IISIT), pages 811-818. It is also listed in the Proceedings of the 2007 Informing Science and IT Education (InSITE) conference
• “Pedagogically optimizing the use of weblogs and podcasts for maximum effectiveness in online and hybrid learning.” with Sabrina Johnson-Taylor. U.S. -China Forum on Distance Education. April 2006.

Short Fiction, Creative Non-Fiction, Poetry:


Edublogs and Online Journals:

• edublog: E-Learning Queen ([http://www.elearningqueen.com](http://www.elearningqueen.com)) – theoretical articles, along with numerous online interviews with innovators and leaders in e-learning. E-Learning Queen has been widely recognized by educators and distance learning providers as a source of high-quality and up-to-date information on online learning, mobile learning, and new trends and technologies.

Papers Presented at Conferences:

• "Wimba and Blackboard Mashup Tools: Incorporating technology that promotes interactivity and student retention." Troy University E-Campus E-Colloquium, April 13, 2011.
• “Knowledge Transfer in the Multi-Generational Workplace,” AAPG MidContinent Section Conference, Tulsa, OK, October 12, 2009.
• “Avoiding Information Silos in the Distributed Workplace,” AAPG MidContinent Section Conference, Tulsa, OK, October 12, 2009.
• “Educational Uses of Mashups” (Keynote Speaker.) New Media Consortium Spring Symposium. April 3, 2008.
• “Quality in an E-Learning Course Featuring Mobile Learning,” 18th Annual Conference on Teaching and Learning, Jacksonville, FL, April 5, 2007.
• "Leadership and the Strategic Plan" co-presented with George Timmons, at presented at Sloan-C, The Eleventh Sloan-C International Conference on Asynchronous Learning Networks, "The Power of Online Learning: Mobilizing to Expand Community” November 16-18, 2005. (Sloan-C audience evaluation rating 4.6 out of 5.0)
• "Saving Face through Story: Paraguayan Myth and Folklore." presented at AGLSP - Association for Graduate Liberal Studies Programs Conference, October 2005, Minneapolis, MN.

Representative Honors and Awards Received

Many commendations and awards for initiatives and programs that promote democracy and democratic processes:
• International Who’s Who (Europa Biographical Reference Series), 2000 – present
• Trubar Translation awards to Texture Press to support publication of Slovenian literature: 2000 – 2011.
• ICEM / RIMA, Quebec City, Quebec – March 2004.
• Outstanding Faculty Teaching Award – The University of Oklahoma, April 2002, The University of Oklahoma.
• Trubar Fund (Ljubljana, Slovenia) – Travel grant to attend the Vilenica Literary Festival, Lipica, Slovenia.
• Oklahoma Fund for Poetry, January 2001, for Flyover States of Mind. Published by Light and Dust Books, Kenosha, WI.
• Outstanding Staff Award, February 2001, University of Oklahoma College of Continuing Education. Outreach Collaboration Award in Recognition of Unique and Extraordinary Collaborative Efforts for the BLS Internet-Guided Independent Study Program, University of Oklahoma, January 25, 2001.
• Outstanding Professional Staff Award, University of Oklahoma College of Continuing Education, 2001.
• Superior Teaching Award, University of Oklahoma College of Liberal Studies, 2000.
• Contemporary Authors Biography Series (Gale Research).
• Reconocimiento – Bio-ethics Initiative – Universidad el Bosque, Bogota, Colombia, 1999.
• Outstanding Achievement Award 00 Centro Cultural Paraguayo Americano and the Asociacion Paraguaya de Profesionales Graduados en USA – 1999.

Synergistic Activities: Grants & Research

• Recipient of Publications Grant / Award for E-Learning Queen (http://www.elearningqueen.com) from the Open Source Arts and Letters Initiative (OSALI).
• Principal Investigator -- RPSEA Technology Transfer. April 2010
• OpenCourseware: $30,000 from AAPG Foundation: Role Principle Investigator.
• OpenCourseware: $30,000 from AAPG Foundation: Role Principle Investigator.
• Numerous grants and awards, including Ford Foundation (principle investigator), Trubar Fund (Slovenia – publications grant), Paraguayan Ministry of Navigation and Ports, University of Oklahoma Outstanding Teaching award; University of Oklahoma Outstanding Dissertation
• American Association of Petroleum Geologists: Education Committee Advisory Board Member (2004 – present)
• Board of Directors, VOCA Foundation, a division of ACDI-VOCA. Economic development, with focus on agriculture and energy. Washington, DC. 2006 – present.

Memberships:

• American Association of Petroleum Geologists (Active Member); Energy Minerals Division.
• Modern Language Association. Active Member.
• American Society for Training and Development. Active Member.