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

Course Title:  
Leadership in Organizations

Course Number:  
HR 5033-101

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: July 20-22 & 27-29, 2012  
Location: 3281 Sheridan Road, Fort Sill, Oklahoma.  
Hours: Fri 5:30-9:00 p.m., Sat 9:00 a.m.-5:00 p.m.; Sun 12:00-4:00 p.m.  
Last day to enroll or drop without penalty: June 21, 2012

Site Director:  
Anita Bailey. Phone: 580-355-1974; Fax: 580-351-9674; E-mail: apftsill@ou.edu

Professor Contact Information:  
Course Professor: Chan M. Hellman, Ph.D.  
Mailing Address: OU-Tulsa  
4502 East 41st Street  
Tulsa, OK 74135  
Telephone Number: 918-660-3484  
Fax Number: 918-660-3490  
E-mail Address: chellman@ou.edu  
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 Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-7140 (outside the U.S.).


Note: The Follett/AP Bookstore 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 the Follett/AP Bookstore.
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. You are encouraged to address the following points:
   - Who are these leader(s), what positions do they hold, and who are their followers?
   - What do you think makes them leaders? Do their followers feel the same way?
   - What is their philosophy of leadership?
   - 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?
   - Are there certain actions or behaviors you think are particularly innovative or effective?
   - 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.
   - What are their strengths and weaknesses of their leadership style or behavior? What could they have done better?
   - What lessons can be drawn from your examination, and what are the implications of these for other organizational settings?

This exercise, in essence, serves as your final exam and will be due on the last day of class.

Grading: This is a letter-graded course: A, B, C, D, or F.

The criteria for your final course grade are as follows:
- 40% is based on your scholarly writing in items 2 and 4 above;
- 40% is based upon your writing in item 5 above.
- 20% based on the quality of your participation in group presentations and open class discussions.

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. 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 Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your 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.

Copyright

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

Chan Hellman, Ph.D.

Education


Current Positions

- Associate Professor – Department of Human Relations, The University of Oklahoma.
- Assistant Department Chair – Department of Human Relations, The University of Oklahoma

Frequently Taught Advanced Programs Courses

- Research in Human Relations
- Non-profit Organization
- Leadership in Organizations

Major Areas of Teaching and Research Interest

Primarily teach research methods, program evaluation and organizational courses. My research is primarily applied in nature with a focus on non-profit human service agencies. I am specifically interested in issues of measurement as well as program evaluation.

Representative Publications and Presentations