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

Course Title:  
Women and Leadership  

Course Number:  
HR 5970-435  

Course Description:  
Women are assuming leadership positions in such arenas as business, politics, law, sports, and the military. However, most theory and practice do not reflect women’s experiences of leadership. This course examines theory and research on women’s leadership, obstacles women face to assuming and succeeding in leadership roles, and how women are transforming the concept of leadership in the modern workplace. Readings include many personal essays from women leaders of diverse backgrounds who share their successes, failures, and advice.  

Course Dates:  
November 1-December 31, 2012  
Last day to enroll or drop without penalty: November 1, 2012  

Site Director:  
Please see your local Site Director or e-mail Carolyn Taylor at cataylor@ou.edu  

Professor Contact Information:  
Course Professor: Susan Marcus-Mendoza, PhD  
Mailing Address: University of Oklahoma  
Department of Human Relations  
PHSC 727  
Norman, OK  73019  
Telephone Number: (405) 325-1756 (office)  
Fax Number: (405) 325-4402  
E-mail Address: smmendoza@ou.edu  
Professor availability: The professor will be available via e-mail to students. When you enroll, please get in touch with me and let me know who you are and where you are located  

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.

**OU E-Mail:**
All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

**Online Learning Resource Center:**
The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to [http://casweb.ou.edu/olr/](http://casweb.ou.edu/olr/) or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

**Course Objectives:**
1. Describe theories of leadership specific to women and their experiences.
2. Review research about women and leadership.
3. Read personal essays of women’s experience in leadership roles and relate to theory and your own experience in the workplace.

**Assignments, Grading, and Due Dates:**
This course has four written assignments. All assignments are due no later than December 31, 2012.

**Assignment 1:**
Read “Through the labyrinth”. For each of the eleven chapters, summarize main points in each chapter, 200 words per chapter maximum. Next, give your opinion of the authors’ ideas. How do they compare to your experiences and to other ideas you have read about leadership? What most surprised? This section should be 300 to 500 words.

**Assignment 2:**
Read “Disappearing acts”. Fletcher’s study examines how women’s relational way of leading are misunderstood and devalued in the workplace. Summarize the concept of relational leadership. What do the results of Fletcher’s study show about relational leadership? Compare/contrast this theory to the ideas presented in the first book. Finally, what is your view of Fletcher’s theory and findings? 750 to 1000 words.

**Assignment 3:**
Read “Enlightened power”. 1. Summarize the 3 sections of the book, focusing on the themes that connect the essays, referencing the essays to support your ideas. 2. Pick one or more essays that support Fletcher’s ideas on relational leadership. How did the authors’ experiences or ideas relate to Fletcher’s? 3. Which essay in “Enlightened power” had the most relevance to your work situation and why? 4. Which essay was the most inspiring to you and why? 1000 to 1200 words.

**Assignment 4:**
In 500 to 700 words, describe your reaction to these readings. Have your ideas about leadership changed? Has the way that you intend to relate to women or women leaders in the workplace changed? If so, how? Feel free to add any other reactions you have to the readings.
Writing instructions:
Your name, student ID number, and email address should appear on each assignment. Use headings to organize your paper and to ensure that each section of the assignment has been addressed. All papers should be typed, double spaced, and saved as either Word (.doc), Word Perfect (.wpd) or Rich Text Format (.rtf) document (if you are sending by email). Please use APA format for references, in-text citations, and paper format.

Grading:

This course is graded Satisfactory or Unsatisfactory (S/U). A grade of S is equivalent to B or better.

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.

Academic Misconduct:
Before you begin writing, please visit the OU website on student academic integrity. Please be sure to read the sections on plagiarism, the academic misconduct code, and the honor council. If you have any questions about any of this material, please contact me.
http://www.ou.edu/provost/pronew/content/integritymenu.html

Incomplete Grade Policy:
A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:
If you experience technical problems, contact Information Technology by visiting their website at: http://webapps.ou.edu/it/ or contacting them by telephone at: (405) 325-HELP (4357).
Important information you should know about online courses:

- To sign on to Desire2Learn (D2L), go to www.learn.ou.edu and log in using your 4+4 and your OU network password (note that this is the same 4+4 and password that you use to access your OU email). Once you are logged in, please look on the right-hand side for “My Courses,” locate your course and click on it. Remember to check your course site on D2L every day.

- Students enrolled in online courses may be required to take the CAS student orientation in Desire 2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top left corner of the page. Information about and instructions for the orientation can be found at http://casweb.ou.edu/olr/public/students/orientation.htm

- If the course is using a course website, you will find a link for the website on the first page of this syllabus. Please click on this link to start your course.

- Course Materials are available at Follett/AP Bookstore. On this syllabus you will find a link to the Follett Bookstore.

- If you need to drop or withdraw from a course, please contact your Site Director. You can drop a course without a penalty up to the add/drop date. Courses dropped after the add/drop date may result in a penalty.

- After the class has started, you can only withdraw from the course with the professor’s permission; you will not receive a refund for your tuition. You can only drop without a penalty after the add/drop date by providing proper documentation and receiving approval from the Advanced Programs Theater Director. Provide this documentation to your Site Director.
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

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.

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
Susan Marcus-Mendoza, PhD.

Education
• 1983 B.S in Psychology, University of Houston
• 1987 M.S. in Clinical/Community Psychology, Texas A&M
• 1988-89 Pre-doctoral internship in Clinical/Community Psychology, Baylor College of Medicine, Houston, Texas
• 1990 Ph.D. in Clinical/Community Psychology, Texas A&M

Current Positions
• Professor of Human Relations
• Professor of Women’s and Gender Studies
• Licensed Psychologist in Oklahoma
• Advanced Programs Professor since 1993

Frequently Taught Advanced Programs Courses
• HR 5463 Counseling Skills
• HR 5473 Women and Mental Health
• HR 5003 Theoretical Foundations of Human Relations
• HR 5013 Current Problems in Human Relations

Major Areas of Teaching and Research Interest
• Female inmates
• Prison programming

Representative Publications and Presentations

Major Professional Affiliations
• American Psychological Association
• Association of Women in Psychology