



**Peru State College  
BUS-496-Organizational Leadership  
Syllabus-Spring 2012 Term I**

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The easiest way to reach me is via email; I check often most days.

Office hours: Monday/Wednesday: 9-11; Thursday 10-11

**Course Summary and Strategies for Success**

This course is the study of leadership theories and practices. It is a capstone course designed to integrate the concepts you learned from your business courses throughout your degree program. Course activities include six weekly assignments, quizzes (information from reading assignments and videos), viewing videos on leadership, a midterm case study and a final exam and a final case study.

Your work will include discussion of leadership principles, debating strategic options, identifying your own leadership development plan, and applying business analysis to case scenarios. I recommend that you read the materials thoroughly and pay attention to the broad themes as well as the details. Your ability to write well is critical. You should proofread carefully every posting and assignment that you submit in this course. A part of your grade will be based on your writing proficiency, spelling, and proper use of grammar and punctuation. Finally, you cannot earn an A without participating fully in all class discussions.

**Course Description & Objectives**

Seniors taking this capstone course for the Bachelor of Applied Science – Management program learn leadership theories and are required to demonstrate their analytical, communication, and solution development competencies through preparation of business case reports covering a wide variety of organizational issues. Preparation of a final comprehensive report is also required. This course is open to other students interested in developing a detailed understanding of leadership principles and practices. Prerequisite:

Students must have completed a minimum of one-half of the School of Professional Studies courses required in their major.

Upon completion of this course a student should be able to:

1. Discuss leadership theories and styles, including the interaction among the leader, the followers, and the situation. Discuss sources of power and influence and the effective use of these. Identify leadership traits, behaviors and values.

2. Conduct a self-assessment of basic and advanced leadership skills and develop a personal plan for enhancement of these skills.
3. Apply leadership theories and styles to a complex case scenario requiring identification of issues, development of action steps, and creation of a plan for implementation of such action steps and assessment of the effectiveness of actions taken to the resolution of the issues.
4. Demonstrate effective verbal and written communication skills and evaluate and critique the reasoning of others in a mature, thoughtful and respectful manner.

### **Text Book Information**

The text book for this course is Leadership: Enhancing the Lessons of Experience, 7<sup>th</sup> Edition,

ISBN 978-0-07-811265-2

You may also use Ebooks:

To learn more about the E-book option, use this link:

<https://ebooks.primisonline.com/eBookstore/FullEBooks.jsp?mode=showDiscipline&discID=791&discName=Leadership>

### **Harvard Business School Cases (\$3.95 each – order online)**

You may need to purchase a case from Harvard School of Business. Detailed information is below. Information will be provided regarding which case to purchase. The final case study may come from Harvard Business School, this decision will be made by week 4.

**First Time Access:** To access the Harvard Business Education site, follow this link:

<http://cb.hbsp.harvard.edu/cb/access/5012803>

**For subsequent access:** You will need to login at [www.hbsp.harvard.edu](http://www.hbsp.harvard.edu) and go to My Library->Courses

Please let me know if you are unable to access these materials for any reason. I will be glad to provide assistance to you.

### **Academic Honesty**

Unless directed otherwise, students are expected to do their own work on assignments and examinations. Academic dishonesty will result in actions in accordance with the college's disciplinary policy and may also result in loss of credit for the assignment. I maintain assignments turned in by students in previous semesters for comparison purposes. Please do your own work! If you do not, you are cheating yourself and wasting your tuition money.

### **Weekly Assignments**

Because this is an eight-week accelerated course, we will move very quickly through a lot of material. Each week you will be assigned the following tasks:

Read:

Two or three assigned chapters from the text book; In addition to the reading, you might be assigned a pod cast, video, or web site to review.

### Main Discussion Board:

Discuss the answers to one or more questions and post your discussion on the Main discussion Board (worth up to 15 points each week); Post a reply to a classmate on the Main Discussion Board (worth up to 5 points each week). Posts are due Wednesday of each week; discussion through midnight Saturday.

### Individual Homework Assignment:

Complete an individual homework assignment related to the material (worth up to 30 points each week); Turn in via Assignment Page.

All weekly assignments (unless otherwise noted are due on Saturdays at midnight (11:59)

### Quizzes

Quizzes will cover material from reading assignments and assigned video or websites.

Quizzes will be 20 questions, 1 point each; you will have 30 minutes to take each quiz. Quizzes must be completed by midnight (11:59) Saturday of each week. You may use your books and other notes.

### Two Case Study Projects

There are two Case Study Projects in this course. Both are individual assignments that you will complete on your own. You may need to purchase the second case study from Harvard; refer above. **The midterm case study is due by midnight (11:59) on Saturday of week 4. The final case study is due by midnight (11:59) Tuesday of week 8; critique due by midnight Friday of week 8.**

You will offer a critique of one student's solution to the final case study worth 20 points.

### Course Decorum

In order to foster a climate conducive to learning, please join me in treating your classmates with respect. A part of your grade will be based on your demonstrated ability to evaluate and critique the reasoning of others in a mature, thoughtful and respectful manner.

### Check Your Acornmail Often!

All of my private correspondence with you will be via PSC Acornmail. You must have an account created for you and check it often. I will send you notes about your course performance and comments about your work via Acornmail.

### Announcements and Student Questions

I have created a special discussion board forum for announcements and student questions. It is the first one on the discussion board page and it is titled: "Announcements and Student Questions." This is where I will post comments about the course materials and weekly assignments. My preference is that you post your questions to this forum, so that all students see your questions and the answers I have provided. However, if you prefer to email me your question privately, you may do so and I will respond to you by private email.

I would recommend that you review your assignments for the coming week early and ask any questions you might have.

### Grading Policy and Scale

You will have the opportunity to earn a total of 620 points. Your final grade will be determined by the number of points you earn as noted below.

Weekly Assignments (6 weeks @ 30 points each)	180 pts
Weekly Discussion Board (6@20)	120 pts
Weekly Quizzes (6@20)	120 pts
First Case Study	100 pts
Second Case Study	100 pts
Critique of case study 1@20	<u>20 pts</u>
Total	640 pts

#### Points Percentage Grade

90-100% A

85-89% B+

80-84% B

75-79% C+

70-74% C

65-69% D+

60-64% D

Below 60% F

#### How to Submit Course Work

All weekly assignments are located in the “Weekly Assignments” tab of the course site. All discussion board answers and replies should be posted to the Main Discussion Board. Your weekly homework should be submitted via the submission instructions located on the page of the assignment. You must observe all due dates in order to be successful in this course. Please keep a copy of all of your course work, just in case there is a technical problem that requires you to re-submit an assignment or posting. Also, please print out this syllabus so that you have contact information for me in case you lose access to Blackboard or have computer problems.

#### Student Assistance and Reasonable Accommodations

Students with special needs are encouraged to make them known to the instructor and /or the Center for Achievement and Transition Services (CATS) at the beginning of the course. In accordance with law and the policies of the college, reasonable accommodations will be provided for students with documented disabilities.

#### Assignments Submitted After the Due Dates

The due date associated with each assignment and examination is definitive and will not be waived or excused except in extraordinary circumstances. Assignments will be accepted up to three days late with a one-half credit penalty (the most you may earn on the assignment is one-half of the otherwise available points). Assignments more than three days late will not be accepted unless there are extraordinary circumstances. It is therefore critical that you keep up with your reading and course work. If you anticipate being unavailable for some portion of the semester, you may complete your work ahead. You may also request that an assignment be made available to you earlier than the scheduled date.

#### Modification of Course Syllabus and Course Schedule

The instructor reserves to right to modify any part of this course syllabus and course schedule. Any such modifications will be communicated to students in advance of becoming effective.

### **Permission to Post Your Papers**

I have found that posting the best student work for other students to see is a helpful learning tool. In the event that your paper is selected for posting, I will notify you of my intention to post your paper and will assume that I have your permission to post your paper in the “Announcements and Student Questions” discussion forum. If you prefer that your papers not be posted, please notify me at the start of the course and I will refrain from posting your papers.

### **College’s Incomplete Coursework Policy**

To designate a student’s work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course’s major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

### **College’s Academic Integrity Policy**

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student’s responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways.

Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

### **Title IX Compliance Notice**

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, and (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

### **Tentative Course Schedule**

<b>Week of</b>	<b>Assignments</b>	<b>Assignment Due Dates</b>
Week 1	Chapters 1 & 2	Discussion Board Post Due Midnight Wednesday; discussion Through midnight Saturday Individual Assignment due midnight Saturday Quiz complete by midnight Saturday
Week 2	Chapters 3, 4 & 8	Discussion Board Post Due Midnight Wednesday; discussion Through midnight Saturday Individual Assignment due midnight Saturday Quiz complete by midnight Saturday
Week 3	Chapters 5, 6, & 7	Discussion Board Post Due Midnight Wednesday; discussion Through midnight Saturday Individual Assignment due midnight Saturday Quiz complete by midnight Saturday
Week 4	Midterm Case Study	Case Study due midnight Saturday
Week 5	Chapters 9 & 10	Discussion Board Post Due Midnight Wednesday; discussion Through midnight Saturday Individual Assignment due midnight Saturday Quiz complete by midnight Saturday
Week 6	Chapters 11, 12 & 13	Discussion Board Post Due Midnight Wednesday; discussion Through midnight Saturday Individual Assignment due midnight Saturday Quiz complete by midnight Saturday
Week 7	Chapters 14, 15, 16	Discussion Board Post Due Midnight Wednesday; discussion Through midnight Saturday Individual Assignment due midnight Saturday Quiz complete by midnight Saturday
Week 8	Final Case Study	Due midnight Tuesday; Critique due Midnight Friday