



Peru State College

BUS 496 – Organizational Leadership

Syllabus – Fall 2009 Term 2

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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 and two case studies. There are no quizzes and no exams. Your work will consist mostly of discussing 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 and group 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, 6th Edition, 2009
ISBN 13-9870073405049 10-0073405049

You may also use the 5th Edition, 2006
ISBN: 13-9780072881202 10-0072881208

Both editions are also available as an electronic book for a cost savings of approximately 50% (not to mention saving trees!)

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)

As you have already learned from my emails to you, you will need to purchase two cases from Harvard School of Business. Detailed information is below. You will need "Nest Fresh Eggs" for your first week of class.

Nest Fresh Eggs
Product #: 806056-PDF-ENG
Product Format: Digital PDF
Product Type: Case
Publisher: Harvard Business School

Hawaii Best, Inc. (B)
Product #: BP271B-PDF-ENG
Product Format: Digital PDF
Product Type: Case
Publisher: Stanford University

First Time Access: To access the Harvard Business Education site, follow this link:
<http://cb.hbsp.harvard.edu/cb/access/4454673>

For subsequent access: You will need to login at 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*).



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 (except for Weeks 2 and 8) are due on Mondays at midnight (11:59 pm.)

Two Case Study Projects

There are two Case Study Projects in this course. Both are individual assignments that you will complete on your own. The first project will require that you engage in discussions about the case with 3-5 other students, depending on the size of the class. You will access your group discussion in the "Group Discussion" tab of the course site. The purpose of group discussion is to allow you to share ideas and strategies with other students who are working on the same project. In essence, you will use other students as consultants to aid in your analysis of the case. However, the final work product will be yours alone. (This is not a team project.) The second case project will not require any group discussions.

No Quizzes or Examinations

There will be no quizzes or examinations. Your Case Studies will serve as the equivalent of a midterm and a final examination.

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 before Friday, so that you can contact me on Friday if you have any questions about the material or assignments. I will respond to all emailed and posted questions within 24 hours following your correspondence, unless your correspondence occurs after noon on Friday. All postings after noon on Friday will be answered no later than noon on Monday. Please print this syllabus so you can contact me in the event that Blackboard is down or you have computer problems.

Grading Policy and Scale

You will have the opportunity to earn a total of 500 points. Your final grade will be determined by the number of points you earn as noted below.

Weekly Assignments (6 weeks @ 50 points each)	300 pts.
First Case Study	100 pts.
Second Case Study	100 pts.

<u>Points</u>	<u>Percentage</u>	<u>Grade</u>
450 - 500	(90-100%)	A
425 - 449	(85-89%)	B+
400 - 424	(80-84%)	B
375 - 399	(75-79%)	C+
350 - 374	(70-74%)	C
325 - 349	(65-69%)	D+
300 - 324	(60-64%)	D
below 300	(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. Your First Case Study will be discussed on the Group Discussion Board located in the "Group Discussion" tab of the course site. 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 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 the 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.



Tentative Course Schedule

<u>Week of</u>	<u>Topics</u>	<u>Assignment Due Dates</u>
October 26 – November 2	Leadership is Everyone's Business; Leadership Involves Interaction between the Leader, the Followers, and the Situation (Chapters 1 and 2)	Week 1 Assignments are due November 2
November 3-9	Leadership is Developed through Education and Experience; Basic Leadership Skills (Chapter 3 and Basic Leadership Skills - pp. 320-366)	Week 2 Assignments are due November 9
November 10-16	Assessing Leadership and Measuring its Effects; Power and Influence; Leadership and Values (Chapters 4, 5, and 6)	Week 3 Assignments are due November 16
November 17-23	Work on First Case Study	Week 4 – First Case Study is due on November 23
November 24-30	Leadership Traits; Leadership Behavior; Advanced Leadership Skills (Chapters 7, 8 and Advanced Leadership Skills – pp. 665-696)	Week 5 Assignments are due November 30
December 1-7	Motivation, Satisfaction and Performance; Groups, Teams, and Their Leadership (Chapters 9 and 10)	Week 6 Assignments are due December 7
December 8-14	Characteristics of the Situation; Contingency Theories of Leadership; Leadership and Change (Chapters 11, 12, and 13)	Week 7 Assignments are due December 14
December 17 (Thursday)	Work on Second Case Study	Week 8 – Second Case Study is due Thursday, December 17