**MISSISSIPPI VALLEY STATE UNIVERSITY**

**Department of Business – Business Administration Program**

**Leadership Skills Development BA 452-E01**

**Fall 2018**

Instructor: ML Shepherd

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Office Hours: Tuesdays & Thursdays 9:30 am – 1:30 pm

 Wednesdays 9:00 am – 11:00 am

 Mondays & Fridays by appointment

Day, Time and Location of Class Meeting: Online

**Required Course Resources**

*The Leadership Experience,* 7th edition, Richard L. Daft, ISBN 978-1-4354-6285-4

Students must submit all case analyses and the final report to *Turnitin* to be checked for grammar and plagiarism. *Turnitin* can be accessed through the link <https://www.turnitin.com>. ALL students must register through *Turnitin*. Only assignments submitted through *Turnitin* will be accepted for grading.

The **Class ID** for registration for this class is **18692613** and the **Enrollment Password** is **10513**. Similarity percentages should state no more than 10% similarity. *Turnitin* provides students the opportunity to further develop their writing skills. If you have any problems, please call or email me.

The textbook for this course is available on Reserve at the Circulation Desk at the James H. White Library for a 2-hour load period. Books must stay in the Library. Please take advantage of this resource, but keep in mind that copies of textbooks for each course are limited and may be in use by another student, particularly right before an assignment or reading is due. So, plan your textbook use accordingly.

# Catalog Course Description: (3 hrs)

This course is intended to help students develop skills for effective leadership in organizational and personal settings. Skills to be addressed include having an appropriate attitude toward leadership values and ethics, communicating as a leader, working in small groups, managing conflict, leading in diverse environments, and building commitment and coalitions. Students will actively engage questions of leadership styles and skills and apply course material to personal and professional leadership situations.

**Student Learning Outcomes**

Upon completion of the course, students will be able to:

* Identify the skills desired in today’s organizational environment.
* Perform self and peer-assessments to identify strengths, weaknesses, and developmental needs.
* Develop and initiate plans for specific skill development.

This course is designed to provide students with an active and participatory learning experience. It will be our shared responsibility to develop the kind of safe and supportive environment necessary to facilitate self-exploration and interpersonal interactions. Attendance at all class sessions is essential.

**Course Requirements**

Junior or consent of the instructor.

**Course Support**

I will be the primary person you communicate with during this course. It is important to let me know if you are having trouble, or if you have any questions about your course. Please contact me when you have questions regarding course content, assignments, quizzes, tests, projects or your grade.

**Student Support Services (Blackboard)**

Mr. Mack A. Pendleton,eLearning Manager

Education Building, Room #119

Telephone: 662.254.3114

**Grading**

1. **Application Cases**: Students will thoroughly analyze and provide answers to questions at end of four cases over the semester. Analysis and answers will be submitted as a typed document formatted according to APA version 6 guidelines on the due dates listed in the class schedule. Each case analysis is worth 100 points. Total points for all case analyses is 400 points. Case analysis must be thorough and define your understanding of the case. Case analyses must be submitted to me through *Turnitin* only. (120 x 4 = 480 mins)

2. **Class Discussions**: Each student is expected to participate in class discussions in the discussion forum each week. Each week’s discussion will focus both on the weekly reading assignments and cases studies. The class schedule identifies the dates, topics, and chapters covered. The class discussions are worth a total of 140 points (10 total points each week). All discussion questions must be answered in the week that they are posted. Points will not be awarded for late responses posted after the Sunday’s ending date. All discussion posts must be substantial and comprised of 50 – 100 words. No points will be given for responses such as “I agree”, “You are right”, etc. unless they specifically state what is agreed upon and add to the relevance of the discussion. Students are expected to post a total of five responses to the discussion forum weekly. Two (or three) are answers to the initial discussion questions posted by me and the other are responses to your classmates. (Total Time: 180 min per week x 14 wks = 2520 mins)

3. **Individual Project**: Each student will complete an individual project formulated according to the guideline of APA version 6. Details will be given in a separate document. The individual project is worth 100 points. The class schedule identifies when the individual project is due. Students must submit all written reports to me through *Turnitin*. (540 mins)

NOTE: There is NO extra credit (assignment), and student will not be given an incomplete for this course!

**Grading Scale**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A = 90-100 | B = 80-89 | C = 70-79 | D = 60-69 | F = 0-59 |

**Grade Appeals**

Any student who believes s/he has been graded unfairly during a semester should work actively and positively with me to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved, s/he should appeal the grade by following University procedures as outlined in the Student Handbook. When submitting a written complaint regarding grading practices, it is imperative that the student keep copies of supporting documentation (*course syllabus, graded assignments, a portfolio of other graded work from the course, including homework, projects, tests, and other assignments, if available*).

**Make-up Policy**

All assignments are due by December 6, 2018.

**Attendance and Participation Policy:**

Report of Non-Attendance for the semester will be recorded on Friday, September 14, 2018. Students must record attendance by posting their biography in the Discussion Forum during the first week of class. You are expected to participate in all class discussions and assignments.

**Submission of Work**

Scheduled assignments must be completed and successfully submitted by due dates and time. Late submission of assignment will not be accepted, no exceptions will be made. All assignments must be submitted to the instructor.

**Special Needs and Accommodations**

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit University College to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors. For more information or to schedule an appointment, please visit University College located in the H.G. Carpenter Building or call (662) 254-8376 or 8433.

**Academic Integrity**

All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else’s work as your own, failing to meet academic and professional requirements, will result in an automatic “F ”. The University’s academic honesty and plagiarism are enforced in this course.

**NOTE:** I will be happy to assist you with any course-related issues during my office hours. However, if you are not available during office hours, appointments can be arranged to accommodate you.

**Course Schedule**

|  |  |  |
| --- | --- | --- |
| **Date** | **Chapter Readings/Topics** | **Graded Activities and Assignments** |
| **Aug 20-26** |  |  |
| Introductions and Class Syllabus Review | * Biography due Wednesday, Aug 22
* Syllabus assignment due August 26
 |
| Chapter 1: What Does It Mean to be a Leader? |  |
| **Aug 27 – Sep 2** | Chapter 2: Traits, Behaviors, and Relationships |  |
| **Sept 3-9** | Chapter 3: Contingency Approaches to Leadership | *
 |
| **Sept 10-16** | Chapter 4: The Leader as an Individual | * Sept 10 – Last day to drop/add classes
* Sept 14 – Report of Non-attendance
 |
| **Sept 17-23** | Chapter 5: Leadership Mind and Emotion | * Leadership Development: Cases for Analysis: *Transition to Leadership* pg. 59 due **9/23/18**. Analyze and complete questions at end. Submit APA formatted report through *Turnitin*.
 |
| **Sept 24-****Sept 30** | Chapter 6: Courage and Moral Leadership |  |
| **Oct 1-7** | Chapter 7: Followership | * Midterm Leadership Development: Cases for Analysis: *A Nice Manager* pg. 128-130 due **10/4/18**. Analyze and complete questions at end. Submit APA formatted report through *Turnitin*.
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| **Oct 8-14** | Chapter 8: Motivation and Empowerment |  |
|  | * Chapter 9: Leadership Communication
 |  |
|  |  |  |
| **Oct 15-21** | * Chapter 10: Leading Teams
 | * Leadership Development: Cases for Analysis: *Commissions for Charlotte* pg. 252-253 due **10/21/18**. Analyze and complete questions at end. Submit APA formatted report through *Turnitin*.
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| **Oct 22-****Oct 28** | * Chapter 11: Developing Leadership Diversity
 |  |
| **Oct 29-** **Nov 4** | Chapter 12: Leadership Power and Influence | * Nov 2 – Last day to withdraw from a class
 |
| **Nov 5-11** | Chapter 13: Creating Vision and Strategic Direction | * Leadership Development: Cases for Analysis: *Devereaux-Dering Group* pg. 319-320 due **11/11/18**. Analyze and complete questions at end. Submit APA formatted report through *Turnitin*.
* Nov 9 – Last day to withdraw from the university
 |
| **Nov 12-18** | Chapter 14: Shaping Culture and Values |  |
| **Nov 19-****Nov 25** | Thanksgiving Break |  |
| **Nov 26-****Dec 2** | Chapter 15: Leading Change |  |
| **Dec 6**  | Final Project Due | * Instructions to follow.
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**NOTE:** This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary in the syllabus.