**MISSISSIPPI VALLEY STATE UNIVERSITY**

**Department of Business – Business Administration Program**

**Leadership Skills Development BA 452-E01**

**Fall 2022**

**Dr. Mary L. Shepherd**

Office: Business Education Building - #204

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Office Hours: Tues & Thurs 9:30 am – 1:00 pm;

Virtual Office Hours via **mvsu.mywconline.com**: Wed: 11:00 am – 2:00 pm

Day, Time and Location of Class Meeting: Online

**Required Course Resources**

*The Leadership Experience,* 7th edition, Richard L. Daft, ISBN **978-1-33710-227-8**

*Publication Manual of the American Psychological Association* 7th edition**,** ISBN **978-1-4338-3216-1**

Students must submit all assignments through Canvas. Canvas is connected to *Turnitin* through an external link. Submitted assignments will be checked for grammar and plagiarism. 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. Only assignments submitted through Canvaswill be accepted for grading.

# 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 (Canvas)**

Canvas Instructure products support the current and previous major releases of the following browsers:

* **Chrome** 102 and 103
* **Firefox** 101 and 102 (Extended Releases are not supported\*)
* **Edge** 102 and 103
* **Respondus Lockdown Browser** (supporting the latest system requirements)
* **Safari**14 and 15 (Macintosh only)

You can verify that the browser you are currently using is up to date by using the browser checker tool in the link below.

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66

Important note: If you need help downloading one of these browsers, The Online and Distance Education Staff will be happy to help you. Submit a helpdesk ticket by emailing DistanceEd@mvsu.edu. Please use your MVSU email address to submit your helpdesk ticket.  You can also receive assistance by calling 662-254-3913 or 662-254-3624.

**Grading**

1. **Case Assignments**: 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 7 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. Please refer to the attached document for additional insight into case analysis. Case analyses must be submitted to me through Canvasonly. (Total Time: 120 x 4 = 480 minutes)

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 130 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. 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 13 weeks = 2340 minutes)

**3. Weekly Reflections:** Each student will submit a weekly reflection consisting of 100 words or more by Sunday of each week stating what he/she learned from the week’s readings, discussions, etc., as well as how what has been learned may be implemented into their life (career) going forward. There or no right or wrong reflections. You will use this exercise to focus on things you learn in class that will help you in your professional journey, so that you have a document that you can use as a guide for your personal and professional development. The weekly reflections are worth a total of 130 points (10 points each week). Reflections must be posted weekly. (Total Time: 13 x 20 minutes = 260 minutes)

4. **Final Assignment**: Each student will complete a final assignment formatted according to the guidelines of APA version 7. Details will be given in a separate document. The individual project is worth 100 points. The class schedule states when the assignment is due. Students must submit all written reports to me through Canvas. (Total Time: 540 minutes)

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**

No make-up assignments will be given. Late assignments may only be submitted upon expressed consent by me. All discussions and assignments must be completed and submitted by the due dates listed on the syllabus and in Canvas.

**Attendance and Participation Policy:**

**Report of Non-Attendance for the semester will be recorded on Friday, September 16, 2022.** 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 as stated in the class syllabus. 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 a student has a disability that qualifies under the Americans with Disability Act (ADA) and requires accommodations, he/she should contact the Services for Students with Disability Office to obtain this service. Disabilities covered by the ADA may include learning, physical, psychiatric, vision, hearing, or chronic health disorders. Students who are uncertain if their condition/disability is qualified should contact the SSD Office.

Mrs. Kathy Brownlow/ ADA Coordinator
Social Science Building Office 105
Phone/e-mail: 662-254-3443, kbrownlow@mvsu.edu.

**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 22-28** |  |  |
| Introductions and Class Syllabus Review | * Biography due Wednesday, Aug 24
* Week 1 Weekly Reflection due 8/28
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| Chapter 1: What Does It Mean to be a Leader? |  |
| **Aug 29--Sep 4** | Chapter 2: Traits, Behaviors, and Relationships | * Syllabus Quiz due 8/31
* Week 2 Weekly Reflection due 9/4
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| **Sep 5--11** | Chapter 3: Contingency Approaches to Leadership | * Week 3 Weekly Reflection due 9/11
 |
| **Sept 12--18** | Chapter 4: The Leader as an Individual | * **Sep 12**–Last day to drop/add classes
* **Sep 13**- Financial Clearance
* **Sept 16** – Report of Non-attendance
* Week 4 Weekly Reflection due 9/18
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| **Sep 19--25** | Chapter 5: Leadership Mind and Emotion | * Week 5 Weekly Reflection due 9/25
* Chapter 2 Leadership Development: Cases for Analysis: *Transition to Leadership* pg. 60-61 due **9/25/22**. Thoroughly analyze case according to the supplement reference sheet and complete questions at the end of the case study.  Submit an APA formatted report through the Canvas assignment link.
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| **Sep 26—Oct 2** | Chapter 6: Courage and Moral LeadershipChapter 7: Followership | * Week 6 Weekly Reflection due 10/2
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| **Oct 3--9** | Chapter 8: Motivation and Empowerment | * Week 7 Weekly Reflection due 10/9
* Midterm—Chapter 4 Leadership Development: Cases for Analysis: *A Nice Manager* pg. 128-130 due **10/7/22**. Thoroughly analyze case according to the supplement reference sheet and complete questions at the end of the case study.  Submit an APA formatted report through the Canvas assignment link.
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| **Oct 10--16** | * Chapter 9: Leadership Communication

Chapter 10: Leading Teams | * Academic Advisement **Oct 10-12 Virtual and In-Person**
* Week 8 Weekly Reflection due 10/16
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| **Oct 17--23** | * Chapter 11: Developing Leadership Diversity
 | * Week 9 Weekly Reflection due 10/23
 |
| **Oct 24--30** | * Chapter 12: Leadership Power and Influence
 | * Week 10 Weekly Reflection due 10/30
* Chapter 8 Leadership Development: Cases for Analysis: *Commissions for Charlotte* pg. 254-255 due **10/30/22**. Thoroughly analyze case according to the supplement reference sheet and complete questions at the end of the case study.  Submit an APA formatted report through the Canvas assignment link.
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| **Oct 31--Nov 6** | * Chapter 13: Creating Vision and Strategic Direction
 | * **Nov 4** – Last day to withdraw from a class
* Week 11 Weekly Reflection due 11/6
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| **Nov 7--13** | Chapter 14: Shaping Culture and Values | * **Nov 11** – Last day to withdraw from the University
* Week 12 Weekly Reflection due 11/13
* Chapter 10 Leadership Development: Cases for Analysis: *Devereaux-Dering Group* pg. 320-321 due **11/13/22**. Thoroughly analyze case according to the supplement reference sheet and complete questions at the end of the case study.  Submit an APA formatted report through the Canvas assignment link.
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| **Nov 14--20** | Chapter 15: Leading Change | * Week 13 Weekly Reflection due 11/20
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| **Nov 21--25** | Fall Break/Thanksgiving Holiday |  |
| **Nov 28—Dec 4** | Final Report Preparation | * Instructions to follow.
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| **Nov 30**  | Graduating Seniors Final Assignment Due |  |
| **Dec 9** | Final Assignment Due |  |

**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.