

**University College  
Organizational Leadership  
LEAD 200: Introduction to Leadership Studies  
Fall 2017**

**Instructor:** Jan Duvall **Email Address:** jan.duvall@wku.edu  
**Office Hours are** Monday – Thursday from 7:45 to 4:00 and Friday 7:45 to 2:00.  
WKU South Campus Room 234

“Leadership is an invitation to greatness we extend to others” Mark Sanborn, LS speaker.

“Leadership is a process, how can we learn to do it better?” Northhouse

**Course Description:** Introduction to Leadership Studies is an introduction to the basics of effective leadership including an investigation of leadership theories and assessment of leadership styles.

**Course Purpose:** The purpose of this course is to provide students with the knowledge and basic skills necessary to comprehend, analyze, synthesize, and evaluate basic leadership concepts.

**Course Philosophy:**

- Students actively participate in class
- Class readings and assignments deadlines are **Sunday 11:59 p.m.**
- Timely postings are very important to stimulate discussion
- Late postings usually are made in isolation and do not contribute to the discussion/debate
- Late postings are not graded, and these postings will not count towards participation grades

**Online:** The online format will be completely online through blackboard with no class meetings. However, the instructor is available to meet with students at her South Campus office.

This syllabus outlines the requirements for the course so make sure to follow the guidelines for the format of the course.

**Learning Outcome Requirements:** Students will have the knowledge and skills to:

- *Identify and describe* leadership theories
- *Identify* basic leadership concepts
- *Identify* behaviors of effective leaders
- *Gain an understanding* of applying leadership aspects to various situations and contexts
- *Gain an overview* of tools available for measuring & improving leadership effectiveness

**General Education/Colonnade.** This course meets the requirements for Category C: Social and Behavioral Sciences in Western Kentucky University’s General Education program or the Explorations category in the Colonnade program. It will help students enhance:

- the capacity for critical and logical thinking
- understanding of society and human behavior

**Text:**

*Introduction to Leadership: Concepts and Practice (Third Edition)*; by Peter G. Northouse, ISBN 978-1-4522-5966-6 (noted as “ITL” in homework assignments). This text provides students with explanations of leadership theories and provides a basis for theoretical leadership discussions in class.

**Discussion Etiquette on Blackboard and in Class:** Western Kentucky University is committed to open, frank, and insightful dialogue in all of its courses. Diversity has many manifestations, including diversity of thought, opinion, and value. I encourage all learners to be respectful of that diversity and to refrain from inappropriate commentary. Should such inappropriate comments occur, I will intervene as I monitor the dialogue in this course.

The following are good guidelines to follow on blackboard: Never post, transmit, promote, or distribute illegal content. Never post harassing, threatening, or embarrassing comments. If students disagree with someone, respond to the subject, not the person. Never post content that is harmful, abusive, racially, ethnically, or religiously offensive, vulgar; sexually explicit; or otherwise potentially offensive.

This class may discuss some very socially sensitive issues. Everyone’s opinion will be heard and if there is disagreement with another student or me, the student will be given the opportunity to state his/her opinion. Students may not resort to verbally, or physically attacking another students’ opinion. Students may disagree and state their own opinion.

**Each student must post a minimum of four times to each question. Ideally students should post daily in order to engage in a conversation. A conversation cannot occur if students are posting one time or last minute on Friday, Saturday, or Sunday.**

**Expectations:** The criterion outlined in this syllabus determines the students’ grade for this course. Read it carefully and if there are questions, address them at the beginning of the semester not at the end or after a grade has posted. Students will have constant access to grades so keep abreast of grades during the course. During this class, students should participate **often** in discussions, so prepare accordingly.

**The Format for papers and homework** is double-spaced, Times New Roman font, Size 12, one-inch margins, and APA style and saved in a .doc format so the instructor can open the file. All papers require a cover page and a reference page. There are examples of APA documents stored under the administrative tab, APA format.

**Avoid** *you, things, stuff, just, and like*. Be specific. I will deduct points for use of these filler words.

### **Reflection Paper (DISC and Jung Typology):**

Students will complete the DISC assessment and Jung Typology Assessment (Free Assessments - Links Provided on Blackboard) and then write a reflection paper discussing the following:

- How the Results of the DISC compare to the Jung Typology Results
  - Are they consistent?
  - How do they differ?
  - Are they accurate?
- How can this information to improve personal Life and/or Careers?

Format for the paper same as listed above.

**Case Studies:** Student will read the assigned case studies then answer the questions at the end of the case study. Submit case studies in proper APA format.

**Quizzes:** There is a quiz for each chapter.

### **Leader Analysis Paper:**

LEAD 200 students will choose and conduct a leader assessment of a **public person** (not a relative or friend). The public person is either historic or currently living. Students must have the person of their analysis approved by the instructor. Here are the requirements of this leader analysis:

1. Use APA style in writing the paper, typed in Word (.doc or docs), Times New Roman, Size 12 font, double-spaced, one-inch margins top, bottom and sides, cover page and reference page, with no abstract page required. Purdue Owl is a great resource for APA formatting as well as the materials I have stored in Blackboard. **Avoid** I or you usage in the paper unless used in quotes.
2. Students must cite **three** primary sources in the bibliography. A primary source is a book on that person, an article out of an academic journal (Newsweek, US New and World Report, Time, etc. are NOT academic journals) or another written essay on that person. The key is use publications created by authors who directly observed the public figure. **Internet articles are usually not primary sources!**
3. Students evaluate their leader by analyzing the leader's behaviors using the ***Five Practices of Effective Leaders*** by Kouzes and Posner; Students should have approximately three quarters of a page of analysis for each of the five practices.
4. Students must describe how their leader illustrated **one leadership approach** studied during the course of this semester. For example, Abraham Lincoln's leadership style was more relational than task focused. This analysis should take approximately half of a page.
5. Speculate on this person's DISC profile and the four-letter personality profile. Provide a summary of what the student believes or from the students' research, what their DISC profile would represent, and their probable personality profile (four-letter code) and of

course information supporting the assessment. This should take approximately half of a page.

6. Students should also provide a brief overview and summary of their paper and leader. The introduction should include a short personal history about the leader such as where they were born, where they grew up, challenges in their life, other important details, or information. This should be no more than one page for both the introduction and conclusion.

7. The total length of this analysis paper is approximately six pages of written text, plus or minus one page.

**Grading Rubric for the Leader Analysis Paper (250 points):**

30 Points: Brief, personal, biographical sketch of the person--where they were born, when, what their childhood was like, who they married, other info.

100 Points: Analysis of the person's leadership according to the Five Exemplary Practices of Leaders:

- Model the Way (20 points) \_\_\_\_\_
- Inspire a shared Vision (20 points) \_\_\_\_\_
- Challenge the Process (20 points) \_\_\_\_\_
- Enable Others to Act (20 points) \_\_\_\_\_
- Encourage the Heart (20 points) \_\_\_\_\_

For this, students must address *each* practice and should focus on those practices that their leader best illustrates. For example, Theodore Roosevelt was very charismatic and illustrated Model the Way effectively, much more than he Enabled Others to Act. Students should acknowledge that Roosevelt did not enable others to act very well and offer possible reasons why he did not, then focus his/her comments on Model the Way.

20 Points: Discussion of other leadership concepts, theories, models, or other aspects \_\_\_\_\_

30 Points: Speculate on this person's DISC profile; dominate three strengths from Strengthsfinder, and the four-letter personality profile. \_\_\_\_\_

20 Points: Six pages of text (+/- one page) \_\_\_\_\_

50 Points: Overall impression: APA Style, quality of writing \_\_\_\_\_

**Accommodations:** Students with disabilities who require accommodations (academic adjustments, and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center. Please do not request accommodations directly from the professor or instructor without a letter of accommodations from the Office of Student Disability Services.

**Course Software Standards:** The course software standards are Word for word processing, PowerPoint for presentations, and Excel for spreadsheets. In addition, Adobe Acrobat for viewing PDF files.

**Blackboard:** Blackboard serves as a repository for course documents and communication in mass--please visit Blackboard (<http://ecourses.wku.edu/>). Once logged in students will see a list of all courses that they enrolled. Select. Effective Leadership Studies to enter LEAD 200 leadership course. **If there are technical issues, please call (270) 745-7000, the WKU IT Help Desk.** The most used aspect for the class is the “Course Documents” section of Blackboard where electronic copies of course documents reside.

**Academic Offenses:** Source: *WKU Student Handbook*

<http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/PIPolicy/14AcademicOffenses.htm>

*The maintenance of academic integrity is of fundamental importance to the University. Thus, it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.*

*Academic Dishonesty - Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure.*

Plagiarism - To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Cheating - No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment, or other project, which are submitted for purposes of grade determination.

Other Types of Academic Dishonesty - Other types of academic offenses, such as the theft or sale of tests are reported to the Office of Student Life for disciplinary sanction.

**Cheating and Plagiarism:** To represent ideas or interpretations taken from another source as one's own is plagiarism. Plagiarism is a very serious offense and not tolerated. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To copy content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism. Work submitted for any other class is not acceptable. Assignments that have been plagiarized receive a grade of “F” and could result in a student failing the course. The instructor

may check student work by using plagiarism software. Please refer to the “academic offenses” section of the WKU Student Handbook: [http://www.wku.edu/judicialaffairs/2004-05Handbook/12\\_AcademicOffenses.pdf](http://www.wku.edu/judicialaffairs/2004-05Handbook/12_AcademicOffenses.pdf) for more details.

### **Title IX Misconduct/Assault Statement**

*Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU’s Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and*

*Discrimination and Harassment Policy (#0.2040) at [https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf).*

*Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.*

*Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.*

### **ADA Accommodation Statement**

*In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu) . Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.*

**The Learning Center:** Should students require academic assistance with in WKU courses, The Learning Center (located in the Downing Student Union, A330) provides free supplemental education programs for all currently enrolled WKU students. Please contact TLC @ Downing Student Union to schedule a tutoring appointment. [www.wku.edu/tlc](http://www.wku.edu/tlc) (270) 745-6254

### **TLC @ DUC**

Monday – Thursday  
Friday

8:00 am – 7:00 pm  
8:00 am – 4:30 pm

## **Alice Rowe Learning Assistance Center (LAC)**

### **WKU South Campus**

Monday-Thursday

7:45 am – 6:00 pm

Friday

7:45 am – 2:00 pm

Select Saturday's

10:00 am – 2:00 pm

The LAC is where my office is located – room 234.

**Privacy Matters:** The Internet may change or challenge notions of what is private and what is not. The instructor prefers to provide disclosure up front so students know what the possibilities are. Although the course is protected by a password, such tools are not perfect as human beings are using them. Students are relatively protected by the password but no one can guarantee privacy on-line. Part of the privacy for every student depends on the actions of each individual student.

- The course software used enables the instructor to know which students have logged in, where in the course site they have visited, and how long they have stayed. The technology support people have access to information posted at the site.
- Course Security: In the event students use a public terminal (say at a hotel or library) completely close the browser software when finished. This will prevent another person from accessing the course using personal identification, doing mischief in the student's name, and violating the privacy of other students.
- Do not allow access to the course to those not registered in the course.
- Guard the password and change it from the one assigned at the start of the term. (Go to Student Tools).
- Students sometimes want to discuss their grade via e-mail. E-mail is NOT secure or private. If an individual student requests his/her grade, the instructor cannot legally send to that student his/her grade through e-mail. The student must submit a permission form with his/her signature. (An instructor may e-mail the typical group listing with obscured names.)
- Participants represent their course identities in a truthful manner. Falsifying identity is grounds for disciplinary action of all parties involved.

**Intellectual Property:** It is a common misconception that material on the Internet is free. Even if a copyright notice is not present, work is the property of the creator. The instructor expects students to post only material that is the students by right of creation unless the student gives proper credit and indications. The plagiarism policy applies on the Internet too. Images, sounds and other multimedia are included in copyright law. (For example, professionally done photos as for high school yearbooks belong to the photographer. People only purchase copies.) It is common to receive E-mails with amusing articles or other materials. Be aware that it might be an illegal copy and exercise caution in forwarding it. It may also contain a virus.

Ideas cannot be copyrighted. Students can share the most important part of a website as long as it is in the student's own words or interpretation.

**Grading:** Measurement of satisfactory completion follows:

**Grading Policy**

A = 100 – 90%  
B = 89 – 80%  
C = 79 – 70%  
D = 69 – 60%  
F = 59% or lower

**Online Course:**

Leader selection	10 points
Smart goals	50 points
Weekly participation online DB (25 points per week X 14)	350 points
Lesson # 2 Reflection Paper	100 points
Chapter Quizzes (12 quizzes @ 20 points each)	240 points
Case Studies (12 Case studies @ 25 points each)	300 points
Leadership Analysis Paper	250 points
Total Points:	1300 points

**Points for course:**

A = 1300 – 1170  
B = 1169 - 1040  
C = 1039 - 910  
D = 909 - 780  
F = 779 and below



### Fall 2017 Semester

Week # 1	Lesson # 1	Introduction	August 21 -27
Week # 2	Lesson # 2	Assessments/Self-Reflection	August 28 – Sept. 3
Week # 3	Lesson # 3	Chapter # 1	September 4 – 10
Week # 4	Lesson # 4	Chapter # 2	September 11 –17
Week # 5	Lesson # 5	Chapter # 11	September 18 - 24
Week # 6	Lesson # 6	Chapter # 3	September 25 – Oct. 1
Week # 7	Lesson # 7	Chapter # 4	October 2 - 8
Week # 8	Lesson # 8	Chapter # 5	October 9 - 15
Week # 9	Lesson # 9	Chapter # 6	October 16 - 22
Week # 10	Lesson # 10	Chapter # 7	October 23 - 29
Week # 11	Lesson # 11	Chapter # 8	October 30 – Nov. 5
Week # 12	Lesson # 12	Chapter # 9	November 6 - 12
Week # 13	Lesson # 13	Chapter # 10	November 13 - 19
Week # 14	Thanksgiving week		November 20 - 26
Week # 15	Lesson # 14	Chapter 12	November 27 – Dec. 3
Finals week	No Final		December 4 – 8

\*The last day to drop a full semester class with a W is October 11. This is also the last day to change a class from credit to audit.

## Setting word to Times New Roman default

For personal PC or Laptop:

From the home tab, under the font group there is an arrow pointing down towards the right. Click on this arrow (it is to the right of the word font)

Select Times New Roman Size 12 – at the lower left **set as default** – then OK.

See graphic below.

