

University College  
Western Kentucky University  
Leadership Ethics and Decision Making (LEAD 330)  
Section 001  
Spring – January 26, 2015 – May 15, 2015

Instructor: Associate Professor Ron Mitchell  
Tate Page Hall: Room 225  
Office Hours: Mon/Tues/Wed/Thur: 10 – 12:00, Tues/Thur: 1 – 2:00  
Phone: Office: 780-2535  
Email Address: ron.mitchell@wku.edu

**Course Description:** Study of contemporary ethical and decision making issues facing leaders; emphasis on examining and analyzing ethical issues for sound leadership solutions.

**Course Purpose:** The purpose of this course is to provide you with the knowledge and basic skills necessary to comprehend, analyze, synthesize, evaluate and apply ethical decision making skills as a leader. Ethical decision making is essential for leaders at all levels not just top level managers.

**Course Philosophy:** You are expected to actively participate in class. All required reading and homework must be completed prior to class. If you have blackboard assignments you need to enter the discussion board frequently to respond to questions and to meet required deadlines. Your postings should be made in timely fashion. Timely postings are very important because they stimulate discussion. Late postings usually are made in isolation and do not contribute to the discussion/debate. To be successful all work will be considered for your grade and it is important to participate in class and on blackboard when assigned.

**Grades:** Grades will be posted on blackboard and accessible to you at all times during this way.

**Blackboard** — This course will be delivered completely via Blackboard, your online learning community, where you will interact with your classmates and with me. Within the course site you have access to learning materials, tutorials, and the syllabus; you can discuss issues; submit assignments; take quizzes; email other students and me. For assistance with blackboard log onto the WKU home page at <http://www.wku.edu/> and select blackboard from the bottom left list. At the top left of the page there is a BbHelp tab which you should click on. On the row of tabs there is a tab labeled BbHelp which will open up to a list of topics to include Student Video Tutorials that will assist you.

When discussing a topic on Blackboard there is no guarantee of confidentiality as there are

many other students sharing the course. Therefore, do not share any confidential information especially if it is about your employer, unless you have received explicit permission.

**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. We 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 content that is known to be illegal. Never post harassing, threatening, or embarrassing comments. If you 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. The following are good guidelines to follow in class: Never transmit, promote, or distribute content that is known to be illegal. Never make harassing, threatening or embarrassing comments toward other students. Do not make harmful, abusive, racially, ethnically, or religiously offensive comments about other students in the class.

This class may discuss some very socially sensitive issues and everyone's opinion will be heard and if you disagree with another student or me, you will be given the opportunity to state your opinion. You will not resort to verbally or physically attacking another student for their opinion, you may disagree and state your opinion.

**Expectations:** Your grade for this class will be computed on the criterion outlined on the syllabus. I encourage you to read it carefully and if you have questions address them at the beginning of the class not at the end or after your grade is posted.

During this class you will be expected to participate in discussions, so prepare accordingly.

**Learning Outcomes:** At the conclusion of the course students should have the knowledge and skills to:

1. Identify, explain and understand ethical challenges of leadership.
2. Identify, explain and understand the shadow side of leadership.
3. Identify, explain and understand ethical standards for leaders.
4. Identify, explain and understand how to shape ethical contexts.
5. Identify, interpret and explain your ethical leadership styles and behaviors.

**Exams/Quizzes:** Prior notification will be given for all examinations. Quizzes may be announced or unannounced. It is necessary that you communicate with me prior to your absence, to be eligible for a make-up quiz. Scheduled examinations may not be made up unless your absence was as a result of an emergency. All material presented in the class and within the text is subject to examination.

Quizzes will be taken online and will open on Monday and will close on Saturday. Sunday.

**Why take this course?** This is a required course in the Leadership Studies Minor and the BS Organizational Leadership degree, a required course in the Leadership professional concentration for the Systems Management degree. This course may also serve as a course of interest to students who plan to hold a leadership role within an organization.

**Required Textbook:** The textbook is required for this course. Meeting the Ethical Challenges of Leadership: *Casting Light or Shadow*, (5<sup>th</sup> edition) Sage Publications, ISBN 978-145225918-5 or Meeting the Ethical Challenges of Leadership: *Casting Light or Shadow*, (4<sup>th</sup> edition) Sage Publications, ISBN 978-141298222-1.

## Academic Offenses

Source: *WKU Student Handbook*

<http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/P1Policy/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 is submitted for purposes of grade determination.

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

**Grading Policy:**      A = 100 - 90      B = 89 - 80      C = 79 - 70  
                                  D = 69 - 60      F = 59 or lower

600 – 540 points = A                      539 – 480 points = B  
 479 – 420 points = C                      419 – 360 points = D  
 359 -    = F

**Points:**

|   |            |
|---|------------|
| Self-Assessments for each Chapter X 11 points | 55 points  |
| Weekly Timeliness 2 points per week X 14      | 28 points  |
| Weekly Participation 6 points per week X 14   | 96 points  |
| Case Studies for 11 Chapters X 5 points       | 55 points  |
| Quiz # 1 and 2 (4 points each)                | 8 points   |
| Quiz # 3 (5 points)                           | 5 points   |
| Quiz # 4 – 11 (11 points each)                | 88 points  |
| Week # 13 Assignment                          | 20 points  |
| Week # 14 Assignment                          | 20 points  |
| Ethical Leader Research Paper                 | 225 points |
| Total Points                                  | 600 points |

**Self-Assessments:**

Each chapter has two self-assessments that you must complete and submit on blackboard. After you complete each self-assessment you will need to do a short critical reflection of each assessment. This reflection should address the results of the assessment and your opinion of the assessment and results. You will submit the self-assessments on blackboard each week. This must be typed, not hand written. Be prepared to discuss the self-assessments.

**Case Studies:**

Each chapter has at least two case studies, you will type the questions and your response to one of the case studies each week and submit that information on blackboard.

**Participation:**

Your grade for participation will be based on your “actual participation” not attendance.

### **Ethical Leader Research Paper:**

You will research a leader (not a family member or friend) and write an 8 page minimum paper about that leader. The paper should focus on several different aspects of the text and your paper should contain the following at a minimum:

1. Introduction
2. Background
3. Discussion
- and 4. Summary

The 8 page minimum does not include the cover page or the reference page. You should use at least 5 different sources none of which are to be Wikipedia.

The due date for this paper is Friday, May 1<sup>st</sup>. All papers will be submitted via “Safe Assign” located on Blackboard.

### **Student Disability Services**

It is Western Kentucky University’s policy that students with a disability 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.

### **Learning Center:**

Should you require academic assistance with your Western Kentucky courses, The Learning Center (located in the Downing University Center, A330) provides free supplemental education programs for all currently enrolled WKU students. The Learning Center @ DUC offers certified, one-on-one tutoring in over 200 subjects by appointment or walk-in. The Learning Center is also a quiet study area, with side rooms designated for peer to peer tutoring, and offers a thirty-two machine Dell computer lab to complete academic coursework. Additionally, The Learning Center has three satellite locations. Each satellite is a quiet study center and is equipped with a small computer lab. These satellites are located in Douglas Keen Hall, McCormack Hall, and Pearce Ford Tower. For more information or to schedule a tutoring appointment, please call The Learning Center at (270) 745-6254. The website for The Learning Center is [www.wku.edu/tlc](http://www.wku.edu/tlc)

#### **TLC @ DUC**

Sunday 4:00pm – 9:00 pm

Monday – Thursday 8:00am – 9:00pm

Friday 8:00am – 4:00pm

#### **TLC @ Keen**

Sunday – Thursday 6:00pm – 11:00pm

#### **TLC @ McCormack**

Sunday – Thursday 6:00pm – 11:00pm

#### **TLC @ PFT**

Sunday – Thursday 6:00pm – 11:00pm (PFT residents and their guests only)

Class Schedule

|          |                  |  |
|----------|------------------|--|
| Week # 1 | Jan 26 to Jan 31 | Review Syllabus and Expectations<br>Submit Case Study and Self-Assessments on blackboard<br>Respond to questions on Chapter # 1<br>Homework: Read Chapter # 2<br><b>Quiz # 1</b> |
| Week # 2 | Feb 1 to Feb 7   | Submit Case Study and Self-Assessments on blackboard<br>Respond to questions on Chapter # 2<br>Homework: Read Chapter # 3<br><b>Quiz # 2</b>                                     |
| Week # 3 | Feb 9 to Feb 14  | Submit Case Study and Self-Assessments on blackboard<br>Respond to questions on Chapter # 3<br>Homework: Read Chapter # 4<br><b>Quiz # 3</b>                                     |
| Week # 4 | Feb 16 to Feb 21 | Submit Case Study and Self-Assessments on blackboard<br>Respond to questions on Chapter # 4<br>Homework: Read Chapter # 5<br><b>Quiz # 4</b>                                     |
| Week # 5 | Feb 23 to Feb 28 | Submit Case Study and Self-Assessments on blackboard<br>Respond to questions on Chapter # 5<br>Homework: Read Chapter # 6<br><b>Quiz # 5</b>                                     |
| Week # 6 | Mar 2 to Mar 7   | Submit Case Study and Self-Assessments on blackboard<br>Respond to questions on Chapter # 6<br>Homework: Read Chapter # 7<br><b>Quiz # 6</b>                                     |
| Week # 7 | Mar 7 to Mar 13  | Spring Break   |
| Week # 8 | Mar 16 to Mar 21 | Submit Case Study and Self-Assessments on blackboard<br>Respond to questions on Chapter # 7<br>Homework: Read Chapter # 8<br><b>Quiz # 7</b>                                     |

|           |                  |   |
|-----------|------------------|---|
| Week # 9  | Mar 23 to Mar 28 | Submit Case Study and Self-Assessments on<br>blackboard<br>Respond to questions on Chapter # 8<br>Homework: Read Chapter # 9<br><b>Quiz # 8</b>                       |
| Week # 10 | Mar 30 to Apr 4  | Submit Case Study and Self-Assessments on<br>blackboard<br>Respond to questions on Chapter # 9<br>Homework: Read Chapter # 10<br><b>Quiz # 9</b>                      |
| Week # 11 | Apr 6 to Apr 11  | Submit Case Study and Self-Assessments on<br>blackboard<br>Respond to questions on Chapter # 10<br>Homework: Read Chapter # 11<br><b>Quiz # 10</b>                    |
| Week # 12 | Apr 13 to Apr 18 | Submit Case Study and Self-Assessments on<br>blackboard<br>Respond to questions on Chapter # 11<br>Homework: Work on Paper Ethical Research Paper<br><b>Quiz # 11</b> |
| Week # 13 | Apr 20 to Apr 25 |   |
|           | May 1            | Submit Ethical Research Paper on Safe Assign on<br>Blackboard   |
| Week # 14 | Apr 27 to May 2  | Complete Ethical Case Study and submit on<br>blackboard   |
| Week # 15 | May 4 to May 9   | Homework: Prepare for final examination   |
| Week # 16 | May 11 to May 13 | Final Examination   |