

LEAD 300: Leadership Theory and Application Fall 2024

Instructor

Dr. Gregg T. Cobb, Ed.D

Office Hours and Communication

TBA (Email me to make appointment)

Blackboard Help/WKU ITS Service Desk

270-745-7000 or visit [ITS - Service Desk | Western Kentucky University \(wku.edu\)](https://www.wku.edu/its/service-desk/):
<https://www.wku.edu/its/service-desk/>

Make Sure You Know How to Use Blackboard Ultra

Review all Blackboard trainings in the “Start Here” area of Blackboard.

Course Text (required)

Our textbook should only be purchased in e-text format. The online textbook has quizzes, case studies, etc. that are required components of the course. You will not have access to these items in a hard copy textbook and an extra \$150 may be required to add the content.

Other Items Needed

- A computer—*not a tablet, not a phone*— with a reliable Internet connection.
- Microsoft Word or word processing software that saves files in .docx file format (All students have access to Office 365 through the [Microsoft Student Advantage program](https://www.wku.edu/its/software/) (<https://www.wku.edu/its/software/>)
- I recommend Firefox or Chrome as the Internet browser you use.

Course Description

A study of leadership concepts, theories, and models; an overview of personal leadership assessments and leadership development plans; enhanced leadership knowledge through experiential learning. Students who have taken LEAD 200 may not earn credit for LEAD 300.

Learning Outcomes

Upon the conclusion of this course, students should be able to:

1. Apply leadership theories, models, and constructs
2. Identify behaviors of effective leaders
3. Interpret assessment tools available for measuring and improving leadership effectiveness
4. Interpret the impact of ethics, diversity, and culture on the leadership process
5. Develop a personal and organizational leadership plan

Course Policies

Read the Key Documents

In the Start Here area of our course, the Syllabus and Schedule includes important class policies and details. The Paper Guidance for each Paper will share what you need to do and the rubric for how you will be graded.

WKU Enrollment Policies

Information concerning, drop dates, withdrawals, etc. is located in the registration guide (<https://www.wku.edu/registrationguide>), which is updated for each semester. Also, all institutional policies are in this guide (<http://www.wku.edu/registrar>) or provided in your student handbook (<https://www.wku.edu/handbook>).

WKU Email

You should check your WKU Toppermail account at least weekly. The only email address used by your instructor for this course will be your WKU email.

Due Dates of Assignments

All official due dates are listed on the schedule at the end of this syllabus. All assignments are due by 11:59pm Central Time on the last day they are listed. I try to keep Blackboard up-to-date on this, but I may miss one here or there. Therefore, due dates are listed on the schedule. These dates override any other date you see on Blackboard.

Late Work Policy

Students will receive no credit for assignments submitted after the deadline unless prior arrangements were made with the instructor.

Format/Style Guide for all Assignments

Format for all assignments (except for Discussion Boards and unless a different format is specified) is APA Format, 7th edition: double-spaced, Times New Roman or Arial font, 12 pitch, one-inch margins, cover sheet, and reference page – see the guidance found in the APA Assistance Folder located in the Start Here area of Blackboard.

Incompletes

A grade of “X” (incomplete) is given only when a relatively small amount of work is not completed because of illness or other reasons satisfactory to the professor. A grade of “X” received by a student will automatically become an F unless removed within twelve weeks of the next full term (summer term excluded). Incompletes must be pre-approved by your instructor.

Academic Integrity: SLPS Departmental Policy

The School of Leadership & Professional Studies expects all undergraduate, graduate, and doctoral students to demonstrate academic integrity and not participate in academic misconduct as defined by the University (<https://www.wku.edu/studentconduct/process-for-academic-dishonesty.php>). The SLPS has developed two tiers for academic misconduct. Examples of academic offenses include (but are not limited to) any act of plagiarism, cheating, falsification, or misuse of academic records.

Tier 1 Violations

Acts of plagiarism that involve not citing all sources and/or using papers previously written and submitted in other courses (aka Recycled Writing, see below) are considered a Tier 1 violation. Students committing violations in Tier 1 will meet with the instructor to discuss the incident and work toward a resolution. Students may receive a zero on the submitted work with feedback stating the issue; students are responsible for checking grades and reading feedback. Instructors will follow the policy for Tier 2 violations for additional Tier 1 violations.

Tier 2 Violations

Tier 2 violations include but are not limited to using artificial intelligence programs, content generators or websites to complete an assignment in ways not allowed by the instructor, as described by the course syllabus, sharing passwords and login information with individuals not enrolled in the course, failing to cite any sources in submitted work when outside sources were obviously used, cheating on an assignment or test, employing a person, to complete an assignment, and/or committing a second Tier 1 violation. Students committing violations in Tier 2 will meet with the instructor to discuss the incident and review evidential materials. If the instructor determines a Tier 2 violation has occurred, the instructor should report the student to the Office of Student Conduct and request that the Office of the Registrar issue a failing grade for the course. If the academic misconduct is severe and flagrant, the student may be dismissed from the program. Students who wish to dispute the allegation, dismissal, or grade should follow the Student Complaint Policy (<https://www.wku.edu/handbook/academic-complaint.php>).

Title IX, Discrimination, Harassment, and Sexual Misconduct Policy

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) and Discrimination and Harassment Policy (#0.2040). 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 Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigator, Michael Crowe, 270-745-5429. 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.

Pregnant and Parenting Students

Western Kentucky University does not discriminate against any student or exclude any student from its educational programs or activities, including classes or extracurricular activities, on the basis of pregnancy and/or pregnancy-related conditions such as, but not limited to, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Students who seek pregnancy or pregnancy-related accommodations should make their requests as soon as possible via WKU's Title IX Website at www.wku.edu/titleix/ under the heading, "Pregnancy or Pregnancy-Related Conditions." Students can also contact the Title IX Coordinator, Ena Demir, via email at ena.demir@wku.edu or by phone at (270) 745-6867 to request accommodations or seek

assistance. We encourage students and faculty to work together to establish a plan that allows the student to complete the class and coursework without jeopardizing academic integrity and course standards. The Title IX Coordinator can help facilitate conversations between students and faculty regarding appropriate and reasonable accommodations.

If you are a WKU student and believe that you have experienced an incident(s) of discrimination or harassment based on pregnancy (or pregnancy related conditions or issues), please report it to the Title IX Coordinator via email at ena.demir@wku.edu or by phone at (270) 745-6867.

Additional resources for pregnant and parenting students can be found on WKU's Title IX Website at www.wku.edu/titleix/.

ADA Notice: Disability and Accommodations

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, room 1074 of the Student Success Center. The phone number is 270-745-5004, or email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a letter of accommodation from The Student Accessibility Resource Center.

The WKU Writing Center

Cherry Hall 123 and Cravens Library Commons (4th Floor)

I encourage you to utilize the services of The Writing Center in planning, drafting, and revising your work! They do offer online services!

<http://www.wku.edu/english/writingcenter/writingcenter.php>

Regular and Substantive Interaction (RSI)

The U.S. Department of Education requires that distance education courses include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the Regular and Substantive Interaction in Online and Distance Learning webpage.

In this course, regular and substantive interaction will take place in the following ways:

- Individualized feedback on coursework
- Weekly Announcements
- Periodic individual check in

My Pledges to You

- To be available to you in a virtual environment to help you as you need it.
- To do my best to have work graded and posted back to you within 5-7 days after due dates
- To answer reasonable questions by e-mail within 24 hours

Course Assignment Descriptions

SmartBook

Our ebook has a *SmartBook* feature that highlights key concepts and questions students as they read to progress through the chapter. If students struggle with topics in the questions, the SmartBook ensures students review that material to learn it.

Chapter Assessments

These quizzes are built into the textbook platform. Their due dates are posted on Blackboard and in your course schedule. Quizzes may not be completed late except in case of an emergency or with prior communication with me. All material presented in the class, discussed on Blackboard, and within the text are subject to examination.

Application-Based Activities

Students will complete three Application-Based Activities align with the content in your textbook. ABAs are worth 20 points each. You will be guided through scenarios and asked various questions. It is helpful to complete the Orientation activity in Week 0 to ensure you understand how these activities work prior to completing the first activity

Leadership Traits Infographic

This assignment aims to help you understand and reflect on your own leadership qualities in the context of leadership theories discussed in Chapter 2 of the textbook. By creating an infographic, you will be able to visually articulate and analyze your personal leadership traits, comparing them to transactional and transformational leadership models. This exercise will enhance your self-awareness and ability to communicate your leadership style effectively.

Personal Visionary Development Plan

This assignment is designed to help you develop a clear and actionable personal vision statement, which is crucial for effective leadership. By engaging with the concepts of vision and leadership from Chapter 4, you will explore how visionary leadership can inspire and direct personal and organizational goals. The aim is to enhance your strategic thinking and planning abilities, critical for future leadership roles.

Diversity Interview Project

The objective of this assignment is to explore and document the diverse experiences and perspectives of individuals from different backgrounds. This project aims to enhance your understanding and empathy by engaging directly with someone whose life experience is significantly different from your own. By completing this assignment, you will gain insights into cultural values, diversity in personal histories, and the implications of diversity in organizational practices.

Personal Ethics Case Study Video

This assignment is designed to deepen your understanding and application of ethical theories in real-world scenarios. By analyzing a specific ethical issue, you will reflect on and articulate your personal ethical stance and consider various ethical considerations that might influence decision-making in professional contexts. This task aims to enhance your ethical judgment, critical thinking, and digital literacy.

Grading

Assignment	Total Points
Smartbook (15—10 points each)	150
Assessments (15—10 points each)	150
Application-Based Activities (6—20 pts each)	120
Visionary Leadership Plan	80
Personal Visionary Development Plan	80
Diversity Interview Project	80
Personal Ethics Case Study Video	80
TOTAL	740
<i>A=90%-100%; B=80%-89%; C=70-79%; D=60-69%; F=59 and below</i>	

LEAD 300 Assignment Calendar

Week	Chapter(s) to read	Assignments	Due Date (by 11:59 PM CT)
1	Chapter 1	Ch. 1 Smartbook, Ch. 1 Assessment Ch. 2 Smartbook, Ch. 2 Assessment,	8/25 9/1
2	Chapter 2	Leadership Traits Infographic, ABA: Leadership: Transactional vs. Transformational Leadership, ABA: A Clean Cut of Leadership	
3	Chapter 3	Ch. 3 Smartbook, Ch. 3 Assessment, ABA: Individual Differences: Time to Pump up Memberships	9/8

4	Chapter 4	Ch. 4 Smartbook, Ch. 4 Assessment, Visionary Leadership Personal Plan	9/15
5	Chapter 5	Ch. 5 Smartbook, Ch. 5 Assessment	9/22
6	Chapter 6, Chapter 7	Ch. 6 Smartbook, Ch. 6 Assessment, Ch. 7 Smartbook, Ch. 7 Assessment, Personal Ethics Reflection Video	9/29
7	Chapter 8	Ch. 8 Smartbook, Ch. 8 Assessment	10/6
8	Chapter 9	Ch. 9 Smartbook, Ch. 9 Assessment	10/13
9	Midterm Review	Midterm Exam	10/20
10	Chapter 10	Ch. 10 Smartbook, Ch. 10 Assessment	10/27
11	Chapter 11	Ch. 11 Smartbook, Ch. 11 Assessment	11/3
12	Chapter 12	Ch. 12 Smartbook, Ch. 12 Assessment, ABA: Banking on Emotional Intelligence	11/10
13	Chapter 13	Ch. 13 Smartbook, Ch. 13 Assessment, ABA: Diversity and Perception: Piecing It Together, Diversity and Inclusion Interview Project	11/17
14	Chapter 14, Chapter 15	Ch. 14 Smartbook, Ch. 14 Assessment, Ch. 15 Smartbook, Ch. 15 Assessment, ABA: Company Values: Personal vs. Corporate Values	11/24
15		Final Examination	12/1