



## COURSE INFORMATION

**Course Title:**

MGT321 Fundamentals of Leadership

**Semester:**

July Session, 2020

**CLASS HOURS:**

Monday through Friday, 180 minutes each day, for three weeks. At the end of each week there will be a one-hour discussion session; the Instructor will also be available by appointment.

Credit(s): 3

**Field Trip:** According to professors' teaching plan.

## OVERVIEW

Leadership's focus is on providing students a foundational understanding of leadership theory. The primary focus will be on students adopting different leadership theories and applying it to real-life situations. Students will learn how a leader's skills, power, influence, ethics, decision-making, and critical thinking influences their behavior, change management, and goal implementation strategies. Students will also get to apply these concepts in the ever-changing global and virtual environment, and the impact they have on people and systems.

## LEARNING OUTCOME

After successfully completing this course you should be able to:

1. Differentiate between leadership and management
2. Compare different leadership theories
3. Analyze the five power sources
4. Explore the idea of influence and its tactics

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5. Examine follower motivation models
6. Explore ethics and leadership

**LEARNING RESOURCES**

**Suggested textbooks:**

Hughes, R. L., Ginnett, R. C., & Curphy, G. J. (2012). *Leadership: Enhancing the lessons of experience* (7th ed.). New York, NY: McGraw-Hill/Irwin

Additional supplementary materials will be utilized during the class and provided as needed.

**WEEKLY SCHEDULE**

Week	Day	Topic	Reading
1	1	Introduction to Course and What is Leadership	Chapter 1
	2	Leadership Development	Chapter 2
	3	Developing Your Leadership Skills	Chapters 3
	4	Power and Influence	Chapter 4
	5	Ethics and Values	Chapter 5, Leadership and Management Paper Due at end of day
2	1	Leadership Attributes and Behavior	Chapters 6 and 7
	2	Personal Creditability Skills	Chapter 8
	3	Motivation, Satisfaction and Performance	Chapter 9
	4	Groups and Teams and Skills for Developing Others	Chapters 10 and 11
	5	The Situation and Contingency Theories	Chapters 12 and 13
3	1	In-Class Org Presentations	Org Presentations
	2	Leadership and Change	Chapter 14
	3	The Dark Side of Leadership	Chapter 15

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	4	Skills for Optimizing Leadership and Final Review	Chapter 16
	5	Final Exam	Final Exam

### ASSESSMENT

Assessment Task	Weighting
Attendance and Participation	15%
Leadership and Management Paper	20%
In-Class Pop Up Activities	15%
In-Class Organizational Presentation	20%
Final Exam	30%
Total	<b>100%</b>

### DETAILS ON GRADE COMPONENTS

**Attendance and Participation:** Students are required to attend all classes and participate actively. Students should treat their classroom obligations as they would treat any serious professional engagement. Your participation grade will be based on the instructor's assessment of how well you contribute to classroom dynamics relative to your class peers.

**NB:** In case of an absence, the student is responsible for the materials and assignments for that class; it is the student's responsibility to inform the instructor regarding absences and assignments that are missed. **Unexcused absence from three or more scheduled class sessions will be grounds for failure in this course.** If you do have to miss class due to a personal emergency, please let the instructor know as soon as possible. Such emergencies will be dealt with on a case-by-case basis.

Participation grades will be based on **quality** (in-class performance that reflects intellectual depth, insightfulness, and contribution to class learning) and **quantity** (consistency and regularity of performance).

Accordingly, **you are expected to read the related chapters before participating the class.** Be prepared to be called upon to "open" a class discussion by presenting your full analysis and thoughts on the assigned topic at the start of class, or to be asked through a "cold call" for

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comment during the discussion.

The grading of class participation is necessarily a subjective exercise. However, high-quality comments have one or more of the following characteristics: **(1) insightfulness, (2) appropriate application of course concepts, and (3) advancement of the in-class discussion at hand.**

### **Leadership and Management Paper:**

Students will write a paper focusing on a political leader of their choice comparing their leadership and management styles, roles, functions, obstacles and effectiveness. Additional instructions and grading rubrics will be provided on the first day of class. The format of the deliverable should follow Harvard or APA style.

### **Pop-Up In-Class Activities:**

Throughout the course we will do many activities in class to reflect upon our leadership and what we are learning. Some of these activities will be used as part of your grade evaluation. I will inform you when they are used this way beyond regular class participation. Think of these as pop quizzes.

### **Leader Organization Presentations:**

Students will bring to the 6<sup>th</sup> class a list of three international organizations to case study with reasoning. At the end of the class they will each have a unique organization which they will present upon the organization's leadership in the global market. Additional information and grading rubrics will be provided. The format of the deliverables should follow Harvard or APA style.

### **Final Exam**

Exam will be given on the material learned in class. If an emergency arises, a notification must be given to the instructor in advance for an alternative time; otherwise a grade of zero will be given.



Some specific criteria for evaluating discussion contributions are:

- Does the student demonstrate an eagerness to participate?
- Is the student a good listener? Does he/she build on others' comments?
- Is the student willing to interact with other class members?
- Are the points made relevant to the discussion? Are they linked to others' comments?
- Do comments demonstrate evidence of in-depth analysis of the case?
- Do comments add to our understanding of the situation?
- Do comments make a substantive contribution to the advancement of our analysis?
- Is there a willingness to test new ideas, or are the comments "safe?"
- Do comments show an understanding of concepts or analytical techniques properly applied to the current situation?
- Is the student presenting insightful quantitative analysis (when required)?
- Is the student demonstrating ethical considerations and insights?

### **COURSE GRADING**

Upon completion of this course, you receive a final grade. A final grade is a letter grade that carries with it a numerical value, as outlined below.

<b>Grade</b>	<b>Mark</b>
A	80-100
B	70-79
C	60-69
D	50-59
E	0-49

**To pass this subject, students are required to obtain Grade C or above in order to satisfy all the intended learning outcomes.**

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## **Classroom Ethics & Course Policies**

Being respectful of others' opinions, values and culture

Cell phones are only permitted when the usage is related to the course. Absolutely **NO TEXTING** during class will be tolerated. If you have an emergency situation and you must be able to be reached, set the phone to vibrate and leave the room immediately when it goes off.

Any student with a documented disability needing academic adjustments or accommodations should notify the instructor or the program administrator before the start of the program, so such an arrangement will be made accordingly.

Any student who anticipates a schedule conflict because of religious reasons should make arrangements within two weeks of the start of class.

### ***Academic misconduct***

Please follow the guideline of the university policy. Academic dishonesty or misconduct will not be tolerated and may result in disciplinary action including a grade F for the course. Work submitted must be the original work of the student. Original work may include the words and ideas of others, but the source of these words and ideas must be indicated in a manner consistent with an academically recognized form, style, and citation manual. Resubmission of work previously presented in another course is prohibited.

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