

Bachelor of Applied Science
Organizational Leadership 3300
Fall 2014 Syllabus

COURSE TITLE: Organizational Leadership

COURSE PREFIX AND NUMBER: ORGL 3300

INSTRUCTOR NAME: Elizabeth Peña

INSTRUCTOR CONTACT INFORMATION: Email: epena@sulross.edu
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OFFICE HOURS: By appointment only

TEXTBOOK: Supervision and Leadership in a Changing World, 1st edition
By: Gary Dessler ISBN-13: 978-0-13-505865-7

COURSE DESCRIPTION: The study of contemporary leadership trends in business and industry. Students will research and study the body of literature with an emphasis on formulation of current leadership practices and future trends.

GOALS OF THE COURSE:

Understand the role of cultural values and attitudes in a diverse workforce.

- Identify and apply the basic theories of leadership.
- Recognize mechanisms that enhance an ethical organizational culture.
- Understand how leadership is often contingent on people and situations.

COURSE REQUIREMENTS: Admitted into the BAS Program. 1st course in the BAS Organizational Leadership series.

Week 1- Student will become familiar with Blackboard and carefully review the requirements of the course.

- Post a discussion topic introducing yourself and discuss your past work experience and your objective for taking this course.
- Read Chapter 1: The Supervisor's Role in a Changing World.
- Chapter 1 Quiz.
- Read the Application Example on Page 9. Write a 500 word essay using a personal example of how "You Too Are a Supervisor".
- Read Chapter 2: Leading Today's Workforce
- Chapter 2 Quiz.
- Begin developing a PowerPoint presentation on "What is the difference between Management and Leadership?" (To be further defined)

Week 2-Decision Making and Planning

- Read Chapter 3: Solving Problems and Making Decisions
- Chapter 3 Quiz.
- Write a discussion post on whether you “Are more rational or intuitive” in your decision making processes and respond to one of your classmate’s posting.
- Read Chapter 4: Planning and Setting Goals.
- Chapter 4 Quiz.
- Compare and Contrast in a 500 word summary Pepsi and Coke’s Mission and Vision Statements (Page109).

Week 3- Work Processes and Job Descriptions

- Read Chapter 5: Understanding How to Control Work Processes
- Chapter 5 Quiz.
- Write a discussion post on “How Can Gaining Employee Commitment Encourage Self Control” and relate it to a personal experience you’ve had. Respond to one of your classmate’s posting.
- Read Chapter 6: Organizing Jobs and Work
- Chapter 6 Quiz.
- Write a job description for a sales manager position (To be further defined).

Week 4-Getting Employees Started and Midterm (Chapters 1-8)

- Read Chapter 7: The Supervisor’s Role in Equal Employment
- Chapter 7 Quiz.
- Read Chapter 8: How to Interview and Select Employees
- Chapter 8 Quiz.
- Online timed Mid Term Exam (Chapters 1-8 quizzes)

Week 5- Leading and Motivating Employees

- Read Chapter 9: Training and Developing Employees
- Chapter 9 Quiz.
- Write a discussion post on “Orientation: Why Is It Critical to Ensure Employee Success” and respond to one of your classmate’s posting.
- Read Chapter 10: Using Motivation and Incentives
- Chapter 10 Quiz.
- Take the Carl Jung’s and Isabel Briggs Myers’ typological approach to personality online test (link will be provided). Write a 500 word review on what you learned about yourself from this personality test.

Week 6- Team Effort and Coaching Leaders

- Read Chapter 11: Leading the Team Effort
- Chapter 11 Quiz.
- Answer Figure 11-1 “Do You Have a Team Mentality” on P-330. Write a 500 word review on the outcome of your answers.
- Read Chapter 12: Coaching and Communicating Skills for Leaders
- Chapter 12 Quiz.

- Write a discussion post on “Can Understanding the Communication Process Improve the Message?” and respond to one of your classmate’s posting.

Week 7- Appraising and Supervising Employees

- Read Chapter 13: Appraising and Managing Performance
- Chapter 13 Quiz.
- Read Chapter 14: Supervising Ethics, Fair Treatment, and Discipline at Work
- Chapter 14 Quiz.
- PowerPoint presentation is due.

Week 8- Labor Relations and Employees’ Safety and Final Exam (Chapters 9-16)

- Read Chapter 15: Supervising Grievances and Labor Relations
- Chapter 15 Quiz.
- Read Chapter 16: Protecting Your Employees’ Safety and Health
- Chapter 16 Quiz.
- Online timed Final Exam (Chapters 9-16 quizzes)

SCHEDULE OF COURSE REQUIREMENTS AND GRADE COMPUTATION:

Open Discussion Board Posts (9 total)	18 Points (2 points each)
Chapter Quizzes (16 total)	80 Points (5 points each)
PowerPoint Presentation on select topic (1 total)	22 Points
Writing Assignments (4 total)	20 Points (5 points each)
Exams: Mid-term 4 th Week and Final 8 th Week	40 Points (20 points each)

TOTAL POINTS=180 POINTS

- A = 162 or more
- B = 144-161
- C = 126-143
- D = 108-125
- F = 107 or lower

Additional Information:

Open Discussion Board Posts: Class discussion will consist of nine in total. A rubric, which will be available for you to see, will be used to measure/grade your discussion posts. You must engage and discuss the topics with correct grammar, spelling, punctuation, and capitalization. I will not accept posts that look as if you’re text messaging a friend. Discussion for each week will close on Due Date (Sunday at midnight).

Chapter Quizzes: Timed quizzes at the end of each chapter. Keep your quizzes since you will need them for your midterm and final exams.

PowerPoint Presentation: Minimum of 10 slides and maximum of 20 slides. The presentation will be graded on 1. Content , 2. Organization, 3. visual appeal .

Writing Assignments: Proper grammar, punctuation, spelling and capitalization are expected. Support your thoughts based on the readings from the chapters.

Exams: Two online timed exams will bring your understanding of the chapters to fruition. The questions will be a combination of multiple choice, fill in the blank True/False and short answer questions.

*The syllabus may be amended during the semester at the discretion of the Professor! Logging in to BlackBoard is critical to you passing this course. E-mail me with any questions or concerns.

