

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

MGT5670.E1 Executive Leadership
FALL 2017

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT5670.E1 Executive Leadership
Level: Graduate
Beginning Date of Session: Saturday, September 9, 2017
Ending Date of Session: Thursday, November 16, 2017

Student access available to the Student Portal: Saturday, September 9, 2017.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Leadership: Research, Findings, Practice, and Skills
Author: Andrew J. DuBrin
Publisher: Cengage
Year Published: 2016
Edition: 8th
ISBN: 10: 1285866363 13: 9781285866369
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

COURSE COMPETENCIES:

- Understanding the history and theories of leadership and their value within the organization. (Chapter 1 – Case Study 1)
- Understanding the role of executive leadership within the organization. (Chapter 1 – Case Study 1)
- Defining the importance of social responsibility in today’s marketplace. (Chapter 6 – Case Study 1)
- Discussing how being able to work with different personalities can be an asset to an executive. (Chapters 7-9 – Case Study 1, Exam 1, Book Report)
- Exploring gender differences in executive leadership. (Chapter 7, 15 – Case Study 1)
- Discussing techniques essential to negotiation at the executive level. (Chapters 7-8 – Exam 1)
- Understanding how knowledge management impacts the executive level of an organization. (Chapter 13 – Case Study 2)
- Understanding how working with Emotional IQ can be a powerful management tool. (Chapters 2, 10 – Case Study 2)
- Understanding the nature and value of internationally diverse executive leadership. (Chapter 14 – Book Report)
- Understanding the nature and value of culturally diverse executive leadership. (Chapter 14 – Book Report)
- Understanding the impact of ethics at the executive level. (Chapter 6 – Ethics Paper)
- Understanding the executive role and relationship to the board of directors. (Chapters 7-9 – Case Study 1, Exam 1)
- Discussing the hostile work environment and how to overcome this challenge. (Chapter 12 – Case Study 2)
- Understanding the need for relationship building within the organization. (Chapter 9, 10 – Case Study 2, Exam 1, Book Report)
- Understanding how to motivate and empower employees. (Chapter 10 – Case Study 2, Book Report)
- Discussing issues associated with leadership development and succession. (Chapter 15 – Book Report)

COURSE POLICIES: Please note all assignments are due on the date designated in course calendar (see Moodle). Assignments received after the relevant due date may only be accepted with permission from the instructor (each case will be reviewed for acceptance by the instructor) and if work is accepted it will be penalized 10 points per 24-hour period (up to 3 periods – except for the final assignment due for the session). Plan your time wisely. Extra credit work is not offered in the course. As a general rule, incomplete grades are not offered in the course. Students are expected to acquire the listed text in ample time to complete the first assignment due date as specified in the course outline.

Student’s Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

COURSE DELIVERY METHODOLOGY:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments

Ethics Paper – This 5-page paper will encompass the ethical framework surrounding executive leadership found in chapter 6 of the text. The paper will emphasize the student’s knowledge of leadership as an academic topic and its dynamic influence upon ethics. Specific instructions for the paper will be provided in class.

Case Studies – There will be two case studies completed in the course. These case studies will strategically evaluate the student’s knowledge on a variety of topics in the text. The case studies will provide a “real world” scenario for the student to apply knowledge and decision-making skills to. The approximate page length of each case study will vary between 3 to 5 pages as appropriate. Instructions on the specific case studies to be completed in the course will be provided in class.

Midterm Exam – There will be one midterm exam that will cover textbook material from the first half of the course. The questions on the exam will largely be multiple-choice. The exam due date and details will be provided to the class.

Book Report/Presentation – There will be one 5-page book report over an assigned book from a selected shortlist the professor will provide in Week One. The written report will be a critique of the selected book based upon an outline provided by the professor. **The written book report will be due in Week Ten.**

COURSE OUTLINE AND CALENDAR:

Week 1

Topic: Ethical Considerations Readings:
Chapters: 6
Assignments Due: None

Week 2

Topic: The History and Theories of Leadership Readings:
Chapters 1-5
Assignments DUE: Ethics Paper

Week 3 –

Topic: The Uniqueness of Executive Leadership Readings:
Chapters: 1-5 Assignments
DUE: Case Study 1

Week 4

Topic: The Board of Directors Readings:
Chapters: 7-9
Assignments DUE: None

Week 5

Topic: Negotiation Skills Readings:
Chapters: 8-9
Assignments DUE: Mid-Term Exam

Week 6

Topic: Managing Differences Readings:
Chapters: 10-12

Assignments DUE: None

Week 7

Topic: Internationally Diverse Leadership Readings:

Chapter: 14

Assignments DUE: Case Study 2

Week 8

Topic: Culturally Diverse Leadership Readings:

Chapter: 14

Assignments DUE: None

Week 9

Leadership Development Readings:

Chapters: 12-13

Assignments DUE: None

Week 10

Topic: Leadership Succession Readings:

Chapter 15 Assignments

DUE: Book Report – Written Portion Due **Monday November 13, 2017 6 PM CST** (no late work accepted)

GRADING CRITERIA:

Ethics Paper	15%
Case Studies (2)	40%
Mid-Term Exam	25%
Book Report	20%

Graduate

92 - 100 A

82 - 91 B

72 - 81 C

62 - 71 D

Below 62 F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An “I” (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an “I” be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An “I” which is not properly removed within 30 days following the session enrolled will become an “F” grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the “Schedule of Classes” (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton’s distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University’s main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the “Student Portal” link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University’s records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789

Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789

Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

COURSE EVALUATION:

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or

questions about Library services are encouraged to visit the Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “Research Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.

Library Live Chat Feature

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html