

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**HBD6776.E1 Leadership Theories/Practice
Summer 2022**

PROFESSOR INFORMATION:

Name: Dr. Brent Bradshaw
Phone Number: 972-279-6511 ext. 141
Email Address: BBradshaw@Amberton.edu

COURSE INFORMATION:

HBD6776.E1 Leadership Theories/Practice
Level: Graduate
Beginning Date of Session: Saturday, June 11, 2022
Ending Date of Session: Thursday, August 18, 2022

Student access available to the Student Portal: Saturday, June 11, 2022.

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: Theory and Practice
Author: Peter G. Northouse
Publisher: Sage Publications, Inc
Year Published: 2021
Edition: 9th
ISBN: 13: 9781544397566
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.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA

research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents leadership development theories necessary for the challenges of today's organizations and for the rapidly changing work environment of the future. The course addresses current terminology, concepts, competencies, and attitudes to enable students to become leaders who accomplish effective outcomes in organizations while maintaining integrity and credibility.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Exploring the origins and evolution of the human need for leadership by tracing the history of management theory and leadership styles.
2. Comparing and contrasting characteristics of managers versus leaders.
3. Understanding those leadership characteristics that are essential to achieving organizational goals.
4. Describing leadership as determined by the group being led.
5. Analyzing the functions of political, directive, and values-driven leadership.
6. Discussing the role of "transformational leadership" in changing work environments.
7. Investigating the roles and practices of spiritual and ethical leadership for the long-term development of people and institutions.
8. Researching leadership styles and assessing one's own skills and self-development plans as a model of leadership in lifelong learning.
9. Describing the relationship between leaders and teams that results in participative work.
10. Analyzing global market influences on organizational leadership roles.
11. Demonstrating creativity and innovation in problem solving.
12. Analyzing contributions from a diverse work force.
13. Describing the interactive communication skills of questioning, listening, projecting appropriate images, using body language and voice tones, and providing feedback.
14. Defining and affirming shared values, purposes, and convictions to create a cooperative work community using connective leadership.
15. Employing technology for research, problem solving, and strategic planning.
16. Questioning management paradoxes that challenge conventional wisdom and re-examining assumptions about effective leadership.
17. Exploring leadership skills through behavioral profile self-assessment analysis.

COURSE POLICIES:

*****SPECIAL NOTICE**

The professor for this course holds the rank of Vice President or higher for Amberton University. Should a student have an appeal or grievance relative to the final grade received for this course, s/he must follow the following appeal procedure, which is an exception to the appeal procedure as outlined in the Amberton University Catalog. This appeal procedure is for the final course grade only. Individual grades for exercises or examinations are considered a part of the learning process and can only be judged in the totality of the learning and evaluation process.

If this appeal procedure does not meet with the approval of the student, s/he should not enroll in this course.

APPEAL PROCESS

1. To begin the appeal process, the complaint must be in writing.
2. The appeal will immediately be forwarded to a non-involved Vice President for handling.
3. The second non-involved Vice President will inform the class professor of the complaint and the

professor will/may reply to the complaint in writing.

4. This second non-involved Vice President will select an appeal committee of no fewer than three faculty and forward both the student's complaint and the professor's response to the faculty committee for review.
5. The committee will review the appeal and render a confidential judgment (committee members who voted, how they voted, will be kept confidential).
6. The conclusion of the committee will be forwarded to the student. The committee's findings will be final.

Students are expected to submit assignments (exercises/exam) by the date scheduled. As a general rule, make-up exams will not be allowed, and assignments submitted after the date due will not be accepted. Exceptions will be considered on a case-by-case basis and only if the student has contacted the professor **before** the scheduled exam or assignment due date. In all cases, there will be a **10% penalty per 24-hour period past the due date** applied to any late assignment.

Assignments can include written responses to exercises, projects, and class discussions – there will be no opportunities for extra-credit or make-up work in this class. Reading assignments will be given over various units of the textbook and from selecting computer concepts websites.

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.

Attendance Policy:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. Ceasing to attend classes does not constitute an official withdrawal.

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy

Plagiarism is using another person's work as your own. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

COURSE OUTLINE AND CALENDAR:

The course outline below provides information on required reading and written assignments. All written assignments are to be submitted through Moodle. Supplemental reading material will be provided in Moodle along with several videos related to leadership concepts.

Assignments

Case studies - You must complete 2 different case studies during the session. You are required to fully answer each question provided at the end of each case study. Responses to each case study must be at least 5 pages in length. All sources must be cited using the APA (7th Edition) requirements and include a title page and reference page. These pages do not count in page totals.

Leadership Concept Paper - The purpose of this assignment is for students to analyze and interpret the leadership concepts presented in the first four (4) chapters of the textbook. Students will write a 6 page, double spaced, paper using APA 7th edition formats and citations describing their understanding of leadership concluded from these chapters in the textbook. How does the reading impact you and describe in your understanding of the concepts? Select specific topics in the text and write in detail your understanding of what it means to you.

Reflection Paper - Throughout this course, you have learned various leadership concepts, approaches, and theories. Students will write a 6 page, double spaced, paper using APA 7th edition formats and citations reflecting on how this leadership information has impacted their leadership role and understanding. Was your leadership style strengthened by concepts learned? What strengths and weaknesses did you identify in your leadership style? Did your leadership style change? These are just a few questions to consider when reflecting on your leadership and information learned during this session.

Week	Topic	Assignment	Competencies Covered	Due Date
1	Introduction: What is Leadership	Read Chapter 1; Post introduction	1, 2, and 4	Due Date in Moodle
2	Trait Approach to Leadership	Read Chapter 2	3 and 6	
3	Skills Approach	Reach Chapter 3; Complete Leadership Concept Paper	3,8, 9, 11 and 12	Due Date in Moodle
4	Behavioral Approach	Read Chapter 4	3, 4, 8, and 17	
5	Situational and Path Goal Theory	Read Chapters 5-6	6 and 14	
6	Leader-Member Exchange Theory and Authentic Leadership	Read Chapters 7 and 9, Complete Case Study	7, 8 and 13	Due Date in Moodle
7	Transformational Leadership	Read Chapter 8;	2, 3, 5, 6, 7, 9, 11 – 13	
8	Servant and Adaptive Leadership	Read Chapters 10 and 11; Complete Case Study	5, 7, 8, 13 and 14	Due Date in Moodle
9	Inclusive Leadership and Followership	Read Chapters 12 and 13; Discussion Posting	2, 3, 5, 6, 7, 8, 12 and 13	
10	Gender and Leadership, Leadership Ethics	Read Chapters 14 – 15; Complete Reflection Paper	3, 4,9, 11 - 14	Due Date in Moodle

GRADING CRITERIA:

Case Studies	480 points (2 @ 240 each)
Leadership Concepts Paper	225 points
Reflection Paper	290 points
Discussion Posting	5 points
Total	1000 points

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, 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.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. 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. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

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