"Every time you speak, you are auditioning for leadership." - James Humes

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4306 Applied Leadership Course Description: This course is designed to place students in real situations where they may practice leadership while studying and applying management theories involving leadership, motivation, group dynamics, and decision-making skills. Prerequisite: Junior standing.

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Course Material: Leadership articles, YouTubes, and assessments tools will be available on Blackboard.

Learning Objectives: Upon completion of this course, students will be able to:
  • Develop appropriate management/leadership terminology
  • Provide a basic understanding and knowledge of leadership principles
  • Appreciate both success and leadership failure
  • Apply course material to enhance analytical and critical thinking skills
  • Understand decision-making in different leadership situations
  • Provide a foundation for understanding and developing personal leadership style

Assessment Method:
At the end of this course, students should be able to analyze, evaluate, and make recommendations regarding the basic principles of leadership. A variety of tools, skills, and techniques will be used to ensure that students attain this goal.

Critical Thinking: Evaluation of leadership and application of ideas in real life situations to better understand leadership styles based on logical analysis.

Communication: Sharing personal insights, presenting material in both oral and written formats, and listening to the ideas of others to enhance communication skills.

Team Building: Working with classmates on exercises and assignments will provide opportunities to improve collaboration skills.

Technology: Written assignments will be researched and prepared using current technology tools.
Graded Components:
Ten Journals (20 points each)  200 points
Interacting with Guest Speakers  50 points
Providing Feedback on Leader Presentations  50 points
Class Participation  50 points
Leader Project Presentation  50 points
Leader Project Paper  50 points
Total:  450 points

Grading Scale:
A  90% and above
B  80% - 89.9%
C  70% - 79.9%
D  60% - 69.9%
F  Below 60%

Note: Plagiarized work on leader paper or PPTs will result in lowering your grade by one letter.

IMPORTANT - Speaker Etiquette
•  Cell phones: Turned off and put away
•  Be courteous: Enter the classroom quietly if you arrive late
•  Be quiet: No eating, crackling candy wrappers, or drinking from noisy water bottles
•  Ask questions: This is a professional skill and it earns you 5 participation points!
•  Applaud: When speakers are done
•  Personalize: Your thank-you message from our class

Interacting with Guest Speakers – 50 points
5 points: Asking our guest speaker a question; 3 points for attending

Providing Feedback on Project Leader Presentations - 50 points
•  Participating in the evaluation of class Project Leader Presentations (April).
•  Giving speaker feedback on what was good and what could be improved

Class Participation Examples - 50 points
•  Taking part in class activities
•  Confirm the name of your guest and date of networking lunch by January 30
•  Networking lunch 5 points for speaking without notes; 3 points with notes.
•  Attend the COB Job Fair on March 29
•  10 points: Volunteering to be a Greeter for one of our speakers. Google your guest, meet them at front door, walk with them to our classroom, make small talk, and give them a bottle of water (my office).
•  Email the name of your project leader and book by February 20
Networking Lunch Guidelines

- Arrange a face-to-face appointment (no Skype) by January 30 with someone
  - you admire (no family, friends, or professors)
  - who has a job you find interesting (Engineering, Coaching)
  - who works in an industry you want to know more about (Healthcare)
  - who works for a non-profit (YMCA; Big Brothers, Big Sisters; Meals for the Elderly)
- Invite them to lunch or coffee and offer to pay
- Follow Ami’s tips for interviewing
- Get their business card/contact information
- Send a hand-written Thank You note (show me a picture and earn 5 points)
  Come see me if you need a Thank You card.

Networking Lunch Presentation

- Minimum 3 minutes/Maximum 4 minutes (No PowerPoints)
- Who you took to lunch and why you choose them
- Where did you meet?
- The three (3) most important things you learned about leadership from your guest
- What was easy and what was challenging about this assignment
- Would you do it again? Explain why or why not

Confirm your Project Leader by February 20

- Select a book on the life of a famous deceased leader. There are lists of Famous People on http://www.biographyonline.net/people/famous-100.html
- Online Biographies are not acceptable or equivalent to reading a book
- Consider women and men; international leaders; and leaders who represent different backgrounds like sports, business, religious, military, entertainment, or politics.
- Make sure you can find pictures that represent your leader’s entire life.
- Pick a leader you find inspiring or interesting!

10 Journals/20 points each - 200 points

- Submit your printed Journal every Tuesday, beginning January 23
- Your Journal should address every class activity from the previous week.
- If Absent: Email your journal before class (as an attachment) to spate@angelo.edu

Late Journals

* Submitted after class on Tuesday: – 2 points
* Submitted on Wednesday: – 4 points
* No credit after Wednesday
Journal Guidelines

Journal Format:
- Use Microsoft Word
- Your name goes in the top left corner
- Number your Journals, Example: Journal One (centered)
- Double spaced with 1” margins (no triple spacing)
- 12-point Times New Roman font
- Grammatically correct and professionally written
- Minimum length: one full page (no extra spacing)

Journal Tips – what to write about

Guest Speakers: If you miss a speaker presentation you can get notes from someone who was present or do a Google search on them. This can prevent you from losing all points.
- Which ideas were most valuable and/or least valuable to you
- What did you like best about this speaker; did their ideas remind you of a previous speaker?
- Provide a personal example that relates to something they talked about

Personality Tests: We will do a Personality Tests this semester.
- Discuss what you learned about your leadership style.
- Did you think the assessment was accurate (why or why not)?
- Provide a personal examples that supports your position

Networking Lunch Presentations:
- Discussed what you learned from doing your presentation
- Discuss what you learned from watching other class presentations

In-Class Activities/YouTubes:
- What you learned
- What you liked or disliked about a YouTube

Journal 9 includes your Leadership Philosophy
Note: a Leadership Philosophy is about you and how you would describe your leadership style. Answer the questions below. A few examples will be posted on BB.
- What behaviors will you embrace as a leader and why?
- What are your leadership strengths?
- What leadership skills do you plan to develop?
- Why will people follow you?

Journal 10 includes your Top 5 Favorite Speakers and what you liked most about them.
**Presentation Guidelines**

**Email** a copy of your PPTs to Dr. Pate before your presentation.

- **Only Microsoft PowerPoints** (5 points deducted for using Prezi, Google Slides, One Drive, Google Drive, or PDF formats).
- **Length:** 15 minutes (within 13 – 16 minutes)
- Your presentation should be “picture driven” (Each PPT should include a picture of their life). Examples of picture-driven PPT presentations will be posted on BB.
- Tell the story of your leader’s life; include both their challenges and successes
- Identify their leadership qualities on a separate PPT
- **DO NOT READ** quotes or PPTs to class
- One short (2-3 minutes) video can be used during the presentation
- No notes allowed during presentation
- **Dress:** Business casual attire (See attached examples).

**Paper Requirements**

- **All Leader Papers** are **Due April 5**
- **Late papers** lose 5 points per day
- Your paper must include the following subheadings:
  - Early life (childhood and family)
  - Education, career, life challenges
  - What made them great (courage, societal contributions, innovation, the lives they touched)
  - What you learned from this leader.

**Paper Format**

- The body of your paper should be 4 to 4 1/2 pages.
- Cover page – Name of leader, your name, and date
- Double spaced with 1" margins
- Page numbers at bottom of each page, no page number on cover page
- 12-point Times New Roman font
- Grammatically correct and professionally written
- Print on one side only; make sure your paper print is clear
- Stapled in upper left hand corner.
- Quoted material should be short, used sparingly, and cited in APA.
  - Citation example: (Brown, 2004)
- Last page: Your Reference page should include all sources using APA format.
  - Example for a book:
College of Business Our Core Values

Appreciation for Diversity

We embrace and appreciate the value of diversity in an organization, believing that diversity is a strength that should be welcomed and encouraged in the workplace. We recognize that diversity is a key feature of the global business environment, which embodies a wide array of cultural differences.

Ethical Behavior

We seek to promote the highest level of ethical standards among our students, faculty, administrators and professional staff. This value is expressed in the College of Business Code of Ethics:

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

Academic Engagement

We support and encourage the education of our students by a faculty which is actively engaged in scholarship focused on business and management. We also seek to promote a collegiate environment characterized by positive interaction and engagement among our students, faculty, administrators, professional staff and business practitioners.

Social Responsibility

We acknowledge and support the corporate responsibility of business to consider the impact of its activities on the society and environment in which it operates, particularly the issue of sustainability.

Excellence

We are committed to excellence by demonstrating leadership in the College and University, leveraging our resources, and engaging in continuous improvement.
Course Policies

Academic Honesty and Integrity
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code and the ASU Student Handbook.

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It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

Courtesy and Respect
Courtsey and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, race (ethnicity), religion, etc.; violations of these rules will result in immediate dismissal from the course.

Accommodations for Disability
As stated in the Angelo State University Operating Policy and Procedure (OP 10.15 Providing Accommodations for Students with Disabilities), the Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by contacting the Student Life Office at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process. The Student Life Office will establish the particular documentation requirements necessary for the various types of disabilities.

Student Absence for Religious Holidays
As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Course Drop
To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit

http://www.angelo.edu/services/registrars_office/course_drop_provisions.php

Incomplete as a Course Grade
As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade I is given when the student is unable to complete the course because of illness or personal misfortune. An I that is not removed before the end of the next long semester automatically becomes an F. A graduate student will be allowed one year to remove a grade of I before it automatically becomes an F. To graduate from ASU, a student must complete all I’s.

Grade Appeal Process
As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at:

http://www.angelo.edu/content/files/14196-op-1003-grade-grievance