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

Instructor: Dr. Sandy Pate  
Office: RAS 208  
Email: spate@angelo.edu  
Phone: 325-486-6299  
Office Hours: After 2:00 p.m. or by appointment

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.

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:
8 Speaker Journals (20 points each) 160 points
Interacting with Guest Speakers 40 points
Class Activities 50 points
Leader Presentation 50 points
Total: 300 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 any assignment will result 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

Eight (8) Speaker Journals/20 points each - 160 points
• Printed Journals are collected in class the day after each speaker. Journal due dates are noted on class schedule.
• If absent: Email your journal before class (as an attachment) to spate@angelo.edu
Late Journals are not accepted.

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
**Interacting with Guest Speakers – 40 points**

5 points: Asking our guest speaker a question; 2 points for attending class

**Examples of Class Activities - 50 points**

- Be a Greeter for one of eight (8) speakers.
- Give an elevator pitch
- Participate in article discussions
- Give a networking presentation (see page 4)
- Participate in class activities

**Leader Presentations - 50 points**

*Presentation Guidelines*

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

- **Only Microsoft PowerPoints. Do not** use Prezi, Google Slides, One Drive, Google Drive, or PDF formats.
- Length: **15 minutes** “picture driven.” Presentation. Use PPTs to tell their story.
- A short **3 minute** YouTube or video can be used.
- Tell the story of your leader’s life; include both their challenges and successes.
- Use one PPTs to list their leadership qualities.
- **DO NOT READ** PPTs to the class.
- Notes are not allowed for this presentation.
- **Dress:** Business casual attire

**Selecting a Leader** (Confirm by **June 11**)

- Research the life of a famous deceased leader. There are lists of Famous People on [http://www.biographyonline.net/people/famous-100.html](http://www.biographyonline.net/people/famous-100.html)
- Use online Biographies or read a book about your leader.
- 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!
Networking Presentation – confirm your guest by June 13
Select someone:
✓ You admire (no family, friends, or professors)
✓ Who has a job you find interesting (Engineering, Coaching, CPA)
✓ Who works in an industry you want to know more about (Healthcare, Education)
✓ Who works for a non-profit (YMCA; Big Brothers, Big Sisters; Meals for the Elderly)
  o Arrange to meet face-to-face (no Skype)
  o Invite them to lunch or coffee and offer to pay
  o Follow Ami’s tips for interviewing
  o Exchange contact information

Networking Presentation on June 14
1. Minimum 3 minutes (No PowerPoints)
2. Who you took to lunch and why you choose them
3. Where did you meet?
4. The three (3) most important things you learned about leadership from your guest
5. What was easy and what was challenging about this assignment
6. Would you do it again? Explain why or why not

<table>
<thead>
<tr>
<th>Week and Date</th>
<th>Weekday</th>
<th>Applied Leadership MGMT Summer I 2018</th>
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<tbody>
<tr>
<td></td>
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<td>RAS 265 11:45 MTWHF</td>
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<td>18 Students</td>
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<td>Week 1</td>
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<tr>
<td>June 4</td>
<td>Monday</td>
<td>Review class schedule, syllabus, networking, introductions, Welcome Greeters</td>
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<tr>
<td>June 5</td>
<td>Tuesday</td>
<td>Introduce Yourself - Your elevator pitch</td>
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<td>June 6</td>
<td>Wednesday</td>
<td>Jobs and Buffett Articles; Leadership You Don't Need; Pausch and Nooyi</td>
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<td>June 7</td>
<td>Thursday</td>
<td>Carole Cavallero Brown; 2018 Woman of the Year; and San Angelo’s first female crime detective</td>
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<td>June 8</td>
<td>Friday</td>
<td>Dr. Brian May; President of ASU (ASU)</td>
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<td>Week</td>
<td>Day</td>
<td>Event</td>
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<td>2</td>
<td>Monday</td>
<td>Confirm your Presentation Leader; email Ami Mizell-Flint</td>
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<td>June 11</td>
<td>Tuesday</td>
<td>Ami Mizell-Flint; Mosaic Community Re-Manager; freelance writer</td>
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<td>San Angelo Star-Telegram; Elected member of the school board;</td>
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<td>Representing District 4 (she is the only women on the board, other</td>
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<td>than the superintendent!) &quot;Keep asking questions.&quot; (ASU Graduate)</td>
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<td>June 12</td>
<td>Wednesday</td>
<td>Confirm your networking lunch guest - Out-of-Class Assignment</td>
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<td>June 13</td>
<td>Tuesday</td>
<td>Networking Presentations</td>
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<td>June 14</td>
<td>Wednesday</td>
<td>Wayne T Franke; CEO MJWT Consulting; Lobbyist; GTE Corporation</td>
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<td>Director of Government Affairs. (ASU Graduate)</td>
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<td>Week 3</td>
<td>Monday</td>
<td>Trinidad Aguirre; President TAJMER; President of Verizon South/West;</td>
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<td>June 18</td>
<td>Tuesday</td>
<td>Penny Game</td>
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<td>June 19</td>
<td>Wednesday</td>
<td>Scott Turner; Vice President, Customer Service - Professional</td>
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<td>Services - TimeClock Plus (ASU Graduate)</td>
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<td>June 20</td>
<td>Thursday</td>
<td>Sheila Alley; Business Banking Manager</td>
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<td>June 21</td>
<td>Friday</td>
<td>Out-of-Class Assignment - Work on lead presentations</td>
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<tr>
<td>Week 4</td>
<td>Monday</td>
<td>Julie Ruthenbeck - Leadership colors</td>
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<tr>
<td>June 25</td>
<td>Tuesday</td>
<td>Julie Ruthenbeck - Leadership colors</td>
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<td>June 26</td>
<td>Wednesday</td>
<td>Leader Presentations</td>
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<td>June 27</td>
<td>Thursday</td>
<td>Leader Presentations</td>
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<tr>
<td>June 28</td>
<td>Friday</td>
<td>Leadership Philosophy and Top 5 speakers</td>
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<td>Week 5</td>
<td>Monday</td>
<td>Graded papers returned</td>
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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**

Courtesy 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, lifestyle, 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](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