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

Note: This is a Learning by Doing Class – Dr. Pate

Instructor: Dr. Sandy Pate
Office: RAS 208
Email: spate@angelo.edu
Phone: 325-486-6299
Office Hours: Mondays and Wednesdays 1:00 – 3:00 p.m.; Tuesdays and Thursdays 2:30 – 4:30 p.m.; by appointment Friday from 11:00 – 2:00 p.m.

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:
Ten Journals (20 points each) 200 points
Asking Speakers a question 50 points
Attending Leader Presentations 50 points
Active Participation 50 points
Leader Presentation 50 points
Leader 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
• Enter the classroom quietly if you arrive late
• No eating, crackling candy wrappers, or drinking from noisy water bottles
• Ask questions this is a professional skill
• Applaud: When speakers are done

10 Journals/20 points each - 200 points

• Journal Format and Content guidelines (see page 4)
• Submit your printed Journal every Tuesday. Beginning September 4
• Your Journal should address every class activity from the previous week.
• If Absent: Before class email your journal (as an attachment) to spate@angelo.edu

Late Journals
* Submitted after class on Tuesday: – 8 points
* Submitted on Wednesday: – 6 points
* No credit after Wednesday

Attending Leader Presentations - 50 points
There are nine (9) presentation days. If you attend all of them you earn 50 points!
Active Participation - 50 points

- **5 points**: Attending class and asking guest speaker a question;
  - 2 points: attendance only
- **5 points**: Taking part in class activities
- **5 points**: Confirming your networking lunch guest by **September 13** (details below)
- **10 points**: Networking lunch presentation **without notes**;
  - 5 points presenting **with notes**.
- **5 points**: Confirming your project leader by **October 2**
- **10 points**: Volunteering to be a Greeter for one of 10 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).
- **10 points**: attending both days of **Julie Ruthenbeck’s Leadership Assessment**

Networking Lunch Guidelines

- Arrange a face-to-face appointment (no Skype) by **September 13** 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

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
- What was easy and what was challenging about this assignment
- Would you do it again? Explain why or why not

Confirm your Leader by **October 2**

- 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](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!
Journal Tips

Journal Format:
- Use Microsoft Word
- Name 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 Content

Guest Speakers:
- 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 said

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 did not like about the activity of the YouTube

Journal 9 includes your Leadership Philosophy Top Five Favorite Speakers
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.
Leader Project Presentation and Paper - 100 points

Leader Project Presentation (50 points)

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

Paper Guidelines:
- Length: 20 minutes (within 18 – 22 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
- Only Microsoft PowerPoints (5 points deducted for using Prezi, Google Docs, or PDF formats).
- No notes allowed during presentation
- Dress: Business casual attire (See attached examples).

Leader Project Paper (50 points)

All Leader Papers are Due November 6. 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.

Format Leader Project Paper:
- Maximum of 4 pages (body of paper)
- 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.

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, 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

<table>
<thead>
<tr>
<th>Week and Date</th>
<th>MGMT 4306 Fall 2018 Required Assignments and Speakers</th>
<th>Class Starts August 28 p.m. 25 Students</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Class Schedule</strong></td>
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<tr>
<td>Week 1</td>
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<tr>
<td>August 28</td>
<td>Tuesday Review Syllabus, Class Schedule; <strong>Tell us About Yourself</strong> - education, experience, accomplishments, what motivates you, and why would a company be interested in hiring you.</td>
<td>Class exercise</td>
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<tr>
<td>August 30</td>
<td>Thursday <strong>Ami Mizell-Flint</strong>, Mosaic Community Relations Manager Networking &quot;The art of asking questions.&quot; <strong>Greeter:</strong></td>
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<td>Week 2</td>
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<td>September 4</td>
<td>Tuesday <strong>Julie Ruthenbeck</strong>, Director of Career Development <strong>Journal One</strong></td>
<td>What is your Leadership</td>
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<tr>
<td>September 6</td>
<td>Thursday <strong>Julie Ruthenbeck</strong>, Director of Career Development</td>
<td>What is your Leadership</td>
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<td>Week 3</td>
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<td>September 11</td>
<td>Tuesday <strong>Dr. Brian May</strong>, President of ASU</td>
<td><strong>Journal Two</strong></td>
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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Week 4</td>
<td>September 13</td>
<td>Thursday</td>
<td>Confirm Networking Guest &amp; time/day you met or plan to meet; Email to Dr. Pate at <a href="mailto:spate@angelo.edu">spate@angelo.edu</a> by 5:00 p.m. today.</td>
<td>No Class</td>
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<td>September 18</td>
<td>Tuesday</td>
<td>Networking Lunch Presentations</td>
<td>Journal Three Due</td>
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<td>September 20</td>
<td>Thursday</td>
<td>Networking Lunch Presentations</td>
<td>Leaders who are Unavailable end-of-semester Presentations posted on BB.</td>
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<td>Week 5</td>
<td>September 25</td>
<td>Tuesday</td>
<td>Speaker</td>
<td>Journal Four Due</td>
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<td>September 27</td>
<td>Thursday</td>
<td>Lisa Maciejewski-West, Gold Star Medical Business Services Greeter:</td>
<td>Discuss what you learned about leadership from these Y</td>
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<td>Week 6</td>
<td>October 2</td>
<td>Tuesday</td>
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<td>Journal Five Due</td>
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<td>October 4</td>
<td>Thursday</td>
<td>Speaker</td>
<td>Email Confirmation of and Book for Final Project</td>
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<td>Week 7</td>
<td>October 9</td>
<td>Tuesday</td>
<td>Speaker</td>
<td>Journal Six Due</td>
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<td>October 11</td>
<td>Thursday</td>
<td>Bill Waters, Principal Central High School Greeter:</td>
<td>Rick Mantooth, Vice President/General Manager Foster Communications Greeter:</td>
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<td>Week 8</td>
<td>October 16</td>
<td>Tuesday</td>
<td>Penny Game &amp; Read <em>How to Take Criticism Well</em> and <em>Like, Eliminate Ums and Ahs, Right?</em> (Posted on BB)</td>
<td>Journal Seven Due</td>
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<td>October 18</td>
<td>Thursday</td>
<td>Speaker</td>
<td>Review Leader Project Guidelines</td>
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<td>Week 9</td>
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<td>October 23</td>
<td>Tuesday</td>
<td>Speaker</td>
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<td>October 25</td>
<td>Thursday</td>
<td><strong>Out-of-Class Assignments:</strong> Work on Your Leader Presentation; Identify the 3 ideas you liked most from each article and explain why. Complete your Leadership Philosophy and your list of Top Five Speakers</td>
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<td>October 30</td>
<td>Tuesday</td>
<td>Speaker</td>
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<td>November 1</td>
<td>Thursday</td>
<td><strong>Out-of-Class Assignments:</strong> Work on Your Leader Presentation; Identify the 3 ideas you liked most from each article and explain why. Complete your Leadership Philosophy and your list of Top Five Speakers</td>
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<td>November 6</td>
<td>Tuesday</td>
<td>3 Presentations - <strong>All Leader Project Papers Due</strong></td>
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<td>November 8</td>
<td>Thursday</td>
<td>3 Presentations</td>
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<td>November 13</td>
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<td>November 22</td>
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<td><strong>Thanksgiving Holiday (21-23)</strong></td>
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<td>November 27</td>
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<td>3 Presentations</td>
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<td>November 29</td>
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<td>December 4</td>
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<td>2 Presentations</td>
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<td>December 6</td>
<td>Thursday</td>
<td>2 Presentations and Leader Papers Returned</td>
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<th>Week 16</th>
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<tr>
<td>December 10-13</td>
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<td>Finals Week</td>
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<tr>
<td>December 15</td>
<td>Saturday</td>
<td>Commencement at 2:00 p.m.</td>
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