

COMM 6323: Seminar in Corporate Training and Leadership (ONLINE)

Dr. Leslie Y. Rodriguez

Spring 2022 – 1st 8 Weeks

Instructor Information:

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Office Hours: Monday-Thursday – 1 pm – 3pm

Required Readings:

Barrett, D. (2011). *Leadership Communication*. 4th edition. ISBN: 978-0-07-340320-5

Stolovitch, H.D. & Keeps, E. J. (2020). *Telling Ain't Training*. 2nd edition. ISBN: 978-1-26286-701-0

Course Description: Methodology in setting and accomplishing learning objectives for organizational members' new skills with a focus on developing both face-to-face and on-line training methods.

Course Objectives:

1. Demonstrate an understanding of leadership communication theories and concepts.
2. Differentiate between leadership communication styles in group, organizational, and public communication contexts.
3. Analyze the role of communication in promoting diversity, ethical behavior, and developing leaders.
4. Assess your own leadership (and followership) styles and behaviors.
5. Devise strategies for improving your leadership and followership skills.
6. Demonstrate written communication competency.
7. Apply leadership style to real world settings.
8. Demonstrate an understanding of the concepts related to the human learner.
9. Devise strategies for improving the production and delivering of training material.

Course Requirements:

- **Discussion Board Assignments: 7 @ 25 = 175 pts** – Students will participate in class discussion regarding various concepts and issues introduced in chapter material.
- **Discussion Board Peer Responses: 6 @ 25= 150 pts** – Students will be expected to critically respond to other student responses in Discussion Board.
- **Application Assignments: 7 @ 25 = 175 pts** – Students will be required to complete applications and assignments that consist of case studies, inventories, discussion questions, etc.
- **Individual Chapter PowerPoint Lecture - 100 pts** -- Each student will be responsible for presenting a chapter lecture. Chapters have been assigned and can be found at the bottom of the course schedule. Students must upload their PowerPoint lecture on the Sunday (by 8 pm) before their chapter is covered in the weekly assignments.
- **Leadership Philosophy Assignment - 150 pts** -- Students will develop their Leadership Philosophy by utilizing the concepts covered in the text. **Details of assignment can be found in Assignment Sheet*
- **Training Session Planning Sheet - 150 pts** – Students will develop a training session planning sheet. **Details of assignment can be found in Assignment Sheet*
- **Leadership & Training Philosophy Presentation - 100 pts** – Students will present and record a presentation that discusses their Leadership Philosophy. **Details of assignment can be found in Assignment Sheet*

Course Policies:

1. Late Work: All assignments will be due on the assigned day at the assigned time. ***I do not accept late work.*** So, work ahead of the due date in case something occurs that may prevent you from turning in assignments on time.
2. Courtesy and Respect: Be mature. Share your viewpoints, but give others the opportunity to do so, as well. Argue issues; do not attack people.

Course Grading:

The following grading scale will be used to determine final grades:

1000-900 points = A 899-800 points=B 799-700 points=C 699-600 points=D 599 points and lower =F

Blackboard: All students will need access to Blackboard in order to participate and complete the course.

Weekly Schedule & Deadlines: Folders will open up at 8 am on each week (except for Week 1). Students will have until Saturday, 5 pm CST of that week to turn in all assignments. In Finals Week, students will have a shorter weekly deadline. Please see schedule for more details.

Academic Misconduct:

Plagiarism will result in a zero for that assignment, and the instructor may pursue additional measures, which include receiving an "F" in the course or being referred to the academic integrity board. All assignments are to be the original composition of each student.

Class Etiquette:

Please be a courteous student and peer. Remember, the(online) classroom is diverse. All students have differing value systems. What does not offend you, may offend others. **As such, speak and behave in a professional manner.**

Honor Code Policy:

Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student's own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf

Disability Statement:

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. It is the student's responsibility to initiate such a request by contacting Mrs. Dallas Swafford, Director of Student Development 325-942-2047 office or 325-942-2211 Fax dallas.swafford@angelo.edu University Center, Suite 112B

Title IX at Angelo State University:

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.

Director of Title IX Compliance/Title IX Coordinator

Mayer Administration Building, Room 210

325-942-2022

michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic and Counseling Center at 325-942-2173* or the *ASU Crisis Helpline at 325-486-6345*.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Holiday Observance:

- A. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code 11.20.
- B. 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.
- C. A student who is excused under section 2 may not be penalized for the absence, however; the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class at Angelo State University:

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Week	Assignments	Due Dates
Week 1 – January 18th	<ul style="list-style-type: none"> *Introduction to Course, Sign up for PowerPoint Lectures *Read Leadership Communication (LC) Chapter 1, Review Chapter 1 PowerPoint *Complete Application Assignment *Complete Discussion Board Assignment 	Saturday, January 22 nd at 5 pm CST
Week 2 – January 24 th	<ul style="list-style-type: none"> *Respond to Week 1 Discussion Boards *Read LC Chapter 3 & 8, Review Chapter 3 & 8 PowerPoints *Complete Application Assignment *Complete Discussion Board Assignment 	Saturday, January 29 th at 5 pm CST
Week 3 - January 31st	<ul style="list-style-type: none"> *Respond to Week 2 Discussion Boards *Read LC Chapter 9 & 10, Review Chapter 9 & 10 PowerPoints *Complete Application Assignments *Complete Discussion Board Assignment *Review Leadership Philosophy Assignment *Review Leadership Philosophy Presentation Assignment 	Saturday, February 5 th at 5 pm CST
Week 4 – February 7th	<ul style="list-style-type: none"> *Respond to Week 3 Discussion Boards *Read LC Chapter 12 & 13, Review Chapter 12 & 13 PowerPoints *Complete Application Assignments *Complete Discussion Board Assignment *Read Chapters 1-3 in Telling Ain't Training (TAT) 	Saturday, February 12 th at 5 pm CST
Week 5 – February 14th	<ul style="list-style-type: none"> *Respond to Week 4 Discussion Boards *Read TAT Chapter 4 & 5. Review Chapter 4 & 5 PowerPoints *Complete Applications & Assignment *Complete Discussion Board Assignment *Review Training Session Planning Sheet 	Saturday, February 19 th at 5 pm CST
Week 6 – February 21st	<ul style="list-style-type: none"> Respond to Week 5 Discussion Boards *Read TAT Chapters 6 & 7. Review Chapters 6 & 7 PowerPoints. *Complete Application & Assignment *Complete Discussion Board Assignment *Turn in Leadership Philosophy *Turn in Leadership Philosophy Presentation 	Saturday, February 26 th at 5 pm CST

Week 7 – February 28th	*Respond to Week 6 Discussion Boards *Read TAT Chapters 8 & 9. Review Chapters 8 & 9 PowerPoints. *Complete Application & Assignment *Complete Discussion Board Assignment	Saturday, March 5 th at 5 pm CST
Week 8 – March 7th	*Read TAT Chapters 10 & 11 *Turn in Training Session Planning Sheet	Wednesday, March 9 th at 5 pm CST

PowerPoint Lecture Assignments:

Leadership Communication:

Chapter 3 – Jan (Sunday, Jan. 23rd)
 Chapter 8 – Mariana (Sunday, Jan. 23rd)
 Chapter 9 – Sage (Sunday, Jan. 30th)
 Chapter 10 -- Ann (Sunday, Jan. 30th)
 Chapter 12 – William (Sunday, Feb. 6th)
 Chapter 13 -- Cori (Sunday, Feb. 6th)

Telling Ain't Training:

Chapter 4 – Eirin (Sunday, Feb. 13th)
 Chapter 5 – Ashley (Sunday, Feb. 13th)
 Chapter 6 – Lorie (Sunday, Feb. 20th)
 Chapter 7 – Pamela (Sunday, Feb. 20th)
 Chapter 8 – Kristina (Sunday, Feb. 27th)
 Chapter 9 -- Carter (Sunday, Feb. 27th)

***** Please note that your PowerPoint Lecture must be uploaded to Discussion Board by 8 pm on the Sunday before Your Chapter is covered in the Weekly Assignments.*****

For example: Jan and Mariana must upload their PowerPoint Lectures to Discussion Board by 8 pm on Sunday, January 23rd. See above for your Chapter Assignment and Due date.