

**Angelo State University
MGMT 4306 DF1
Applied Leadership
Spring 2022**

Instructor: Dr. Dallas Swafford

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Office: University Center, Office Suite 112

Office Hours: Monday and Wednesday 3:30-4:30 p.m. and by appointment.

Class is online through Blackboard and SAGE Vantage

Course Information:

4306 Applied Leadership Course Description:

This course is designed to teach students about various leadership styles and theories, and how to apply management theories involving leadership, motivation, group dynamics, and decision-making skills.

Prerequisite: Junior Standing

Course Material:

The textbook required for this class is **Leadership: Theory and Practice** by Peter G. Northouse, 9th edition, ISBN 9781071821169. The course requires online access to SAGE Vantage which includes digital access to the textbook.

Leadership Objectives and Outcomes:

- Develop appropriate management/leadership terminology through reading various chapters in the textbook and completing chapter exams.
- Obtain a basic understanding and knowledge of leadership principles by reading, reviewing videos and completing knowledge checks along the way.
- Apply course material to enhance analytical and critical thinking skills by participating in online class discussions and reviewing case studies.
- Understand decision-making in different leadership situations by reviewing case studies and reviewing applicable videos throughout the semester.
- Possess a foundation for understanding and developing personal leadership style by participating in class discussions and completing assessments.

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 by reading, participating in discussions, providing, and receiving feedback from others, watching videos, reviewing case studies, and submitting chapter exams.

Graded Components:

Video Activities (20)	60 points
Self-Assessments (8)	40 points
Discussions/Case Studies (4)	80 points
Chapter Tests (7)	105 points
<u>Journal Reflection (1)</u>	<u>15 points</u>
Total:	300 points (100%)

Grading Scale:

- A 270 points and above
- B 240-269 points
- C 210-239 points
- D 180-209 points
- F 179 points and below

Policy on Plagiarism:

Plagiarized work will not be tolerated and will result in a "0" for the assignment and a possible failing grade for the course.

Attendance Policy:

This is an online class. There is no required face-to-face attendance, but students should be prepared to log in frequently to complete class requirements and meet assignment deadlines.

Norris-Vincent College of Business 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 Norris-Vincent College of Business Code of Ethics:

Students, faculty, administrators, and professional staff of the Norris-Vincent 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.

Courtesy and Respect

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and always respect each other's point of view while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (zero tolerance), as are those remarks concerning one's ethnicity, lifestyle, race, religion, etc.; violations of these rules will result in immediate dismissal from the course.

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.

Institutional 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's 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 communicated with the professor and on record with the university's department of Student Disability Services, or the Office of the Dean of Student Life. Please make sure you inform your 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.

Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs and 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 an employee of the Office of Student Affairs, in the Houston Harte University Center, Office Suite 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford
Director of Student Disability Services
dallas.swafford@angelo.edu
325-942-2047

Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, contact the Registrar's Office at 325-942-2043, or via email at registrar@angelo.edu.

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedure 10.03, 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 Policy and Procedure 10.03 on the university's website.

Incomplete as a Course Grade

As stated in the Angelo State University Operating Policy and Procedure 10.11, 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 dates 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 incomplete grades.

Student Absence for Religious Holidays

As stated in the Angelo State University Operating Policy and Procedure 10.19, a student who intends to observe a religious hold 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 hold day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Title IX Statement

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. 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. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, 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. You may do so by contacting:

Michelle Miller, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.miller@angelo.edu
You may also [file a report online](#) 24/7.

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. The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above. For more information, visit the [Title IX website](#).