

SYLLABUS

1. Wayland Baptist University, Phoenix Campus, School of Business
2. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.
3. Course: **MGMT 5306** – PX01 Leadership and Management Development
4. Term: Fall 2009
5. Instructor: Dr. Mary F. Maloney
6. Office Phone and email: 602-271-1101 –marymaloney@cox.net
7. Office Hours, Building, and Location – T-F- 1-5:30; S 7-8
8. Class Meeting Time and Location: Tuesday 5:30 – 9:40 - CPC
9. Catalog Description: Highly successful local business and political personalities provide real-world insight into effective organizational leadership practices. Objectives include identifying practical means for developing leadership and planning skills, communications, human relations, work teams, decision-making, and marketing.
10. Prerequisites: MGMT 3304
11. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
<u>Leadership: Enhancing the Lessons of Experience</u>	Hughes, Ginnett, Curphy	6th	2008	McGraw-Hill	007-340504-3	Spring 10

“Students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. **All absences must be explained to the instructor, who will then determine whether the omitted work may be made up.** When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus dean. Any student who misses 25% or more of the regular scheduled class meeting will receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.”

12. Optional Materials:

13. Course Outcome Competencies:

Upon completion of this course the student should be able to:

- Compare and contrast the eight roles of leadership.
- Describe how leaders communicate effectively.
- Describe how to build effective teams.
- Explain why conflict is considered “productive tension”.
- Describe the core competencies of Leadership.
- Develop and communicate a vision, goals and objectives.
- Describe a productive work environment.
- Demonstrate the ability to make effective oral presentations.
- Describe the essential components of managing change.

14. Attendance Requirements:

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15. Disability Statement: “In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.”

16: Course Requirements and Grading Criteria:

Quizzes:	Weekly quizzes on blackboard under assignments. BE SURE TO OPEN THE FILE “QUIZ INSTRUCTIONS” under SYLLABUS before attempting to take the quiz. NO LATE QUIZZES WILL BE ACCEPTED.	40%
Research	See Below for requirements	20%
Assignments	Noted below NO LATE ASSIGNMENTS WILL BE ACCEPTED	40%

17. Tentative Schedule: (Calendar, Topics, Assignments)

Date	Topic	
PART ONE: INDIVIDUALS AS LEADERS		
18-Aug	Chp 1	Who Is a Leader?
18-Aug	Chp 2	Leadership Traits and Ethics
25-Aug	Chp 3	Leadership Behavior and Motivation
25-Aug	Chp 4	Influencing: Power, Politics, Networking, and Negotiation
1-Sep	Chp 5	Contingency Leadership Theories
8-Sep	Chp 1-5 Review and Discussion of Individuals as Leaders	
PART TWO: TEAM LEADERSHIP		
15-Sep	Chp 6	Communication, Coaching, and Conflict Skills
15-Sep	Chp 7	Leader–Follower Relations
22-Sep	Chp 8	Team Leadership and Self-Managed Teams
29-Sep	Chapter 6-8 review	
PART THREE: ORGANIZATIONAL LEADERSHIP		
6-Oct	Chp 9	Charismatic and Transformational Leadership
6-Oct	Chp 10	Leadership of Culture, Ethics, and Diversity
13-Oct	Chp 11	Strategic Leadership and Management
13-Oct	Chp 12	Crisis Leadership and the Learning Organization
20-Oct		Research paper Presentations
27-Oct		Research Paper due 10/27

18. Additional information as desired by the faculty member.

Assignments and due dates.

1. Quizzes can be found on Blackboard under assignments
2. Written work should be submitted through Blackboard's digital dropbox
3. The instructor DOES NOT accept late assignments or quizzes.
4. A grade of zero will be entered for assignments not submitted on blackboard by the due date.
5. ABSOLUTELY, POSITIVELY NO EXCEPTIONS.

24-Aug	Quiz 1-2 by midnight
31-Aug	Quiz 3-4 by midnight
7-Sep	Write an essay (minimum 500 words reacting to the article by David Brooks – on blackboard under lecture notes
14-Sep	Select a prominent leader and do a power point presentation comparing the individual's characteristics to the principles discussed in Chapters 1-5.
21-Sep	Quiz 5-6 by midnight
28-Sep	Research the characteristics of Leo Iacocca's ideas on leadership. Write a 500 word essay explaining these characteristics and your reaction to them.
5-Oct	Quiz 7-8 by midnight
12-Oct	Quiz 9-10 by midnight
19-Oct	Quiz 11-12 by midnight
27-Oct	Research Paper by midnight