Course Description
This literature-based course emphasizes the individual as decision maker and focuses on ethical issues and dilemmas facing managers and leaders in organizations. The objectives of the course are to raise students’ general awareness of ethical dilemmas, to place ethical issues within a management context, to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.

Course Objectives
Upon successful completion of this course, students will be able to demonstrate the following learning outcomes and skills as stated by Daft (7th edition).

- Analyze the current intense environment of leaders.
- Generate a real-world view of what leadership is like in today’s world.
- Integrate fresh ideas and applications which has established scholarly research in a way that makes the topic of leadership exciting in order to gain newfound perspectives.
- Develop qualities and skills leaders need in this rapidly progressing world.

Specific John Massey School of Business (JMSOB) (AACSB Accredited) Learning Standards emphasized in this course include:

- Communication: JMSB graduates will be effective communicators with the ability to prepare and deliver oral and written presentations using appropriate technologies.

- Problem Solving: JMSB graduates can apply critical thinking skills, quantitative methods and technology to problem solving.

- Ethics: JMSB graduates possess the knowledge and understand the significance of making ethical business decisions.
Leadership and Teamwork: JMSB graduates possess the leadership skills necessary to give direction and guidance, and to delegate work tasks in a manner which proves to be effective and which motivates others to do their best in both a manager/subordinate and a team setting.

Business Knowledge: JMSB graduates will understand the functional areas of business and how they relate to each other.

Required Course Materials
It is extremely important that you obtain course materials before the start date of the course. You do not have to wait until you receive a copy of the syllabus to find out the required book for any given course. You may use the Southeastern Oklahoma State University (SE) Official Bookstore to find the book. Try it now! Go to goo.gl/jRh3v0 (this is a shortened web-address for the SE Bookstore), type in the information for one of your courses, and see the book!

Textbook Information:
The Leadership Experience, Edition: 7th, Daft, Richard L.

Loose-Leaf Textbook with MindTap Digital Lab Card Access
ISBN: 9781337370004

MindTap Digital Card Lab Access with e-Book:
ISBN: 9781337102315

Cengage Unlimited Subscription Service:
This service gives complete, on-demand digital access to the entire library of Cengage e-books and digital lab components:

ISBN: 9780357700051          PAC CENGAGE UNLIMITED 24 MONTHS  $239.99

Digital Lab Component Information
This course utilizes a digital lab component called Cengage MindTap where some of this course’s assignments are housed.

Digital Literacy Skills Needed
Students enrolled in this course will be expected to navigate Blackboard within an integrated digital lab integration capacity, and for viewing important announcements, assignment reminders, grades, emails,
additional course content and to complete a variety of course activities within their prospective weekly folders.

Additional required digital literacy skills include the proper use of computer networks to locate and store files, effective use of online search tools (i.e., Internet, web browsers, SE’s Henry G. Bennett Memorial online library of articles and databases), as well as, opening Microsoft PowerPoint files, pdf files, related audio-videos, and saving Word documents to a pdf file. Additional understanding needed regarding the proper citation of sources.

**Required Program in Place and Online Student Orientation**
Because this is an online course, you will be required to provide some form of proof that you are prepared to learn in an online environment. When you enter the course, you will see a "Position in Program" in the COURSE WORK link. Click on that and indicate how many courses you have taken as part of the MBA program at Southeastern. If you are in your first semester as part of the MBA program, you also be required to submit a picture of your completed GOLD Orientation badge (contact cidt@se.edu if you are experiencing difficulty with this).

Once all required proof is submitted, COURSE WORK will release the folder for Week 1's content so you can begin working in the course. Each of the other weeks will become available to you the Sunday before the week starts. If you do not see the weekly folders, contact myself and cidt@se.edu so we can be made aware and look into the issue. If you submit false information to the "Position in Program" or "Orientation: Proof of Completion" assignment, be aware that I do have the right to clear your attempts for either of those items and require you to resubmit the correct information before you are able to continue in the course.

Below are two videos to help with completing the orientation and submitting your badge.

- Beginning Orientation: [https://youtu.be/2nli91jFSt8](https://youtu.be/2nli91jFSt8)
- Submitting the Badge: [https://youtu.be/ngOtr_KihwI](https://youtu.be/ngOtr_KihwI)

**Blackboard Support Contact Information**
Blackboard support, to include phone support, walk-in support, and form stack support request can be found on the Southeastern Blackboard homepage at: [https://blackboard.se.edu/](https://blackboard.se.edu/) by clicking on Bb technical support request, or chat support can additionally be requested in the lower right-hand corner on “Live Chat” between the hours of 7:00am-1:00am CST.

**MindTap Digital Lab Technical Support Information**
MindTap technical related questions should be directed to the Cengage Technical Support Team at (800) 354-9706, and at (866) 267-4986, or submit a support ticket through the Cengage website at [http://support.cengage.com/victoriaweb/primarypage](http://support.cengage.com/victoriaweb/primarypage). When contacting Cengage Technical Support, please provide the following information: (1) description of issue, (2) exact error message you are receiving (if applicable to your case), (3) steps taken to resolve error, (4) Instructor's name, (5) your e-Mail address, (5) course name, and access code (if applicable).

**Technology Requirements Needed for this Course**
- Internet access (I suggest high-speed access)
- Audio/video capabilities on your computer/laptop

Below are technical support phone numbers for some major computer/laptop brands in case you need to call and find out more on what your computer system’s actual technical capabilities are:
- Apple Tech Support: (800) 692-7753
SE’s Technical Requirements Policy
Please read the Technical Requirements policy on the Southeastern Distance Education website http://homepages.se.edu/blackboard/student-support/browser-recommendations/
In summary, you will need access to a reliable computer with adequate specs and a reliable internet connection, with a backup plan (i.e. university library, computer labs, or local library) in case you experience technical difficulties. Oftentimes technical problems are browser related, so if this occurs try a different browser. Chrome and Firefox work best with Blackboard.

Prerequisite Knowledge and Skills Needed
Correct grammar, spelling, and punctuation are necessary in a college course. Therefore, you are encouraged to take advantage of the resource, Basics of Language Training (BOLT) found inside the Online Student Orientation. These modules are self-paced and will serve as a refresher course for writing. Each online course will require correct usage of grammar and within APA format. The Basics of Language Training (BOLT) course contains self-paced modules on the APA basic format as well as Citing Sources in APA.

You are strongly encouraged to review these modules to be fully prepared for your courses. If you are unable to demonstrate adequate usage of grammar, punctuation, spelling, or APA format, you could be required to work on the completion in the Basics of Language Training (BOLT). Additionally, the menu of each course will have a link to the Purdue OWL site, which is an excellent resource for quick references regarding the APA writing style format.

Definition of a Week
Each week will begin at 12:00am Monday and will end at 11:59pm Sunday. This will be the time frame for which students will be expected to work within a given week’s folder/module. All assignments will be due each week at 11:59pm on Sunday. All times will be based on the time zone of this institution, which is Central Standard Time (CST).

Work Load
The amount of time you will spend in a course can vary depending upon your prior education and experience with the topic of the class. You may spend more or less time on any given week depending on your reading speed, the need to re-read content, and how quickly you comprehend the subject and requirements. However, it is roughly estimated that you will spend on average, 8-12 hours per week in any given course.

Standard Grading Rubrics for Assignments (Where Applicable)
This course uses grading rubrics, where applicable. Grading rubrics will be attached digitally to the Discussion Forums, the Group Case Assessment: The Saddle Creek Deli, and the Self-Assessments Reflection Paper assignments. You should always review the grading rubric prior to starting any assignment to fully understand the expectations and to use the grading rubric as a guide to develop your analysis.
Office Hours
Page one indicates my virtual office hours. The virtual office hours will be with the use of Zoom video conference technology online. At the beginning of each week, I will post in an announcement a weblink to access the Zoom meetings for the week virtually. If you would like to attend a Zoom office hour meeting, first send me a text message notifying me that you would like to join, and then just follow the Zoom instructions provided.

Grading Feedback
All assignments will be graded within seven days from the due date, if not before.

Missed Exam Policy
Make-up exams will be administered only under circumstances involving a religious observation.

Late Assignment Policy
A penalty deduction will be applied to all work submitted late. No assignments will be accepted after the class ends.

Statement of Academic Integrity
All students must comply with Southeastern Oklahoma State University’s School of Business Policy on Academic Honesty. This policy statement covers cheating, plagiarism, unauthorized possession, or disposition of academic material, as well as sanctions and procedures. Details of this policy can be found below within the university Student Handbook.

Southeastern Student Code of Conduct
All participants in this course are bound by the University of Code of Conduct, found at http://www.se.edu/dept/student-life/files/2009/10/student-handbook.pdf

Southeastern Academic Calendar
The SE academic calendar is a great place to locate important semester dates and deadlines. To review, click this link http://www.se.edu/dept/registrar/calendar/

Counseling Center
Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1-800-522-1090.

Disability Accommodations
Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745–2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

Equity and Non-Discrimination Statement
Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.
**SE Refund/Drop Policy**
Once a student selects classes and enrolls/pre-enrolls, the student is considered to be “officially enrolled” and is responsible for all tuition/fees incurred. Dropping/withdrawal from courses is the sole responsibility of the student. Southeastern does not automatically cancel a student’s enrollment for non-payment of tuition/fees. During the first two weeks of each semester, students who are reported as “Never Attended” in 100% of all their courses will be administratively cancelled from all enrollment for the semester.

**Incremental Weather Information:**
Due to any type of incremental weather condition class could be cancelled. [Click here](#) to gain more information regarding the SE Alert System.

**Student Support Services (SSS)**
SSS helps eligible students successfully complete their post-secondary education by providing a foundation for overcoming academic, personal, and cultural barriers to higher education. By fostering a highly personalized (one-on-one) environment, SSS staff strives to build professional and personal relationships with students in order to carefully assess their individual needs and to offer appropriate academic, personal, and career support. [Click here for more information](#).

**Grading Criteria:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Exams</td>
<td>30%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Self-Assessments and Reflection Paper</td>
<td>20%</td>
</tr>
<tr>
<td>Group Case Assessment: The Saddle Creek Deli</td>
<td>20%</td>
</tr>
<tr>
<td>Discussion Forums</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
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</table>

**Explanation of Course Assignments with Grading Rubric Information (Where Applicable)**

**Exams**
All exams are graded on a 0-100% scale. Each exam has 50 multiple choice questions worth 2 points each, for a total of 100 points. There are a total of three exams in the course. There is a 2-hour time limit on all exams.

**Chapter Quizzes**
The chapter quizzes have 15 multiple-choice questions. Each quiz question is worth 6.67 points for a total of 100 points. Two attempts are available on all quizzes. There is no time limit. When “hints” are available, the question attempts before hints are one. You can “check your work” one time, as well.

**Self-Assessments**
The self-assessments have several components to them. The self-assessment questions, the interpretation, the experiment section where you can modify your self-assessment answers to see different results, a quiz, and a review section. The quiz with each self-assessment contains three questions worth 33 1/3 points for a total of 100 points. There is one attempt on the self-assessment quizzes.
Self-Assessments Reflection Paper

The Self-Assessments Reflection Paper needs to reflect on what you have learned by taking the self-assessments. Key points to discuss are surprising finds, and ways you can improve in areas that you feel you need to improve upon based on the interpretation results. The reflection paper should be between 3 – 5 pages long (not including the cover page and the references page). The paper should be written in APA format. APA format includes, but not limited to, these main elements:

- Cover page with first and last name and university affiliation
- Running header
- Double-spaced content
- Times New Roman font style
- 12 point font size
- Page numbers in the upper right hand corner
- 1” margins all the way around (i.e., top, bottom, left, right)
- In-text citations
- References page

Below are some resources to help with your writing style:

- To create and generate a reference list go to www.noodletools.com
- http://www.easybib.com/ to check for plagiarism
- Adobe for pdf www.adobe.com
- Click here for access to an additional APA reference generator. (i.e., www.citethisforme.com)
- Purdue Online Writing Lab (i.e., OWL)
- APA paper example

Note: Paper submissions for plagiarism using SafeAssign will be used.

Grading Rubric for the Self-Assessments Reflection Paper

<table>
<thead>
<tr>
<th></th>
<th>Proficiency</th>
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| **Critical Analysis**            | 0 (0.00%) - 25 (25.00%)  
The writing style is thorough with strong critical analysis. |
| **Aesthetics**                   | 0 (0.00%) - 25 (25.00%)  
The paper is polished, professional in nature and tone, well-organized, and aesthetically pleasing. |
| **Grammar and Style**            | 0 (0.00%) - 25 (25.00%)  
Proper grammar was used free from typos, overly long paragraphs, and grammatical errors. |
| **APA Format**                   | 0 (0.00%) - 25 (25.00%)  
A proper APA formatting style was utilized. |
Group Case Assessment: The Saddle Creek Deli

Students will be assigned to a group. The location of your team will be visible at the bottom of the navigation pane in Blackboard (on the left-hand side). In this group will be a discussion forum to exchange phone numbers in order to communicate with your team members via text messages and phone calls. The case scenario along with three questions to answer are provided in an attachment within the Week 4 folder assignment portal. The case analysis should be written in APA format and should be 3-5 pages in length (not including cover page and references page). Refer to the APA and writing resources above provided for the Self-Assessments Reflection Paper to help organize and write-up this group case assessment analysis. Only put the names of the team members on the paper who participated in the assignment.

Grading Rubric for the Group Case Assessment: The Saddle Creek Deli

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Proficiency</th>
</tr>
</thead>
</table>
| Critical Analysis   | 0 to 25 points  
The writing style is thorough with strong critical analysis. All questions were answered. |
| Aesthetics          | 0 to 25 points  
The case paper analysis is polished, professional in nature and tone, well-organized, and aesthetically pleasing. |
| Grammar and Style   | 0 to 25 points  
Proper grammar was used free from typos, overly long paragraphs, and grammatical errors. |
| APA Format          | 0 to 25 points  
Proper APA formatting style was utilized. |

Discussion Forums with Grading Rubric Information

Discussion forums have a total of 100 points each.
Grading Rubric for the Discussion Forums

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Proficiency</th>
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</thead>
<tbody>
<tr>
<td>Grasping of Key Concepts</td>
<td>0 to 25 points</td>
</tr>
<tr>
<td>You understand what the discussion forum is asking you to do. This takes doing research on the topic or concept before you develop your analysis and post to the discussion forum.</td>
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</tr>
<tr>
<td>Replies to Classmate’s Post</td>
<td>0 to 25 points</td>
</tr>
<tr>
<td>You are actively engaged on the discussion forum by responding to at least one other classmate’s post. Additionally, give a good thorough response. Don’t just say “that’s great” or “yeah, I totally agree with you.”</td>
<td></td>
</tr>
<tr>
<td>Ideas are Expressed Clearly and Thoroughly</td>
<td>0 to 25 points</td>
</tr>
<tr>
<td>Your initial post and your reply post are very focused and answer the discussion forum question(s) directly. I would like for you to blend in the discussion forum questions into your overall analysis. Additionally, write in paragraph form.</td>
<td></td>
</tr>
<tr>
<td>Proper Vocabulary and Grammar Used</td>
<td>0 to 25 points</td>
</tr>
<tr>
<td>with Sources Cited Appropriately</td>
<td>You are not text-typing or abbreviating words, for example, putting “bc” for “because”, or not capitalizing your “I” and instead using “I”. Moreover, do not use cuss words on the discussion forum. All sources used are appropriately cited in-text and on the References page.</td>
</tr>
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</table>

Master Schedule of Topics Covered with Course Assignments and Due Dates

<table>
<thead>
<tr>
<th>Week # and Dates</th>
<th>Chapters Covered and Course Activities with Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1:</td>
<td>• Chapter 1: What Does it Mean to be a Leader?</td>
</tr>
<tr>
<td></td>
<td>• Chapter 2: Traits, Behaviors, and Relationships</td>
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<tr>
<td></td>
<td>• Chapter 3: Contingency Approaches to Leadership</td>
</tr>
<tr>
<td>Monday - Sunday</td>
<td>Assignments Due: Sunday at 11:59pm Central Standard Time (CST)</td>
</tr>
<tr>
<td>07/01 – 07/07</td>
<td>-  Meet &amp; Greet Discussion Forum</td>
</tr>
<tr>
<td></td>
<td>-  Chapter 1, 2, &amp; 3 Quizzes</td>
</tr>
<tr>
<td></td>
<td>-  Chapters 1, 2, &amp; 3 Self-Assessments</td>
</tr>
</tbody>
</table>
| #2 | Monday – Sunday 07/08 – 07/14 | • Chapter 4: The Leader as an Individual  
• Chapter 5: Leadership Mind and Emotion  

**Assignments Due: Sunday at 11:59pm CST**  
- Chapters 4 & 5 Quizzes  
- Chapters 4 & 5 Self-Assessments  
- Exam #1 (Chapters 1 – 5) |
| #3 | Monday - Sunday 07/15 – 07/21 | • Chapter 6: Courage and Moral Leadership  
• Chapter 7: Followership  

**Assignments Due: Sunday at 11:59pm CST**  
- Chapters 6 & 7 Quizzes  
- Chapters 6 & 7 Self-Assessments  
- *Followership and Managing Up* Discussion Forum |
| #4 | Monday – Sunday 07/22 – 07/28 | • Chapter 8: Motivation and Empowerment  
• Chapter 9: Leadership Communication  

**Assignments Due: Sunday at 11:59pm CST**  
- Chapters 8 & 9 Quizzes  
- Chapters 8 & 9 Self-Assessments  
- Group Case Assessment: The Saddle Creek Deli  
- *Mid-Term Course Feedback Survey* |
| #5 | Monday – Sunday 07/29 – 08/04 | • Chapter 10: Leading Teams  
• Chapter 11: Developing Leadership Diversity  

**Assignments Due: Sunday at 11:59pm CST**  
- Chapters 10 & 11 Quizzes  
- Chapters 10 & 11 Self-Assessments  
- *The Future of Gender Issues in the Workplace* Discussion Forum  
- Exam #2 (Chapters 6 – 10) |
| #6 | Monday – Sunday  
08/05 – 08/11 | • Chapter 12: Leadership Power and Influence  
• Chapter 13: Creating Vision and Strategic Direction  

**Assignments Due: Sunday at 11:59pm CST**  
- Chapters 12 & 13 Quizzes  
- Chapters 12 & 13 Self-Assessments |
| #7 | Monday - Sunday  
08/12 – 08/18 | • Chapter 14: Shaping Culture and Values  
• Chapter 15: Leading Change  

**Assignments Due: Sunday at 11:59pm CST**  
- Chapters 14 & 15 Quizzes  
- Chapters 14 & 15 Self-Assessments  
- Self-Assessment Reflection Paper  
- End-of-Course Survey  
- Research Study Survey (Extra Credit) (Optional)  
- Final Exam (Chapters 11 - 15) |