

**SYLLABUS MNGT 5560/6560
LEADERSHIP FALL2014
DR. CHARLOTTE SUTTON**

**No individual has any right to come into the world and go out of it without leaving behind
their distinct and legitimate reasons for having passed through it.
George W. Carver, 1915**

What will be your contribution to this world we live in?

INSTRUCTOR: Dr. Charlotte Sutton
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Office Hours: 12:30-2 pm Mon. & 4-5 pm Wed. (or by appointment.
Email is always a good means of setting up an appointment.)

COURSE OBJECTIVES: Students taking this course will be able to read or experience leadership from a variety of perspectives, including but certainly not limited to the business context. Leadership is a personal and individual thing, which must be internalized. The class will use personal assessments, experiential exercises, contemporary news articles and films to explore various leadership issues. Through reflection and introspection, students should expect to gain insight into their own leadership strengths and weaknesses and to take steps toward becoming more effective leaders.

PREREQUISITES: Junior standing. (You will be dropped without the course pre-requisites.). Correspondence with students in the class will use the email address assigned by the university.

TEXT: Any assigned readings will be posted on Canvas or distributed in class.

	Unde grads	Grad Students
GRADING:		
2 Books Reports (#4 and #6, each 11%)	22%	20%
Coat of Arms Presentation (#3)	10%	9%
Class Participation	10%	10%
Peer Assessments (Assignment #9)	6%	5%
Assignment #12 Movie Analysis	13%	10%
Assignment #10 Portfolio	4%	3%
Assignment #11 Retrospective	12%	10%
Assignment #2 @7 pt Sig. People	8%	6%
Assignment #5 Last Lecture	10%	10%
Assignment #7 Goals	5%	4%
Research Paper (grad students only)		13%

ALL WRITTEN ASSIGNMENTS: WITH THE EXCEPTION OF THE GRADUATE RESEARCH PAPERS, THE USE OF OUTSIDE SOURCE:S IS NEITHER EXPECTED NOR ALLOWED.
Violation of this will be considered a matter of academic dishonesty.

All written assignments must be cleanly typed. Grades will be based not only on content but on the care, thought and grammar of the writing. A review of grammar rules can always strengthen one's writing. A basic guide to 11 rules can be found at <http://www.junketstudies.com/rulesofw/> Another review can be found on Blackboard.

All multiple page papers **must** be stapled. I will not accept unstapled assignments.

LATE ASSIGNMENTS: Assignments will be considered late if they are not turned in when collected in class. Five points per business day will be deducted for late assignments.

Assignments will not be accepted for students not attending class on the day the assignment is due, unless documentation of a University excused absence can be provided. Such assignments are due by the next class period.

PERSONAL PORTFOLIO: Your personal portfolio is an examination of you and what you have learned about yourself through this class. The grade for your portfolio will be based on the visual appeal of your portfolio and on the quality of your vision statement. The portfolio should include the following sections:

1. Personal Vision Statement-Cleanly typed and presented
2. Personal Goals
3. Significant People and Events
4. A section containing the book reports., including Last Lecture "book report"
5. A copy of the peer assessments provided by classmates / Plus the sheet with the grade you earned on the peer evaluations
6. The early write up: What is a Leader? Followed by the Retrospective
7. Movie Analysis
8. Misc Handouts from Class

Tabs should be used to separate the sections. Please do not use plastic sleeves for the Retrospective or Movie Analysis.

BOOK REPORTS: Two book reports are expected for this class. One will be a biography (or autobiography) selected from the listings provided. The second will be a book specifically about leadership or some aspect of leadership, also selected from the listings provided. (Books other than those on the list may be selected but must be approved by Dr. Sutton in advance.) Book reports should be 6-7 pages, typed and double spaced (stapled) and should include a summary of the book and a discussion concepts of concepts from the book that JDU can implement in your life to make you more effective in your life and/or leadership. In other words, what can you take from this book and put into practice in your life. **Be specific.** The report on the biography should also include an assessment (using Kouzes and Posner's leadership model) of the leadership of the individual about whom the biography is written. Book reports should be presented to Dr. Sutton in writing and electronically (email).

LAST LECTURE REPORT: This report should include a summary of the YouTube video P,andy Pausch **Last Lecture: Achieving Your Childhood Dreams** . (For planning purposes, the video lasts 1 hour and 16 minutes.) The report should also include an assessment (using Kouzes and Posner's leadership model) of the leadership of Dr. Pausch as well as specific examples of how you can put Pausch's lessons into practice in your own life. If you wish, you can read the book *The Last Lecture* instead. They share the same information. Identical reports should be submitted to Dr. Sutton in writing and electronically (email).

PEER ASSESSMENT: Each student will be given two students who the student is to anonymously evaluate during the semester: Feedback will be provided in a 1-2 page typed assessment identifying both strengths and (using kind, constructive feedback) areas that might be improved. The page of feedback should not include the assessor's name, only the name of the student being assessed. The peer evaluations should be stapled and submitted to Dr. Sutton with a cover page that includes the name of the anonymous assessor.

CLASS PARTICIPATION: Class participation is particularly important in this class. Therefore, participation will count 10% of the course grade. Participation is made up of three factors: 1) participation in class discussions and activities 2) attitude and 3) attendance. Playing with one's cell phone or doing other homework or tasks will decrease one's participation grade.

GRADUATE STUDENT RESEARCH PAPER: Student should select a topic related to leadership. The topic must be approved by Dr. Sutton. The paper should be based on solid academic research appearing in academic journals and books. **THIS IS NOT AN OPINION PAPER.** The paper must use a minimum of four quality sources. It should be properly documented using APA style and submitted to Dr. Sutton on paper as well as electronically. The paper should be approximately 10-15 pages in length. A sample topic might be an analysis of the leadership styles of America's past five presidents. Another paper might be a comparison of transformational and transactional leadership or an analysis of authentic leadership.

SPECIAL ACCOMMODATIONS: Any student needing special accommodations should contact Dr. Sutton to discuss the Accommodations form as soon as possible. If you do not have an Accommodation Memo but need special accommodations, contact the Program for Students with Disabilities, 1244 Haley Center, 334-844-5943 (Voice T/O)

ACADEMIC DISHONESTY: All portions of the Auburn University Honesty Code (Title XII) found in the Tiger Cub will apply to this class. Academic dishonesty is an offense that will be reported to the Academic Honesty Committee per the process described in the Tiger Cub.

ELECTRONIC DISTRACTIONS: Texting and surfing the internet are distractions not only to the student participating in such activities, but they are often distracting to those sitting around that student and to the professor. Therefore, cell phone and computers should be turned off and put away when class begins. If a student has a legitimate need for using a computer to take notes, permission must be obtained from the professor ahead of time.

Fall2014 TENTATIVE LEADERSHIP SCHEDULE

- Aug. 18 Introduction to Course: Syllabus
- 25 So You Want to be a Leader?
Assignment #1 Due: What is a Leader? (-1-1.5 page typed paper on your opinions of what a leader is. No research is required or expected.)
- Sept. 1 **HOLIDAY**
- SUN. 7 AU Challenge Course (YEA!) 1:30-5:30 pm \$15**
- 8 Presenting Yourself as a Leader
Assignment #2 Due: Significant People and Events
Specifically discuss four members of your family who have influenced you. How has their influence affected who you have become and what you believe? Discuss four other significant people and/or events that have influenced you. How have they influenced who you have become and what you believe? (-5-6 pages)
- 15 Determining your Values
Assignment #3 Due: Personal Coat of Arms Presentation
Each student will present his or her personal coat-of-arms. Traditionally, a coat-of-arms was a crest worn to represent a family or clan from which a member of royalty descends. Your personal coat-of-arms, however, is a visual representation of you. Although you are not being graded on your artistic abilities, keep in mind that an effective visual aid is one that is large enough and clear enough for the entire audience to see. Be creative! You may draw, paste, paint, sew or in some other manner create the coat-of-arms. You will be graded on your creativity as well as your presentation to the class. You may NOT use notes for this presentation. The presentation should run -5-7 minutes. The presentation must include:
1. One of the values that influences your decisions
 2. Symbol of a story about you that you will share with the class, illustrating, something significant about you (value, trait, motivating force)
 3. Something about you or your family of which you are proud
 4. One thing you do well
 5. Anything else of your choosing that will help us know who you really are
 6. Motto: A short statement 3-10 words long that describes your philosophy of life. Example: Life is uncertain; eat dessert first
- 22 Presentations/Values con!
- 29 Theories of Leadership
Assignment #4 Due: First Book Report (Provide hard copy to Dr. Sutton and an identical electronic copy. Both must be received for the paper to be graded. (See further instructions on page 2)
- Oct. 6 Power and Politics

- 13 Emotional Intelligence
Assignment #5 Due: Last Lecture Report (-5 pages. Provide hard copy and an identical electronic copy to Dr. Sutton. Both must be received for the paper to be graded. (see further instructions on page 3)
- 20 Challenge the Process
- 27 Initiate Change
Assignment #6 Due: 2" Book Report (Provide hard copy to Dr. Sutton and submit an identical electronic copy to Dr. Sutton. Both must be received for the paper to be graded. (see further instructions on page 2)
- Nov. 3 Inspire a Shared Vision/ Model the Way
Assignment #7 Due: Personal Goals Identify two goals: One should be a one-two year goal and another a four-five year goal. For each, identify four steps you can do to help make the goal happen. Then for EACH step, identify an action you can take toward achieving the step. Example: One Year Goal: To make A's on the remaining Accounting Classes
1. Increase study time
 - a. Set aside a specific amount of time for study each weekday evening that must be accomplished before "fun" activities
 - b. Reduce extracurricular responsibilities
 2. Get tutor
 - a. Seek out a free tutor through Accounting fraternity
 - b. Ask professor for recommendations
 3. Work with study groups
 - a. Identify people doing well in class and invite to my house to study
 - b. Work through my business fraternity to identify others in the class wanting study partners.
 4. Attend class
 - a. Get a better alarm clock
 - b. Go to bed by midnight when I have an early class the following day
- 10 Build a Team
Assignment #8 Due: Craft a Vision Statement (Details to be provided in class on March 31)
Assignment #9 Due: Peer Evaluations (see instructions on page 3)
- 17 Concluding Thoughts
Assignment #10 Due: Leadership Portfolios including Vision Statement, Personal Retrospective and Movie Analysis (see page 2 for guidelines)
Assignment #11 Due: Retrospective How has your view of leadership changed during the term? Looking at the topics covered as well as the assignments completed, assess ur own leadership strengths and weakness. How does that compare to the perception of others? How can you improve? (-6 pages. Submit an identical electronic copy to Dr. Sutton. Both must be received for the paper to be graded)*
Assignment #12 Due: Movie Analysis (This is the equivalent of your final exam!) Provide hard copy to Dr. Sutton and submit an identical electronic copy. Both must be received for the paper to be graded*