**ADED 4970-D01 – Leadership in the Workplace**

**Fall 2023**

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**Instructor: Dr. Jane B. Teel**

**Office: 3006 Haley Center**

**Email:** **teeljan@auburn.edu**

**Office hours:** Monday 2:00-4:00pm

 Wednesday 11:00am-12:00noon

 Most days and times by appointment. Please do not be limited by the hours listed above. I am on campus most days and glad to meet if you contact me via email teeljan@auburn.edu to set up a time to meet in-person, by phone, or via Zoom.

**Course credit:**  3 hours

**Course description:**  This course is designed to help students who are interested in becoming managers, administrators, or executives in business, industry, government, military, education, or nonprofit and in enhancing organizational effectiveness. This course explores the complexity of effective managerial leadership. In addition, this course will focus on the importance of applying theoretical knowledge about leadership in a flexible and pragmatic way.

**Textbook:** No required textbook. All reading will be posted in the Modules section of Canvas.

**Course Objectives:**

At the end of the course, students should be able to understand:

1. A variety of leadership definitions and ways leadership effectiveness is determined.

2. Leader behavior, the major types of leader behavior in leadership theory and research and what task and relations behaviors are important for leadership.

3. How leader traits and skills are most relevant for effective leadership, what traits and skills best predict success in a managerial career, and how the relevance of a trait or skill depends on the situation.

4. The importance of leadership training and development in organizations, the factors that facilitate leadership training and development, and ways for leaders to develop their own skills.

5. How aspects of the situation can influence leader behavior and how to adapt leader behavior to the situation.

6. Different forms of participative and empowering leadership, the situations in which participative and empowering leadership are most likely to be effective, empowerment programs and psychological empowerment, and when and how to use consultation and delegation.

7. The psychological processes involved in making major changes, how to develop a vision for the organization, and how to implement major change in an organization.

8. How power is related to leadership effectiveness, how to use power effectively, and the different types of influence tactic and effective ways to use the tactics.

9. How cultural values are related to leader behavior, the essentials for effective global leadership, findings on gender leadership in leadership, and how to manage diversity and provide equal opportunities.

10. The organization processes that determine a company’s performance, the potential advantages of executive teams and how to use them, and procedures that can be used to design a good competitive strategy.

**Course Requirements:**

**Recorded Lecture Quizzes:** Each student will watch the weekly recorded lectures. For
eight (8) recordings quiz questions will be located within the recording. Each question should be answered to move on with the recording. (10 points each).

**Application Exercises** (such as case studies, application questions, self-assessment instruments, etc.): Throughout the semester there will be six (6) application exercises where each student will apply the weekly content provided in a practical setting. (15 points each).

**Discussion Posts and Responses:** There will be five (5) discussion prompts where each student will answer the discussion question/questions and then respond to one other student’s post. (10 points each).

**Visionary Speech Analysis:** Each student will select from a list of provided recordings of an effective vision presentation. Students will analyze the presentation and identify effective use of content and delivery style. (80 points)

**Midterm Exam**: One (1) exam will be given. The exam will focus on material covered in lectures in the lecture recordings and assigned readings. The exam could include any of the following type questions: multiple choice, true-false, fill-in-the-blank, and short answer/essay. (50 points)

**Leaders in the Headline**: Each student will find a news article about a leader’s decision in an industry, business, or organization. Based on the article, you will prepare a 1-1½ page paper summarizing the article and focusing on: What is the impact of this decision? What is the importance of this decision? Was the decision effective or not effective? (50 points)

**Final Leadership Paper – Leadership in a Movie:** Each student will select a movie with an easily identifiable leader. The leader in the movie may be fictional or may represent an actual leader. This assignment will be a 2-4 page analysis of leadership demonstrated in a movie. The purpose of this paper is to apply the concepts and the theories discussed this semester to the analysis of leadership by one of the key characters in a movie. (100 points)

**Grading Scale:**

A = 100-90%

B = 89.9-80%

C = 79.9-70%

D – 69.9-60%

F = 59.9% -below

**Other Guidelines:**

**Check Canvas a minimum of every 48 hours for announcements, assignments, lectures, etc.**

**Academic Regulations:** *All due dates for assignments are posted in Canvas.*

**Late submission for excused missed due dates:** *Late assignments will be accepted if you provide written documentation for your missed assignment within one week (7 days) after the due date and your instructor determines that the missed due date is excused based on Auburn University policy.  The explanation must be on original letterhead, contain the original signature of the attesting official (physician, judge, social worker), and provide the name and phone number of a contact person (nurse, assistant, etc.) Please refer to the Auburn University Student Policy eHandbook for guidelines on "Academic Regulations"* [*www.auburn.edu/studentpolicies*](http://www.auburn.edu/studentpolicies) *.*

**Late submissions for unexcused missed due dates: *Late assignments will be accepted within one week (7 days) of due date for unexcused missed due dates; however, 25% of the possible points will be deducted prior to grading.***

**Reply to Student Email:** *When contacting me via email, I will respond within 24 hours (excluding week-ends.)*

**Academic Honesty:** *All work is expected to be original and creative. Plagiarism and other forms of cheating will not be tolerated. The College of Education follows the guidelines for "Academic Regulations" as described in the* [Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies/) found at [www.auburn.edu/studentpolicies](http://www.auburn.edu/studentpolicies). *You are responsible for knowing and adhering to those guidelines.*

**Emergency Contingency Plan*:*** *If online class activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.*

**Students with Disabilities:** *Any student needing special accommodations should schedule a meeting with me via email during the first week of class. Students are required to provide the Student Accommodation Memo before receiving accommodations. Students will not receive accommodations until meeting with me via email. If you do not have the memo, but need accommodations, please contact the Office of Accessibility (*[*https://fp.auburn.edu/disability/*](https://fp.auburn.edu/disability/)*), 1228 Haley Center, 334-844-2096 (voice/TDD).*

**Tentative Class Schedule**

**Week 1 – August 17-23 Syllabus Review and Orientation**

**Week 2 – August 24-30** What is Leadership? Definitions and Perceptions

 Watch Recorded Lecture

 **Application Exercise #1 due August 30**

**Week 3 – August 31-September 6** Leadership Traits and Skills in a Managerial Career

 **Read posted chapter and watch recording**

 **Week 3 Recording Quiz due September 6**

 **Discussion Post and Response #1 due September 6**

**Week 4 – September 7-13** Transformational and Charismatic Leadership

 **Read posted chapter and watch recording**

 **Week 4 Recording Quiz due by September 13**

 **Application Exercise#2 due September 13**

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 **Read posted chapter and watch recording**

 **Week 5 Recording Quiz due by September 20**

 **Discussion and Response #2 due September 20**

**Week 6 – September 21-27** Autocratic, Democratic, and Laissez-Faire Leadership

 Time Management

 **Read posted chapter and watch recording**

 **Week 6 Recording Quiz due by September 27**

 **Application Exercise #3 due September 27**

**Week 7 – September 28-October 4 No Class**

 **Visionary Speech Analysis due October 4**

**Week 8 – October 5-11 Midterm Exam due October 9**

 Ethics in Leadership and Business

 **Read posted chapter and watch recording**

 **Week 8 Recording Quiz due by October 11**

 **Discussion and Response #3 due October 11**

**Week 9 – October 12-18** Stress Management

 **Read posted chapter and watch recording**

 **Week 9 Recording Quiz due by October 18**

 **Application Exercise #4 due October 18**

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**Week 10 – October 19-25** Listening and Leadership

 **Read posted chapter and watch recording**

 **Week 10 Recording Quiz due by October 25**

 **Discussion and Response #4 due October 25**

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**Week 11 – October 26-Nov. 1** Leader and Leadership Development

 **Read posted chapter and watch recording**

 **Week 11 Recording Quiz due by November 1**

 **Application Exercise #5 due November 1**

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**Week 12 – November 2-8** Leaders & Managers

 Leadership in Organizations

 **Read posted chapter and watch recording**

 **Week 12 Recording Quiz due by November 8**

 **Discussion and Response #5 due November 8**

 **Leaders in the Headlines due November 8**

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**Week 13 – November 9-15** Leading through Workplace Conflict

 **Read posted chapter and watch recording**

 **Week 13 Recording Quiz due by November 15**

 **Application Exercise #6 due November 15**

**Thanksgiving Break – November 21-25**

**Week 14 – November 16-17 &** Leadership in Teams & Groups

 **November 27 - December 1**

 **Read posted chapter and watch recording**

 **Discussion and Response #5 due December 1**

**Final Exam Week – December 4-8 Leadership Paper due December 5**